

<b>Report To:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>Date:</b>	<b>5 JUNE 2018</b>
<b>Heading:</b>	<b>SCRUTINY WORKPLAN ANNUAL REFRESH 2018-19</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 reviewing the suggestions that have been received following consultation with Members and officers. It also takes into account any suggestions that have been received from the community.

Members are requested to discuss the topics received so far detailed in the report with the aim of approving those that the Committee perceive can be positively influenced by Scrutiny involvement. The Committee is also asked to 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 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)**

- **Discuss the new suggestions received for consideration;**
- **Consider any additional future topics for the 2018/19 workplan that may benefit from Scrutiny involvement**
- **Approve the 2018/19 Scrutiny Workplan**

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

Consulting, reviewing and agreeing items for the Scrutiny workplan 2018/19 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

Following consultation with Members and officers the following topics have been put forward for consideration for the 2018-19 Scrutiny Workplan. Detailed in the table are also those topics that have rolled over from 2017-18. For each topic approved the Committee will be required to set out the aims and objectives of the review and detail any anticipated outcomes.

<b>Topic suggested</b>	<b>Status</b>
Commercial Enterprise Strategy / Commercialism	Approved
Fly Tipping	Approved
CCTV	Approved
Digital Service Transformation;	For consideration – Aims and objectives to be discussed at meeting

<b>Topic suggested</b>	<b>Status</b>
Council Tax Exemption for Care Leavers;	For consideration – Aims and objectives to be discussed at meeting
Leisure Centre project;	For consideration – Aims and objectives to be discussed at meeting
Syrian Refugee Resettlement Scheme;	For consideration – Aims and objectives to be discussed at meeting
Selective Licensing.	For consideration – Aims and objectives to be discussed at meeting
Markets (Indoor / outdoor)	For consideration – Aims and objectives to be discussed at meeting
Free Community Skips	For consideration – Aims and objectives to be discussed at meeting
<b>Standing Items</b>	
Performance	
Budget Scrutiny	
Crime and Disorder Scrutiny	

## **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:**

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 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:**

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.

**Equalities:**

There are no immediate equalities implications arising from this report.

**Other Implications:**

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

**Reason(s) for Urgency**

None

**Reason(s) for Exemption**

None

**Background Papers**

Scrutiny Workplan 2017/18

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