

To: Overview & Scrutiny Commission
5 November 2019

Overview & Scrutiny Work Programme 2019 - 2023
Statutory Scrutiny Officer

1 Purpose of Report

- 1.1 This report asks the Overview & Scrutiny Commission to agree a work programme for the next four years.

2 Recommendations

- 2.1 That the Commission agrees a work programme for the next four years.
- 2.2 That the Commission agrees its own work programme as set out in Appendix D noting that there will be regular items for consideration which are not included in the work programme.
- 2.3 That the dates for Commission meetings are agreed as set out in paragraph 5.11.

3 Reasons for Recommendations

- 3.1 To agree an overview & scrutiny work programme, including the scope and timing for all scrutiny activities aligned to the Council Plan ensuring that it is flexible enough to accommodate urgent short-term issues.

4 Alternative Options Considered

- 4.1 None.

5 Supporting Information

- 5.1 One of the Overview & Scrutiny Commission's key roles is to undertake focussed work programming in order to ensure that scrutiny activity contributes effectively to the Council Plan objectives.
- 5.2 In preparation for the implementation of the proposed changes to the overview & scrutiny arrangements and the development of a work programme, the previous Panels identified a number of topics that they believed required further investigation by overview & scrutiny. Corporate Management Team (CMT) and the Executive were also asked to identify items that they would like overview and scrutiny to consider. All of these topics were collected into a 'bucket list' of ideas.
- 5.3 All topics received were reviewed at a meeting of the Commission, Executive and CMT on 24 September 2019. There were a number of items that were proposed by scrutiny members and the Executive and CMT.
- 5.4 Following the joint meeting the Commission Chairman asked the Overview & Scrutiny Panel Chairmen to work with their Panels to identify their four top priority topics for consideration in the first 18 months.
- 5.5 A proforma was developed by the overview & scrutiny team in consultation with the Commission chairman that aimed to capture all the information the Commission would require to determine whether to agree items for the work programme and, if

so, their priority. A proforma for each topic has been developed by the relevant Member for at least the top four topics.

- 5.6 The priority list for each Panel is set out in Appendix A. The relevant proformas are set out in Appendix B. Appendix C sets out a draft programme as a basis for discussion, based on the Panels' priorities.
- 5.7 A Member, officer or member of the public can suggest a topic for inclusion in the work programme. They will be required to complete and submit a proforma to the overview & scrutiny team. The team will support completion of the form. It is intended that the form will be available online.
- 5.8 A report will be presented to the Commission at its next available meeting, to consider any requests received. The Commission may decide to amend the work programme to incorporate the new piece of work taking into account the impact on any other scrutiny work.
- 5.9 The Panel Chairmen will be required to report progress for each of their reviews at Commission meetings. They will require the Commission's agreement to make changes to the scope of the work and to the deadline for the final report to the Commission. In agreeing to any extensions for completion of the work, the Commission will take into account the impact on other scrutiny activity.
- 5.10 Delivery of the work programme will be reviewed by the Commission at least six-monthly.

Overview & Scrutiny Commission Schedule of Meetings

- 5.11 Commission meetings will be scheduled 10 times a year. The proposed dates for the remainder of this and the next Municipal Year are:
 - Wed 11 December 2019
 - Thurs 9 January 2020
 - Wed 19 Feb 2020
 - Tues 10 Mar 2020
 - Thurs 2 April 2020
 - Wed 27 May 2020
 - Thurs 9 July 2020
 - Wed 12 Aug 2020
 - Tues 13 Oct 2020
 - Wed 11 Nov 2020
 - Wed 2 Dec 2020
 - Wed 6 Jan 2021
 - Wed 17 Feb 2021
 - Tues 2 Mar 2021
 - Wed 7 April 2021
 - Wed 26 May 2021
- 5.12 The agreed dates will be included in the schedule of meeting to be considered at Council on 27 November.
- 5.13 The Commission work programme is set out in Appendix D. This does not include regular items such as reports from Panel Chairmen on progress of their reviews and requests for new topics to be included in the work programme.

7 Consultation and Other Considerations

Legal Advice

7.1 There are no legal implications arising from this report.

Financial Advice

7.2 There are no financial implications arising from this report.

Other Consultation Responses

7.3 These are included in this report.

Equalities Impact Assessment

7.4 Not required for this report.

Strategic Risk Management Issues

7.5 Effective scrutiny is important to the successful functioning of local democracy by securing the efficient delivery of Council services and driving improvements. A robust work programme is essential in order to ensure that overview and scrutiny activity contributes successfully to the work of the Council. Poor scrutiny can be indicative of wider governance, leadership and/or service failure.

Background Papers

None

Contact for further information

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