

For publication

Overview and Scrutiny Work Programme 2018/19

Meeting: Overview and Performance Scrutiny Forum

Date: 8 May, 2018

Cabinet portfolio: Governance

Report by: Senior Democratic and Scrutiny Officer

For publication

1.0 Purpose of report

1.1 To provide the Overview and Performance Scrutiny Forum with the proposed overview and scrutiny committees' (OSC) work programme 2018/19 for approval.

2.0 Recommendations

2.1 To consider and approve the overall overview and scrutiny work programme 2018/19 for recommendation to the council's OSCs.

2.2 To consider appointment of scrutiny project group lead members and memberships for recommendation to the council's OSCs.

2.3 To consider and approve appointments to council working groups.

3.0 **Background**

- 3.1 The overall purpose of the overview and scrutiny function is to help the council achieve the best it can achieve for its community through ensuring robust decision making.
- 3.2 Alignment of overview and scrutiny work with council priorities and resource allocations whenever possible will enable the best opportunity for the overview and scrutiny function to add value to those decisions and be more effective in its work.
- 3.3 The overview and scrutiny work programme will facilitate advanced planning, resource allocation and pro-active working with members, officers and other stakeholders to support the council in its decision making.
- 3.4 The programme of work also makes transparent to all stakeholders, internal and external, what the forward planned work of OSCs will be.

4.0 **Work programming process**

- 4.1 Over the past three years, scrutiny has been using a work programming format that engages all scrutiny, backbench and Cabinet members in the process. The positive feedback and comments from last year's session were used to make improvements to this year's sessions which received further positive feedback.
- 4.2 The new approach has (i) improved clarity and transparency around the work programming process, (ii) enabled wider understanding and involvement in the work programming process, (iii) provided opportunity to further develop the scrutiny / cabinet working relationship and (iv) facilitated well informed discussions and selecting of items.

- 4.3 Two work programme action planning days took place as detailed below:

Action Day 1: At the first planning day event cabinet members were invited to present their priorities and plans for the new year 2018/19. OSC and other backbench members worked together informally in mixed group workshops to discuss and agree suggested business for the scrutiny work programme. They were also asked to consider whether there was a public interest in the item, if scrutiny have an impact and if there was evidence of poor performance. This workshop produced a long list of potential business items.

Action Day 2: At the second planning day event, OSC and backbench members considered the long list of potential business items generated from action day 1. In table groups they used a RAG (red/amber/green) scoring system to prioritise the importance and impact of items on the list, and whether scrutiny could have an impact. Having achieved a priority rating for each item, further group discussions took place to consider which items would be suitable for scrutiny project groups.

- 4.4 Following these sessions, the Scrutiny Chairs and Democratic and Scrutiny Officers met to finalise the items for the work programmes using the RAG scores, and drew up a draft work programme to be discussed with senior officers.

5.0 **Work Programme 2018/19**

- 5.1 The proposed work programme 2018/19 is attached at Appendix A to this report. The overall programme, once approved, will be recommended to the Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee for adoption. The work programme documents can then be developed for each of

these OSCs to provide more detail needed for each committee's work.

- 5.2 The proposed work programme has been discussed internally to members and officers for consultation. Any responses and comments received from internal consultation, not included in Appendix B to this report, will be reported at the Scrutiny Forum meeting.
- 5.3 The attached work programme includes business items identified for scrutiny project group work and items for reports to OSC meetings.
- 5.4 Also included in the work programme are standing items carried forward:
 - i. statutory Crime and Disorder Scrutiny Committee meetings;
 - ii. important routine items including reports on the budget, Council Plan and corporate performance;
 - iii. any items on the OSC monitoring schedule;
 - iv. routine scrutiny management reports.
- 5.5 Members and officers should also be aware that there may be business items arising during the year that require expedient scheduling within the work programme. For example these may include any 'call-in' or petition received requiring OSC attention. Cabinet members and managers may also request to bring further reports on business, not included in the work programme and overview and scrutiny needs to remain responsive to important issues as and when they arise. Such matters may need to be accommodated expediently which could mean some displacement of other, less urgent work programmed business.
- 5.6 Appointments to Scrutiny Project Groups: On approving the proposed work programme the Overview and Performance Scrutiny Forum will need to give consideration to

appointments of scrutiny project group lead members and memberships for new project groups. Any membership changes to existing project groups rolling forward will need to be approved by the parent OSC at the appropriate time.

- 5.7 Appointments to Council Working Groups: Appointments to places reserved for scrutiny committee members on council working groups (non-OSC appointed working groups) will also need to be considered and agreed. Working groups currently include those of i) Member Development, ii) Housing and iii) Constitution Reform. This scrutiny member role requires reporting back from these groups to the parent OSC. Details of the current scrutiny representatives on the council working groups are provided in Appendix B.

6.0 **Work programme 2019/20**

- 6.1 In supporting pre-decision scrutiny, the council's policy approach is to provide time and opportunity for OSCs to appoint scrutiny project groups to inform policy and service developments at the very early stages of planned work.
- 6.2 This year, the proposed work programme attached does not include project work that is likely to run into the 2019/20 municipal year due to the borough elections in May 2020.
- 6.3 To continue with advanced work programme planning it is suggested that some mid-year re-evaluation is scheduled to assess progress with the programme and to consider the process for setting the OSC work programme for 2019/20.

7.0 **Human resources/people management implications**

- 7.1 The success of the delivery of this overview and scrutiny work programme relies on adequate human resource being made available, and adequately aligned, to support members in their overview and scrutiny role. Any further human resource

impacts will form part of any future scrutiny reports arising from the work programme to the relevant decision making body.

8.0 Financial implications

8.1 There are no financial implications arising from the contents of this report. Any financial considerations will form part of any future scrutiny reports arising from the work programme to the relevant decision making body. Democratic and scrutiny support for delivery of the work programme will be contained within existing budgets.

9.0 Legal and data protection implications

9.1 There are no legal and data implications arising from the contents of this report. Any legal and data considerations will form part of any future scrutiny reports arising from the work programme to the relevant decision making body.

10.0 Consultation

10.1 All elected members and senior managers have had the opportunity to be involved in the development of the work programme and those directly involved have had opportunity to comment on the emerging work programme.

11.0 Risk management

11.1 There are no risk implications arising from the contents of this report. Any risk considerations will form part of any future scrutiny reports arising from the work programme to the relevant decision making body.

12.0 Equalities Impact Assessment (EIA)

12.1 There are no equalities implications arising from the contents of this report. Any equalities considerations and impact assessment will form part of any future scrutiny reports arising from the work programme to the relevant decision making body.

13.0 **Recommendations**

13.1 To consider and approve the overall overview and scrutiny work programme 2018/19 for recommendation to the council's OSCs.

13.2 To consider appointments of scrutiny project group lead members and memberships, for recommendation to the council's OSCs.

13.3 To consider appointments to council working groups.

14.0 **Reason for recommendations**

14.1 To enable effective planning of the work of the overview and scrutiny function and thereby its contribution to the work of the council.

Glossary of Terms <i>(delete table if not relevant)</i>	
OSC	<i>Overview and Scrutiny Committees</i>

Document information

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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	

Appendices to the report	
Appendix A	OSC Work Programme 2018/19
Appendix B	Work programme consultation comments