

FOR PUBLICATION

OVERVIEW AND SCRUTINY WORK PROGRAMME 2016/17

MEETING: OVERVIEW AND PERFORMANCE SCRUTINY FORUM

DATE: 10 MAY 2016

REPORT BY: POLICY AND SCRUTINY OFFICER

WARD: ALL

COMMUNITY FORUM: ALL

KEY DECISION REFERENCE (IF APPLICABLE): NON KEY DECISION REF NO 58

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: N/A

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 2016/17 for consideration and adoption.

2.0 RECOMMENDATIONS

2.1 To consider and approve the overall Overview and Scrutiny Work Programme 2016/17 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 appointments to Council Working Groups.

3.0 BACKGROUND

- 3.1 The overriding 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. Alignment of overview and scrutiny work with council priorities and resource allocations will enable the best opportunity for the overview and scrutiny function to add value to those decisions and be more effective in its work.
- 3.2 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 making the best decisions it can.
- 3.3 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 This year a new approach to the work programming process was piloted. Feedback received from all involved in the process has been very positive.
- 4.2 A recent corporate review of our overview and scrutiny arrangements found that there was a need for more clarity and transparency around the work programming process. An earlier corporate review of the function had also found there was a need to further develop scrutiny / cabinet working relationships.
- 4.3 In response OSC members were very keen to widen involvement and understanding of the work programming process and subsequently two Work Programming Action Days were organised and took place.

Action Day 1 Workshop : At our first Action Day event councillors, ie scrutiny, cabinet and other backbench, and senior managers, worked together informally by taking part in a group workshop to discuss and agree suggested business for the scrutiny work programme. Scrutiny, cabinet, backbench members and managers were all represented at each of 5 table groups. This workshop produced a long list of potential business items including 14 that might have been suitable for Scrutiny Project Group (task and finish) work.

Action Day 2 Workshops : At the second Action Day event, OSC and backbench members considered the long list of potential business

items generated from Action Day 1. In 3 table groups they used scoring criteria to prioritise the importance and impact of items on the list, particularly to identify the top 5 items for Scrutiny Project Group work. Having achieved a priority score for each item, the second workshop involved the timetabling of the prioritised items into a gantt chart to develop an emerging work programme.

5.0 WORK PROGRAMME 2016/17

- 5.1 The proposed work programme 2016/17 is attached 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 was circulated internally to members and officers for consultation. Any responses and comments received from internal consultation will be reported at the Scrutiny Forum meeting.
- 5.3 The work programme business items are divided into two sections. The business items numbered 1 to 20 are the items generated from the Action Days' workshops. Those items in bold text (ie, 2, 7, 10, 12 and 16) are the top 5 business items identified for SPGs. The list is not in any priority order.

The remaining business items listed include:

- i) existing items on the OSC Monitoring Form
- ii) statutory Crime and Disorder Scrutiny Committee meetings
- iii) important routine items including reports on the Budget, Council Plan and Corporate Performance, and
- iv) scrutiny management reports.

- 5.4 On approving the proposed work programme the Scrutiny Forum will need to give consideration to appointments of Scrutiny Project Group Lead Members and memberships, ie for the Play Strategy and Venues business items.

Appointments to reserved places for scrutiny on Council Working Groups (ie non OSC working groups) will also need to be considered and agreed as necessary. These working groups include those of Member Development, Housing and Constitution Reform. This role requires reporting back from these groups to the parent OSC.

In addition workshop outputs suggested possible appointment to any Council Working Groups that may be appointed on the Workforce Strategy and Friends of Groups.

- 5.5 Members and officers should also be aware that there may be business items that arise during the year that require expedient scheduling within the work programme.

For example these may include any 'call-in' or petition received requiring immediate OSC attention. Cabinet Members and Managers may request to bring reports on business not included in the work programme. And in addition 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 work programmed business.

6.0 WORK PROGRAMME 2017/18 ONWARDS

- 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 The proposed work programme attached does indicate some SPG work is likely to run into the 2017/18 civic year. There was also a commitment from the Action Days workshops that an SPG be appointed June 2017 to align with the council's deferred Market Reconfiguration work.
- 6.3 To continue with advanced work programme planning, it is therefore proposed that further work programme development, to consider business for 2017/18 and onwards, be commenced in October of this year.

7.0 RISK CONSIDERATIONS

- 7.1 There are no risk implications arising from the contents of this report.

8.0 FINANCIAL CONSIDERATIONS

- 8.1 There are no financial implications arising from the contents of this report.

9.0 LEGAL CONSIDERATIONS

9.1 There are no legal implications arising from the contents of this report.

10.0 EQUALITIES CONSIDERATIONS

10.1 There are no equalities implications arising from the contents of this report.

11 RECOMMENDATIONS

11.1 To consider and approve the overall Overview and Scrutiny Work Programme 2016/17 for recommendation to the Council's OSCs.

11.2 To consider appointments of Scrutiny Project Group Lead Members and memberships, for recommendation to the Council's OSCs.

11.3 To consider appointments to Council Working Groups.

12.0 REASON FOR RECOMMENDATIONS

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

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You can get more information about this report from Anita Cunningham
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