

<b>Report To:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>Date:</b>	<b>5 FEBRUARY 2019</b>
<b>Heading:</b>	<b>SCRUTINY WORKPLAN CONSULTATION 2019/2020</b>		
<b>Portfolio Holder:</b>			
<b>Ward/s:</b>	<b>ALL</b>		
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

### **Purpose of Report**

The Scrutiny Workplan is a standing item on the Overview and Scrutiny Agenda. Each year the workplan is reviewed and refreshed. This report aims to focus Members on considering potential topics for 2019/20. Members are requested to consider and discuss potential topics that can be positively influenced by Scrutiny involvement.

In considering such topics, the Committee is requested to take into account the reasons for any future review, potential value added, timescales and priorities. The Workplan is 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)**

**The Committee is requested to;**

- **Consider and discuss potential topics for 2019/20;**
- **Discuss any additional consultation methods that may help to generate appropriate topics.**

## **Reasons for Recommendation(s)**

Consulting, reviewing and agreeing items for the Scrutiny workplan 2019/20 provides guidance and direction for the work undertaken by Scrutiny in the coming year.

## **Alternative Options Considered**

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

## **Detailed Information**

### **What is the Scrutiny Workplan?**

The Scrutiny Workplan outlines the areas of work which are expected to be scrutinised over the coming year by or on behalf of the Council's Overview and Scrutiny Committee and Scrutiny 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 life of Ashfield residents.

There is a need for flexibility in the Workplan to allow relevant issues to be dealt with as and when they arise. In order to effectively manage workload and ensure quality scrutiny reviews, it is advised that the number of items placed on the Workplan should be limited to no more than eight.

### **Sources of Workplan Ideas**

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

- Concerns raised by members of the public relating to services delivered by the Council
- Issues of community concern
- Issues flagged up by reviews, audits or inspections
- Issues relating to Council outcomes, objectives, and priorities
- Consultations and interviews
- Underperformance
- Concerns raised by the Council's partners and service users
- Partnership objectives
- Cabinet Members, Chief Executive or Service Director presentations about pertinent issues 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 consider external scrutiny and the monitoring of other public bodies. Consideration can also be given to how the Council's activities will engage partner organisations, the media, and the public.

## Selecting a Workplan Topic

The Overview and Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible Scrutiny Workplan. This means considering the numerous sources of information available and utilising them to choose worthwhile topics.

This involves:

- Drawing out and discussing what matters most to Councillors and the community
- Considering any relevant research that has been completed
- Assessing what the Council's 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 Meeting

It is also important to note that Overview and Scrutiny has limited time and resources, and therefore Workplans need to be manageable. It is not possible to include every topic suggested in the Workplan. Effective scrutiny is about considering the right topic in an effective 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 and Scrutiny can be the inclusion of topics on the Workplan 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 wellbeing of the community.

As such, the selection and prioritisation of topics is critical to the effectiveness of Overview and Scrutiny and clear processes can ensure greater focus, particularly in poor or weak areas of performance or major issues of concern to the wider community.

## Topics Considered During 2018/19

<b>Topic</b>	<b>Panel/Committee</b>
Digital Service Transformation	Overview and Scrutiny Committee
Council Tax Exemption for Care Leavers	Scrutiny Panel A
Unauthorised Encampments	Scrutiny Panel A
Syrian Refugee Resettlement Scheme	Scrutiny Panel B
Free Community Skips	Overview and Scrutiny Committee
CCTV	Scrutiny Panel B
Play Strategy for Rural Areas / Green Space Projects	Overview and Scrutiny Committee
Peer Challenge Outcomes	Overview and Scrutiny Committee

## Standing Items

Topic	Panel/Committee	Status
Performance	Overview and Scrutiny Committee	Ongoing
Budget	Overview and Scrutiny Committee	February 2019
Crime and Disorder	Overview and Scrutiny Committee	March 2019
Housing	Overview and Scrutiny Committee	TBC

## Implications

### **Corporate Plan:**

The Scrutiny Workplan should include issues based on performance, priority objectives, and community concerns. Many of which contribute to the Council's priorities, vision, and outcomes contained in the Corporate Plan 2016 – 2019:

- Health and wellbeing of 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 Ashfield District Council's Constitution.

### **Finance:**

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.

### **Risk:**

Risk	Mitigation
Without consulting or monitoring the workplan, there is a risk that items added may not add value, fall outside of Scrutiny remit or become unmanageable.	The Scrutiny workplan is a standing item on the Overview and Scrutiny Committee Agenda, this allows Members to monitor progress with reviews at each meeting.

**Human Resources:**

Any HR implications identified through items agreed for the Scrutiny Workplan will be consulted upon and considered as part of the wider workforce planning and equalities agendas.

**Equalities:**

There are no immediate equalities implications arising from this report.

**Other Implications:**

*(if applicable)*

**Reason(s) for Urgency**

None.

**Reason(s) for Exemption**

None.

**Background Papers****Report Author and Contact Officer**

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