

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Addendum

Overview and Scrutiny Committee

Date: **Thursday, 16th November, 2017**

Time: **6.30 pm**

Venue: **Committee Room, Council Offices, Urban Road,
Kirkby-in-Ashfield**

For any further information please contact:

Alan Maher

a.maher@ashfield.gov.uk

01623 457318

ADDITIONAL PAPERS

Page

5. Scrutiny Workplan 2017-18

5 - 10

This page is intentionally left blank

Report To:	OVERVIEW AND SCRUTINY COMMITTEE	Date:	16 NOVEMBER 2017
Heading:	SCRUTINY WORKPLAN 2017-18		
Portfolio Holder:			
Ward/s:	ALL		
Key Decision:	NO		
Subject To Call-In:	NO		

Purpose Of Report

The Scrutiny workplan is a standing item on the Overview and Scrutiny Agenda. This report aims to focus Members on monitoring and reviewing the Scrutiny workplan for 2017/18. Members are requested to monitor the agreed topics attached within this report and consider any additional items that may be beneficial for review, taking into account reasons for any future review, potential value added, timescales and priorities.

The workplan will be a live document and ongoing consultation will continue to be undertaken with Service Directors, Third Tier Officers and Members. Community engagement will also form part of an ongoing consultation process. All suggestions received will be discussed by the Overview and Scrutiny Committee with the aim of developing a sound, informed and flexible workplan that will add value to the community and the work carried out by the Council and its partners.

Recommendation(s)

- Monitor the current topics on the workplan
- Note any new suggestions received for consideration;
- Consider any additional future topics for the 2017/18 workplan that may benefit from Scrutiny involvement

Reasons For Recommendation(s)

Consulting, reviewing and agreeing items for the Scrutiny workplan 2017/18 provides guidance and direction for the work undertaken by Scrutiny in the coming year.

Alternative Options Considered (With Reasons Why Not Adopted)

No alternative options have been considered, as agreeing the Scrutiny workplan is part of the Overview and Scrutiny Procedure Rules within the Council's Constitution.

Detailed Information

What is a Work Plan?

The Scrutiny Work Plan outlines the areas of work which are expected to be scrutinised over the coming months / year by or on behalf of the Council's Overview and Scrutiny Committee and Panels A and B. Topics added to the workplan should have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of lives of Ashfield residents.

It is recognised that there is a need for flexibility in the work plan so as to allow relevant issues to be dealt with as and when they arise. It is suggested that the number of items placed on the workplan should be limited to no more than 8.

Sources of Work Plan Ideas

Numerous sources of information can help to inform topic selection, including:

- Concerns that have been raised by the public relating to Council delivered services
- Issues of community concern – not necessarily services delivered by the Council
- Issues that have been flagged up by reviews, audits or inspections (past and present).
- Issues relating to Councils outcomes, objectives and priorities
- Consultations and interviews
- Underperformance
- "Stakeholders" concerns – raised by the Council's partners or the users of services
- Partnership objectives
- Cabinet Members, Chief Executive or Service Directors presentations about the pertinent issues that are emerging and any opportunities or threats on the horizon.
- Central government priority changes.
- Analysis of customer complaints.
- Improvement Plans.
- Forward Plan
- Budgetary analysis.

Scrutiny is also encouraged to think about external Scrutiny and the monitoring of other public bodies, and how its activities will engage partner organisations, the media and the public.

Selecting a Work Plan Topics

The Overview and Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible workplan for Scrutiny. This means looking at the sources of information that may help and using them to choose the right topics. This involves:

- Drawing out and discussing what matters most to Councillors and to the community at large.

- Finding out about any research that has been completed or that is planned
- Prioritising topics.
- Looking at what the Scrutiny function has done before.
- Considering what added value is expected as a result of Scrutiny involvement
- Considering whether the topic is already being reviewed elsewhere
- Planning how to get the best from the Committee and Panel meetings

It is also important to note that Overview & Scrutiny have limited time and resources and therefore workplans need to be manageable. It is not possible to include every topic suggested by Members, Service Directors or the Public in the workplan. Successful Scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

Risks

A common pitfall for Overview & Scrutiny can be the inclusion of topics on the work plan that are unmanageable, of limited interest to the community, purely for informational purposes, have few outcomes and fail to 'add value' to the work of the Council or the well being of the community. As such the selection and prioritisation of topics is critical to the effectiveness of Overview & Scrutiny as such processes can ensure clearer focus, particularly in poor or weak areas of performance or major issues of concern to the wider community.

The Peer Challenge in 2017 highlighted that Scrutiny would benefit from an increased focus on strategic issues, therefore it may be informative to consider issues prioritised in both the [Corporate Plan](#) and the [Forward Plan](#).

New Topic suggestions (November 2017)

No new topics have been suggested for consideration by Scrutiny this month.

Scrutiny Workplan – 2017/18

Topic	Panel	Notes / Timescale
Fly Tipping	Overview and Scrutiny Committee	Ongoing – Introduction meeting held on 11 September 2017
Outside Bodies	Scrutiny Panel A	Ongoing - Initial meeting held September 2017.
Pest Control (Street Vermin)	Scrutiny Panel B –	Completed – Report to Cabinet in October 2017.
Commercial Enterprise Strategy / Commercialism	Scrutiny Panel A	Due to be considered early 2018

Topic	Panel	Notes / Timescale
Peer Challenge Action Plan	Overview and Scrutiny Committee	Early 2018
Absenteeism (Attendance Management)	Scrutiny Panel B	Jan 2018
Impact of car parking in town centres	Scrutiny Panel A	2018 / What impact car parking changes (1 hour free) has had on footfall and town centre economy.
Access to Homelessness Services / Homelessness Reduction Act	Scrutiny Panel B	Completed – Report to Cabinet in October 2017.
Garden Waste Project	Overview and Scrutiny Committee	Considered on 11 th July 2017. Subject to Call-in on 26 th July. Concessions due to be further considered by Scrutiny in early 2018
CCTV	Scrutiny Panel B	Ongoing - Initial meeting held in October 2017
Standing Items		
Performance	Overview and Scrutiny Committee	Quarterly
Budget Scrutiny	Overview and Scrutiny Committee	Annually
Crime and Disorder Scrutiny	Overview and Scrutiny Committee	Crime and Disorder Scrutiny Meeting held on 10 October 2017
Housing Performance Scrutiny	Overview and Scrutiny Committee	Introductory meeting planned for 12 December 2017

Implications

Corporate Plan:

The Scrutiny work plan should include issues based on performance, priority objectives and community concerns, many of which contribute to the Councils priorities, vision and outcomes contained in the Corporate Plan 2016 – 2019;

- Health and wellbeing of our residents.
- Economic Regeneration
- Place and Communities.
- Organisational Improvement
- Housing

Legal:

Consultation with Elected Members on items for the Scrutiny workplan is in accordance with procedure rules set out in the Councils Constitution.

Finance:

There are no immediate direct financial implications contained in the report, however Scrutiny reviews suggested and agreed for the workplan will consider financial implications and seek appropriate advice where applicable at the earliest opportunity.

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Human Resources / Equality and Diversity:

Where there are HR / equality and diversity implications identified through items agreed for the Scrutiny workplan, these will be consulted upon and considered as part of the wider workforce planning and equalities agendas.

Other Implications:

Unison / GMB will be consulted upon reviews that have potential staffing issues in a timely manner.

Reason(s) for Urgency (if applicable):

None

Background Papers

Scrutiny Workplan 2016/17

Report Author and Contact Officer

Mike Joy, Scrutiny Manager

01623 457232

m.joy@ashfield.gov.uk

RUTH DENNIS

Director of Legal and Governance (Monitoring Officer)