



Coordinating Overview and Scrutiny Group

A meeting of the Coordinating Overview and Scrutiny Group will be held Virtual Meeting via Teams on Monday 17 April 2023 at 5.30 pm

Agenda

1.	Apologies for Absence
2.	Declarations of Interest Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
3.	Minutes (Pages 5 - 8) To confirm the Minutes of the meeting of the Committee held on 30 November 2022.
4.	Chair's Announcements To receive communications from the Chair.
5.	WNC Overview and Scrutiny Framework (Pages 9 - 28)
6.	Overview and Scrutiny Work Programmes (Pages 29 - 52) The Coordinating Group to discuss the Work Programmes and highlight forthcoming work
7.	Urgent Business The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.

8. Exclusion of Press and Public

None identified

Should Members decide not to make a decision in public, they are recommended to resolve as follows:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph(s) XXXXX would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

Catherine Whitehead
Proper Officer
5 April 2023

Coordinating Overview and Scrutiny Group Members:

Councillor Dermot Bambridge

Councillor Karen Cooper

Councillor Jo Gilford

Councillor Andrew Grant

Councillor Rosie Herring

Councillor Ian McCord

Apologies for Absence

Apologies for absence and the appointment of substitute Members should be notified to democraticservices@westnorthants.gov.uk prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

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Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

If you have any queries about this agenda please contact Richard Woods, Democratic Services via the following:

Tel: 01327 322043

Email: democraticservices@westnorthants.gov.uk

Or by writing to:

West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

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Coordinating Overview and Scrutiny Group

Minutes of a meeting of the Coordinating Overview and Scrutiny Group held Virtually via Zoom on Wednesday 30 November 2022 at 5.30 pm.

Present:

Councillor Dermot Bambridge
Councillor Jo Gilford
Councillor Rosie Herring
Councillor Ian McCord

Also Present:

Councillor Jonathan Nunn

Apologies for Absence:

Councillor Karen Cooper
Councillor Andrew Grant

Officers:

Tracy Tiff, Deputy Democratic Services Manager
James Edmunds, Assistant Manager Democratic Services
Maisie McInnes, Democratic Services Officer

15. **Declarations of Interest**

There were none.

16. **Minutes**

The minutes of the previous meeting held on 18 July were agreed as a true and accurate record of the meeting.

17. **Chair's Announcements**

The Chair welcomed everyone to the meeting and thanked the Leader of the Council for attending the Coordinating Overview and Scrutiny meeting.

18. **Leader of the Council**

At the Chair's invitation, the Leader thanked members for the invite and expressed that he welcomed the scrutiny review and suggestion to work collaboratively together. He felt that the work that scrutiny did was invaluable and cabinet members should be invited to attend scrutiny meetings to further member involvement in shaping policy.

The Chair echoed the need for collaborative working and for cabinet to attend meetings and explained that the Deputy Leader was invited to the meeting on the homelessness strategy. The Chair asked the leader what the Council's approach to homelessness would be this winter, whether there was a sub-zero policy or an all-in policy. The Leader responded that a new policy would be a great idea for members to influence as they dealt with casework first hand in their compassionate role as councillors. He explained that the Hope centre in Northampton were working to support the homeless, and that a brief on winter arrangements would be put together and shared with the Chair.

The Chair shared that the People Overview and Scrutiny committee wanted a single meeting focused on SEND, but the director wanted a task and finish group which the Chair felt would be an encumbrance on the busy service area. The Leader explained it was scrutiny's role to review areas with service delivery issues, but there were plans for SEND extensions in 4 schools which would help ease the problem but there was still work to be done. The Chair stated that SEND would be discussed at the next meeting of the People Overview and Scrutiny committee meeting.

Members discussed the issue with houses in multiple occupancy (HMO) and licensing matters. The Leader explained that there was a Planning Policy HMO working group and previously Northampton Borough Council had come up with a 50m radius policy working with the University of Loughborough to ensure there were no HMOs established within 50m radius of another HMO.

Members discussed the notion of collaborative working and the need for strategic and high level thinking at overview and scrutiny committees. Members felt that scrutiny needed to be forward thinking and asked the leader where the council would be in the next 3/5 years. Members felt that work needed to be done as the four sovereign councils were still working as separate entities. The Leader referred to the corporate plan and the need for cost-saving efficiencies to continue for the unitary council which finance was looking into with suggestions from service areas and the need to evaluate the office space that WNC occupies and the worker types within the Council. The Leader explained there was a report on transformation coming to Cabinet that had more information on progress.

The Chair thanked the Leader for attending and engaging with members. The Leader left the meeting at this juncture.

19. **Overview and Scrutiny Committee Work Programmes**

The Chair of People Overview and Scrutiny committee summarised their work programme and shared that the Assistant Director Housing was reviewing the governance arrangements with Northampton Partnership Homes and scrutiny wanted to feed into the review. There was also a letter from government on mould in properties and members needed to grasp the recommendations detailed in the letter. The committee also wanted the Deputy Leader to attend and explain what work was being done with housing.

The Chair of Place Overview and Scrutiny committee explained that a briefing on libraries was to be scheduled as well as work on leisure centres and sports activities

which could be a joint exercise with People Overview and Scrutiny committee. The Deputy Democratic Services Manager explained that joint working could take place between the two committees who would decide which aspects to investigate to share the work.

Finally, the Chair of Corporate Overview and Scrutiny committee emphasised that the biggest agenda item the committee was facing was the annual budget which would be influenced by the government settlement and autumn statement.

20. **Urgent Business**

There were no items of urgent business.

The meeting closed at 19:15

Chair: _____

Date: _____

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**West
Northamptonshire
Council**

DRAFT Overview and Scrutiny Review Framework

1. Introduction

1.1 Overview and scrutiny has been a fundamental component of local authority governance since executive arrangements were introduced via the Local Government Act 2000. Overview and scrutiny helps ensure members of an authority who are not part of the Cabinet may hold the cabinet to account for the decisions and actions that affect their communities.

1.2 Overview and scrutiny committees have statutory powers to scrutinise decisions the cabinet plans to take, those it plans to implement and those that have already been implemented. Recommendations by overview and scrutiny committees enable improvements to be made to policies and how they are implemented. Overview and scrutiny committees can also play a valuable role in developing policy. Effective overview and scrutiny should:

- Provide constructive ‘critical friend’ challenge;
- Amplify the voices and concerns of the public;
- Be led by independent people who take responsibility for their role; and
- Drive improvement in services.

1.3 Our mission statement is:

Effective scrutiny supports the work of the Council in achieving its objectives and priorities through constructive challenge and the promotion of best practice. It makes a positive contribution to the lives of citizens in West Northamptonshire.

1.4 Work carried out through scrutiny reviews should therefore be constructive and focussed on the priorities of the council and local people.

2. How Overview and Scrutiny is Organised at West Northamptonshire Council

2.1 West Northamptonshire Council has established a number of overview and scrutiny committees. Each committee has responsibility for a particular aspect of the Council’s services and/or governance. There are three components to how scrutiny is organised:

2.2 Overview and Scrutiny Committee meetings

2.3 Each of the Council’s overview and scrutiny committees maintains a strategic oversight of the services within its remit. They do this by setting an annual work programme and establishing task and finish groups to undertake scrutiny reviews.

2.4 Overview and scrutiny committee meetings should have a clearly laid out agenda, ideally featuring no more than two substantive items. The focus of committee meetings should be on challenge and improvement with a view to agreeing clear and implementable recommendations. Information gathering or updates from services should be avoided.

2.5 Formal committee meetings are an ideal opportunity to hear from members of the cabinet and senior officers and to ask questions that are relevant to each committee’s objectives.

2.6 Scrutiny Committee Pre-meetings

- 2.7 Pre-meetings are used to ensure each overview and scrutiny committee can get the most out of the subsequent committee meeting. They are intended to improve the impact of each committee by allowing the space to create a shared understanding and discussing beforehand what recommendations the committee might make on the day, and how the Cabinet might respond. All members of the committee should be invited.
- 2.8 Pre-meetings allow members to articulate their objectives for committee meetings and allow motivations to be understood and questioning strategies to be agreed. While differences may remain, the airing of these differences will make it easier for members to understand where consensus is possible.
- 2.9 Ultimately, the purpose of pre-meetings is to ensure that time spent at the subsequent committee meeting is used productively. They are to be used for identifying priorities and developing lines of enquiry so that productive recommendations are more likely.

2.10 Scrutiny Triangulation Meetings

- 2.11 Scrutiny Triangulation Meetings are regular meetings that are designed to facilitate regular communication and information sharing so that Scrutiny can be a resource that can inform Cabinet decision making. The meetings include scrutiny chairs, Cabinet Members and relevant Directors and are intended to allow consideration of future issues and the role that Scrutiny could play in testing and shaping these long-term plans.
- 2.12 The meetings should provide a forum for scrutiny leaders and Cabinet Members to discuss upcoming matters that will benefit from scrutiny input. Such matters can include policy development and major procurements to name but two. The timescales are not limited to those covered by the Council's Forward Plan; these meetings should look further ahead in order to take a strategic view. The meetings are also intended to present an opportunity to share and discuss ways in which scrutiny can be used as an improvement asset. The meetings are not intended to set work programmes for committees, which remain the responsibility of each committee.

3. Work programme

- 3.1 It is vital that each committee sets a work programme in order that it can prioritise its work and ensure there is a clear emphasis on key issues. Work programmes must be focussed as there is strong evidence that when scrutiny focuses on fewer things of greater importance, more is achieved.
- 3.2 Work planning ensures scrutiny stays focussed on strategic issues where it can make an impact, whilst making the best use of time and resources. Work planning is not a one-off activity. Although a workshop at the beginning of the year may be helpful in identifying priorities and providing structure, each work programme will need to retain flexibility,

which means each committee should set aside time to review its work programme to ensure it remains relevant.

- 3.3 The triangulation meetings play an important part in the development of work programmes, but individual committee members are also be empowered to suggest topics. A pro forma is included at Appendix A. This is intended to provide a helpful framework for suggesting topics, as well as a means by which committees may ensure suggestions are aligned with the strategic aims of the committee and will add value/are of relevance to communities in West Northamptonshire.
- 3.4 In agreeing items for their work programmes, Overview and Scrutiny Committees should take account of suggestions from members, as well as partners and the public but must also be directed by the Council's corporate plan, plans for policy development and risks and challenges identified through corporate performance reporting. Work planning should be a committee-based activity but must also be forward-looking and strategic in nature.

4. Scrutiny Reviews

4.1 This document is designed to guide those involved in overview and scrutiny through the procedure for conducting a scrutiny review from beginning to end. It is intended as a framework which will help to ensure that scrutiny reviews are effective and deliver their stated objectives.

4.2 The criteria set out below can be used as a guide for selecting and prioritising topics that are suitable for scrutiny reviews.

4.3 Good scrutiny reviews:

- Are about topics that are important to local people;
- Have an impact and add value;
- Are about issues that a scrutiny review can influence;
- Have a clear focus and clearly defined aims and objectives;
- Do not duplicate work being carried out elsewhere;
- Have a clear picture of the resources required to undertake a review; and
- Use resources proportionally to the topic

4.4 Topics may not be suitable for a scrutiny review when:

- The issue is already being addressed, or would be better addressed elsewhere;
- A review would have limited impact, or the topic is too broad to make a review realistic; or
- The topic is not a priority for local people.
- The resource required is disproportionate to the likely benefit to local people

4.5 Overview and scrutiny committees are ultimately responsible for selecting topics for inclusion in their work programmes.

5. Proposal

- 5.1 Every proposal to undertake a scrutiny review should use the Scrutiny Review Proposal form set out at **Appendix A**. The Scrutiny Review Proposal should be completed by the member (or officer) proposing a review and shall be considered by the relevant scrutiny committee. Where a committee proposes a review, a lead member should be identified to complete the proposal form. Members may wish to seek input from a Director or Assistant Director prior to submitting the proposal form for consideration.
- 5.2 Each Scrutiny Review Proposal shall also be reviewed by the Monitoring Officer to ensure the review is a matter for which the scrutiny committee has a remit and does not cut across the work of any other committee. A Proposal may be rejected if it:
- Does not relate to a matter for which the Council has responsibility;
 - Is not within the remit of overview and scrutiny committee concerned;
 - Is defamatory, frivolous, offensive, vexatious, or otherwise improper or irrelevant;
 - Is otherwise contrary to the law or would place the Council at risk of litigation.

6. Planning and Confirming a Review

- 6.1 If, having reviewed the proposal, an overview and scrutiny committee approves a topic for provisional inclusion in its work programme, a planning exercise should be undertaken by the committee before the topic is confirmed and work on the review begins. The Scrutiny Review Plan form set out at **Appendix 2** is to be used for this purpose. Planning a review is essential to minimise the risks that might prevent a review reaching its desired outcome. The planning exercise should build on the information contained within the Scrutiny Review Proposal. The form is constructed around the following seven steps: -

- **Scope**
There should be a clear statement about the scope of the review with a list of the matters which are in scope and will be covered by the review and a list of the matters which are out of scope and therefore will be outside the review.
- **Identifying the key objectives and issues**
There should be a clear articulation of what the review will seek to achieve and the issues that must be addressed to achieve the objectives. Some of this work must be carried out when the overview and scrutiny committee considers whether to include the review into its work programme.
- **Key Lines of enquiry (KLOE)**
Once the objectives and the key issues have been decided, KLOE should be determined to help focus the review and enable a consistent approach to a topic as the review progresses .
- **Outlining stakeholders and evidence**
There must be a clear picture of the evidence required to achieve the outcomes, including any witnesses or stakeholders.

- **Risks**

Potential risks need to be identified at the outset. These should include risks to delivery and other risks (i.e. cutting across work that is already ongoing by other committees).

- **Establishing a clear timeframe**

The timeframe for the beginning and end of the review will be established by the relevant overview and scrutiny committee. The planning process must determine how the review will fit into the overall timeframe that has been decided. It will be helpful to set out the dates and times of the meetings at the outset and any invitees to the meetings required at the planning stage to ensure that the availability of witnesses and stakeholders can be established as soon as possible to avoid delays to the review. If any visits are required these should also be timetabled at the outset to enable the planning of those visits to take place as early as possible.

- **Membership**

The review document should set out how many members are required and identify who they are, including any co-opted members. Members outside Scrutiny or officers of the Council should be classed as invitees and not co-optees to avoid any conflicts with the role of Scrutiny and other functions.

6.2 At the conclusion of the planning stage, the relevant overview and scrutiny committee will be required to review the Scrutiny Review Plan and will confirm if the review should go ahead or if the same or similar outcome could be achieved through alternative means.

7. Type of review

7.1 There are two types of scrutiny review; in-depth and spotlight. In-depth reviews involve a small review group nominated by the relevant scrutiny committee. Their aim is to produce a report for consideration by the cabinet. This type of review should include a clear timetable and should take no longer than 6 months.

7.2 A spotlight review may not produce a report for cabinet but may report its findings directly to the relevant cabinet member instead. A spotlight review could be completed in a single meeting but should take no longer than 2 months.

7.3 If a scrutiny committee approves an item for inclusion in its work programme, it shall determine which type of review is suitable in light of the proposal form and member discussion. This will form part of the planning process (see Section 3 and Appendix B).

7.4 Overview and scrutiny committees should be mindful of the resource implications of conducting reviews and should not undertake more than three reviews at any one time. These reviews shall be staggered so they are at various stages (i.e. scoping, evidence gathering and drafting recommendations) so as to balance workload. Should it appear likely that a review will exceed the timescales set out above, the matter should be reported to the relevant overview and scrutiny committee for approval.

8. The review

8.1 Collecting the information and evidence

8.2 Key issues and objectives will have been identified in the planning phase and a broad outline of the evidence required will have been suggested and included in the plan of the review. The next step is to identify the sources of the information required and the methods for collecting that information. Recommendations that will be formulated at the end of the review must be evidence based and be seen to reference the information that has been provided.

8.3 Evidence can be gathered from a variety of sources including identified best practice, current Council policy, proposed or recent Government legislation, previous or possible consultation, performance indicators, and any previous work or reviews that might be relevant.

8.4 Considering Witnesses

8.5 Witnesses have a key role to play in helping scrutiny reviews fulfil their objectives. Care needs to be taken when inviting witnesses to appear as the term can be off-putting. Informal initial approaches either face to face or by telephone may help to reassure potential witnesses, especially those outside the Council. Witnesses should be treated in a fair and constructive way. Throughout the hearing of the evidence stage, the Review objectives need to be constantly in mind and the information assessed against these. It is the responsibility of the Chairman of the Review to ensure that it remains focused and progresses in accordance with the time frame set out.

8.6 Creating a question plan

8.7 Providing a question plan for witnesses to consider prior to attendance at an overview and scrutiny committee or task and finish panel meeting will make the most of their attendance at the meeting.

8.8 Assessing the evidence and making recommendations

8.9 The review process can take several meetings. While the councillors involved should consider and scrutinise the subject throughout the review, time should also be set aside during the penultimate meeting to assess the information received to that point. When forming conclusions and recommendations, all the main points raised during the review should be considered to enable clear links to be shown between evidence and final recommendations. Officers will support Councillors in collating the evidence that has been provided and advising on the impact of the potential recommendations.

8.10 Recommendations are the purpose of the review process and should be aimed at tangible improvements in service delivery. The desired outcome of the review, outlined in the plan, should be at the forefront of Councillors' minds when forming final recommendations. When

making recommendations it is important to remember that it is not just the right answer that matters but also evidence of how this conclusion was reached. Recommendations should: -

- Link to the evidence provided
- Be concise, specific and be meaningful on their own.
- Link to the scope of the review
- Include methods for monitoring the implementation of the recommendations

Recommendations need not take the form of a detailed list of actions. They should instead reflect the outcomes that the review has identified that will lead to service improvements.

8.11 Officers of appropriate seniority within the relevant service should be involved in assisting Overview and Scrutiny Committees in developing recommendations. The Council's Monitoring Officer or their nominee should also be afforded the opportunity to review recommendations at a formative stage in order to provide input as to their lawfulness etc.

8.12 Prior to any report that makes recommendations being published ahead of an Overview and Scrutiny Committee meeting, the Monitoring Officer and Chief Finance Officer must sign off the report. This is to ensure that any changes required as a result of legal or financial considerations can be considered prior to an Overview and Scrutiny Committee finalising their recommendations.

9. Reporting the outcome

9.1 Once the task and finish panel has approved its recommendations the Chair, supported by officers, will prepare a draft report. The draft report will then be considered at the final meeting of the task and finish panel. The report will then be referred to the relevant Overview and Scrutiny Committee for consideration and approval. The report will then be presented by the Chair of the relevant Overview and Scrutiny Committee and/or the Chair of the review to the appropriate body (usually Cabinet). Bite-sized reviews may have a different reporting pathway to reflect their different approach.

9.2 A template for scrutiny reports is set out at Appendix B to this document.

9.3 Cabinet or other relevant body does not have to accept all the recommendations of the review but must consider the review and recommendations and provide reasons for their decision in relation to each of the recommendations.

10. Monitoring

10.1 Where the recommendations are accepted and there is a decision for implementation monitoring arrangements need to be put in place in order that progress can be measured. An overview and scrutiny committee will monitor progress and if progress is not satisfactory, further scrutiny can be undertaken.

10.2 Follow up regarding the outcomes of the scrutiny process will be communicated in the form of an annual report from each overview and scrutiny committee. The Annual reports

will be presented to full Council and will include an account of all the reviews that have been undertaken over the course of the year.

10.3 The Portfolio Holder may be asked to attend a meeting of the overview and scrutiny committee approximately six months after the Review report recommendations have been accepted by Cabinet to provide a progress report on the implementation of the recommendations. This could take the form of a report or verbal update, but there should be a clear focus on the outcome of the recommendations that were implemented and any benefits or unforeseen outcomes.

Scrutiny Review Proposal – Form A

Appendix A

This form should be completed by sponsoring member(s) or officers when proposing an item for consideration with the work programme of an Overview and Scrutiny Committee. The relevant overview and scrutiny committee reserves the right to reject suggestions or suggest alternative means for resolving the issues raised.

Proposer's name and title		Date	
Proposed topic title	<i>Insert title here</i>		
Background and reason for including the item in the Committee's work programme	<i>A brief outline of the background detailing why the scrutiny topic is suggested for review. This should focus on the value that will be added by the proposal. Authors should consider and reflect why scrutiny, in particular, is a suitable channel for exploration of the issue, rather than another council mechanism or area of the decision-making process.</i>		
Link to the Council's Corporate Priorities	<i>Please explain how the proposal will help contribute to the delivery of the Council's corporate priorities: Corporate Plan West Northamptonshire Council (westnorthants.gov.uk)</i>		
Key objectives	<i>There should be a clear explanation of what the review will seek to achieve.</i> <i>Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely).</i>		
Measure of effectiveness	<i>How will the effectiveness of the review be understood? Sometimes the success of a review can lie in outcomes that are not always measurable, but this should nevertheless be considered and reflected within the scope.</i>		
Spotlight or Full Review	<i>Enter the estimated timescale here.</i>		

Please return this form to: TBC

This form should be completed by the overview and scrutiny committee after the Scrutiny Review Proposal has been completed and the topic has been included in the work programme of that committee.

Topic title	<i>Insert title here</i>
Scope	<p><i>This should be a clear statement about the scope of the review with a list of the matters which are in scope and will be covered by the review and a list of the matters which are out of scope and therefore will be outside the review.</i></p> <p><i>The following is included in the scope of the review:</i></p> <ul style="list-style-type: none"> • • <p><i>The following falls outside the scope of the review</i></p> <ul style="list-style-type: none"> • •
Link to the Council's Corporate Priorities (from Form A)	<i>Please explain how the proposal will help contribute to the delivery of the Council's corporate priorities: Corporate Plan West Northamptonshire Council (westnorthants.gov.uk)</i>
Key objectives and measures of effectiveness (from Form A)	<p><i>There should be a clear explanation of what the review will seek to achieve.</i></p> <p><i>How will the effectiveness of the review be understood? What are the potential outcomes of the review e.g. service improvements, policy change, etc? Sometimes the success of a review can lie in outcomes that are not always measurable, but this should nevertheless be considered and reflected within the scope.</i></p>
Key Lines of Enquiry (KLOE)	<p><i>Once the objectives and the key issues have been decided, KLOE should be determined to help focus the review and enable a consistent approach to a topic as the review progresses.</i></p> <p><i>Specify the key lines of enquiry that will underpin the initial planning of the review:</i></p>
Outlining stakeholders	<i>Stakeholders and witnesses: Identify stakeholders who will assist with the committee's investigation including officers, organisations, the public, and type of information to be considered. If the services subject to review are delivered with partners or shared with other Councils, the review must ensure those partners are an integral part of the review process, so</i>

	<i>identifying them at the scoping stage will ensure they are included.</i>
Outlining evidence	<p><i>Primary evidence: Identify what information is required to take the review forward, and what information is not already available.</i></p> <p><i>Secondary evidence: Identify background information, performance indicators, complaints, existing reports, legislation, central government information and reports.</i></p>
Outlining Briefings and/or site visits	<i>Reviews may seek to incorporate briefings and site visits as part of the evidence gathering process. Site visits should aim to inform members about issues under review and experience service delivery at a customer level.</i>
Risks	<i>Identify potential risks here. These should include risks to delivery and other risks (i.e., cutting across work that is already ongoing by other committees or partner organisations). Explain how these risks will be mitigated.</i>
Membership	<i>How many members are required? Please identify them here,, including any co-opted members (members who are not members of a scrutiny committee, or officers of the Council, should be classed as invitees not co-optees to avoid any conflicts with the role of Scrutiny and other functions).</i>
Timeframe	<i>Set out the dates and times of the meetings here. It is good practice to check the availability of any witnesses or stakeholders required at meetings to avoid delays to the review. If any visits are required these should also be timetabled at the outset to enable the planning of those visits to take place as early as possible.</i>



**West
Northamptonshire
Council**

Xxx Overview and Scrutiny Committee

Name of Review

Draft version 1 and date

Index

Chair’s Foreword 1 page nos

Executive Summary

Final Report including recommendations

APPENDICES

Appendix A Scope of the Review

Appendix B Core Questions

And further if applicable

Chair's Foreword

Add wording

Photo of Chair

Councillor xx

Chair, Task and Finish Group – xxx

Acknowledgements to all those who took part in the Review: -

- Councillors **xxxx**. who sat with me on this Review
- **Add**

EXECUTIVE SUMMARY

Key summary and then to include the conclusions and recommendations from the report

West Northamptonshire Council
Xx Overview and Scrutiny Committee
Report of xx Task and Finish Group
DRAFT - Version 1

1. Purposes and Rationale

1.1 The purpose of the Scrutiny review was:

To add

2. Key Lines of Enquiry

Add

2.1 A copy of the scope of the Review is attached at Appendix A.

3. Context and Background

3.1 Following approval of its work programme for xx, xx Overview and Scrutiny Committee, at its meeting on date commissioned the Task and Finish Group to undertake the review – xx An in-depth review commenced in xx and concluded in xx.

3.2 A Task and Finish Group was therefore established comprising Councillor xx (Chair); Councillors xx. xx, was co-opted to the review.

4. Corporate Priorities

4.1 This review links to the Council's corporate priorities, particularly corporate priority - xx.

4.2 The Task and Finish Group established that the following needed to be investigated and linked to the realisation of the Council's corporate priorities:

Background data, including:

Add from the scope

5. Methodology and Evidence Collection

5.1 Evidence was collected from a variety of sources:

6. Background data

Add

6.1 Background reports

Add

7. Presentation to set the scene

7.1 Salient points:

Add

Add more headings etc if applicable

8. Core Questions

8.1 The Task and Finish Group devised a series of core questions that it put to its key witnesses over a cycle of meetings (Copy at Appendix B).

8.2 Key witnesses provided a response to these core questions at the meetings of the Task and Finish Group on **xxxxx**

8.3 Salient points of evidence:

Add details here

Salient points from each expert advisor with heading eg Cabinet Member for and then add bullet points of the evidence

9. Site Visit (if applicable)

9.1 add details of the findings

10. Conclusions and Key Findings

10.1 After all of the evidence was collated the following conclusions were drawn:
Add

11. Recommendations and Reasons

Recommendations should be referred to the Monitoring Officer for input prior to being submitted to the Cabinet for approval. Adequate reasons for the recommendations and alternative options considered should also be set out so that any future decision by the Cabinet can be recorded in accordance with the relevant statutory requirements.

11.1 The **xx** Overview and Scrutiny Committee recommend to Cabinet that:

12. Overview and Scrutiny Committee

12.1 The Overview and Scrutiny Committee, as part of its monitoring regime, reviews the impact of this report in six months' time. (standard recommendation?)

APPENDICES (page to separate report from appendices and then add appendices)

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	Topic identified and scheduled
	Topic identified but not yet scheduled
	Topic completed

Title	Proposed purpose	Date of Committee meeting	Cabinet Member and Executive Director	Proposed Task and Finish Group	Comments
Pay and Grading Review	To provide scrutiny input to the Pay and Grading Review	<p>16 January 2023 Meeting Taken Place</p> <p>12 July 2023 (date to be confirmed) - Further scrutiny input into the Pay and Grading Review</p>	<p>Cabinet Member for HR & Corporate Services</p> <p>Executive Director – Corporate Services and Assistant Director – Human Resources</p>	No - Whole Committee	<p>The Committee to provide scrutiny input into the Pay and Grading Review</p>
Budget Scrutiny	The Committee to confirm its budget scrutiny process and undertake budget scrutiny of the Council’s budget 2023/24	<p>12 October 2022 – The Committee to consider its budget scrutiny process</p> <p>7 November 2022 - Children’s Trust Budget</p> <p>Budget Scrutiny to continue over a number of meetings: Task and Finish Group meetings commencing in January 2023 COMPLETED</p> <p>12 July 2023 (date to be confirmed) – The Committee to agree its budget scrutiny process for 23/24</p>	Executive Director for Finance	No	<p>The Committee to confirm its budget scrutiny process and undertake budget scrutiny of the Council’s budget 2023/24 - Task and Finish Group meetings scheduled for January 2023 COMPLETED</p> <p>12 July 2023 – The Committee to agree its budget scrutiny process for 23/24</p>

Modernising Systems	The Committee to receive information regarding systems at the Council and to consider their value for money	15 March 2022 - A report to the Committee providing background information, to assist the committee in deciding how it will undertake scrutiny activity Modernising Systems Inquiry day(s) have been programmed from September 2022 onwards Reports to Committee November 2022 onwards. The Committee will conclude its scrutiny activity in April 2023 and report to the meeting of the Committee 15 May 2023	Cabinet Member for Finance Executive Director - Corporate	To be confirmed	The meeting on 15 March 2022 comprised a comprehensive question and answer session (Scrutiny Inquiry) to inform a potential scrutiny review. The Modernising Systems Task and Finish Group is evidence gathering and will conclude its work early in 2023.
Quarterly Budget Monitoring Reports	The Committee to receive regular budget monitoring reports at its meetings	12 October 2022 16 January 2023 Taken place 7 March 2023 15 May 2023 12 July 2023 (dates to be confirmed) 18 September 2023 24 January 2024	Cabinet Member for Finance Executive Director for Finance	No	To receive a quarterly budget monitoring report which will inform the budget scrutiny role of this Committee.
Quarterly reports on the MTFP	The Committee to receive regular MTFP monitoring reports at its meetings	12 October 2022 16 January 2023 Taken place 7 March 2023 15 May 2023 12 July 2023 (dates to be confirmed) 18 September 2023 24 January 2024	Cabinet Member for Finance Executive Director for Finance	No	To receive a quarterly budget MTFP report which will inform the budget scrutiny role of this Committee.

Transformation Projects	The Committee to review transformation projects: Definition of the Transformation Projects Spend on transformation Savings	7 March 2023 – Taken place 18 September 2023 (date to be confirmed)	Leader of the Council and the Executive Director – Corporate and the Head of Transformation delivery	No	
Performance Monitoring Report	The Committee to consider the Performance Monitoring Report to inform Performance Management Scrutiny	12 October 2022 16 January 2023 Taken place 15 May 2023 12 July 2023 (dates to be confirmed) 18 September 2023 24 January 2024	Leader of the Council Assistant Chief Executive	No	The Committee to consider the Performance Monitoring Report to inform Performance Management Scrutiny
The Children’s Trust Budget	The Committee to receive a briefing on the Children’s Trust budget	15 September 2021 actioned 7 November 2022 - Budget Scrutiny - Actioned Further meeting TBC To consider the Business Plan for the Children’s Trust	Cabinet Member for Finance Executive Director for Finance	No but following the briefing the Committee may consider setting up a Task and Finish Group	The Committee received a briefing on the Children’s Trust Budget at its September 2021 and November 2022 meeting and resolved to receive the business plan for scrutiny input at a future meeting Further meeting dates TBC

<p>Corporate Overview and Scrutiny annual report 2022/23</p>	<p>The Committee to receive the annual report 2023/24 for Corporate OSC.</p>	<p>15 May 2023</p>	<p>Chair - Corporate OSC</p>		
<p>“Wicked Issues”</p>	<p>To undertake scrutiny activity of wicked issues</p>	<p>Date : 7 March 2023 Taken Place 18 September 2023</p>	<p>Leader of the Council together with the Executive Director – Corporate and Assistant Chief Executive</p>		
<p>LAPs (local area partnerships)</p> <p>Page 32</p>	<p>The Committee to review and provide scrutiny input into the funding of LAPs</p>	<p>Date: 7 March 2023 Taken place</p> <p>NB: Potential cross Committee (Place, People and Corporate) - refer to O&S Co Ordinating for consideration) for future scrutiny input</p>	<p>Cabinet Member for Adult Care, Wellbeing, and Health Integration for together with the Delivery Director for Health & Care Integration</p>		

Asset Management	To undertake scrutiny activity of asset management	<p>15 March 2022 - The Committee to set up a Task and Finish Group to undertake this scrutiny activity Actioned</p> <p>A presentation was given to the Committee at its meeting 10 May 2022 and from there the Committee will consider Scrutiny work into this issue. - Actioned</p> <p>Date to be confirmed: The Sustainability Working Group is asked to report back to a future meeting regarding the alignment of workstreams around the development of the new Asset Management Plan to the Corporate Plan and the Council's commitment to carbon neutrality.</p> <p>15 May 2023 – The Committee to undertake Scrutiny of asset disposals.</p>	Cabinet Member for Finance Executive Director for Finance	To be confirmed	It was resolved that the Sustainability Working Group is asked to report back to a future meeting regarding the alignment of workstreams around the development of the new Asset Management Plan to the Corporate Plan and the Council's commitment to carbon neutrality.
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Potential cross-cutting themes for the Scrutiny Committees

Major Contracts and Capital Contracts	The Committee together with Place and People Scrutiny Committees to undertake scrutiny of major contracts of the Council including the Children's Trust	<p>Corporate, People and Place Overview and Scrutiny Committees</p> <p>NB: Potential cross Committee (Place, People and Corporate) - refer to O&S Co Ordinating Group at its March meeting for consideration) for future scrutiny input</p>	To be confirmed	To be confirmed	
LAPs (Local area partnerships)	The Committee to review and provide scrutiny input into the funding of LAPs	<p>Date: 7 March 2023 Taken place</p> <p>NB: Potential cross Committee (Place,</p>	Cabinet Member fir Adult Care, Wellbeing, and Health Integration for together with the Delivery Director for Health & Care Integration		

Housing	The Committee, together with Place Overview and Scrutiny Committee to undertake scrutiny activity of the housing costs and social value	Corporate and Place Overview and Scrutiny Committees	To be confirmed	To be confirmed	
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Corporate Overview and Scrutiny Committee meeting dates in 2022/23

- 6 March 2023
- 15 May
- Further dates to be confirmed

West Northamptonshire Council

People Overview and Scrutiny Committee Work Programme

	Topic identified and scheduled
	Topic identified but not yet scheduled
	Topic completed

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
Integrated Care across Northamptonshire (iCAN)	The Committee to scrutinise progress made with the development of iCAN and the position on key risk factors.	21 September 2021 – A task and finish panel has been set up and will conclude its review in 2022/23	Executive Director People Services	Yes	The task and finish panel will meet 6 times from January 2022 to April 2023, aligned to iCAN contract gateway review points, to scrutinise delivery of iCAN programme outcomes.
Task and finish scrutiny review: child and adolescent mental health and the risk of self-harm	To approve the final report of the scrutiny review.	21 February 2023	NA	Yes	The timing of this item has had to be changed from 8 December 2022 to reflect the need to reschedule the final task and finish panel meeting in November / December 2022.
Task and finish scrutiny review: Special educational needs and disability (SEND) support	To approve the scope for a scrutiny review on this topic, as agreed by the Committee at its meeting on 21 November 2022.	21 February 2023	NA	Yes	

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
Debt and Money Advice Transformation Project	The Committee to provide scrutiny input into the development and delivery of the transformation project.	21 February 2023	Director of Communities and Opportunities	No	The Committee agreed at its meeting on 21 June 2022 to add the Transformation Project to the work programme to allow further scrutiny in future.
Housing Allocation Policy	The Committee to consider the development of a Housing Allocation policy for West Northamptonshire.	To be confirmed – potentially 24 April 2023	Assistant Director Housing and Communities	No	This item was originally scheduled for the end of 2022 but corporate work is now due to produce proposals in mid-2023.
School performance	The Committee to invite the Regional Director to discuss school performance in relation to academy schools in West Northamptonshire.	To be confirmed	Executive Director People Services Assistant Director Education Cabinet Member for Children, Families and Education	No	The Committee sought to schedule this topic in the first half of 2022 but the then Regional Director was not able to attend on scheduled meeting dates. This matter was pursued again from September 2022. It appeared at the end of 2022 that the Regional Director would be able to attend the meeting on 21 February 2023 but their attendance ultimately could not be secured.
West Northamptonshire Council homecare framework	The Committee to consider an update on progress with the proposed new framework.	To be confirmed	Executive Director People Services	No	The Committee agreed at its meeting on 8 December 2022 to request that a progress update be brought to an appropriate future meeting.

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
Integrated Care Northamptonshire Strategy 2022-32 outcomes framework	The Committee to consider the outcomes framework intended to measure progress with the delivery of key outcomes in the ICN Strategy.	To be confirmed	Executive Director People Services	No	The Committee agreed at its meeting on 8 December 2022 to scrutinise the developing outcomes framework for the ICN Strategy.
Healthwatch West Northamptonshire work	The Committee to invite Healthwatch West Northamptonshire to give an overview of issues identified through its work.	To be confirmed	Healthwatch West Northamptonshire representatives	No	Healthwatch Northamptonshire (HWN) has previously suggested that an item on this topic could be best scheduled following publication of HWN's Annual Report in the summer. The Committee may wish to schedule an item early in 2023/24 on HWN's Annual Report for 2022/23.
Communities and Opportunities Directorate key contracts and delivery plans	The Committee to consider the Directorate's key contracts and associated delivery plans	To be confirmed	Director of Communities and Opportunities	No	
West Northamptonshire Anti-Poverty Strategy	The Committee to scrutinise the outcomes delivered by the Anti-Poverty Strategy in the first year after it is adopted.	To be confirmed – subject to the timing of the Anti-Poverty Strategy Annual Report.	Executive Director People Services Cabinet Member for Adult Care, Wellbeing and Health Integration	No	The Committee will seek to scrutinise the substance of the Annual Report two months before it is presented to Full Council.

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
Provision of free broadband to young people leaving local authority care.	The Committee to provide scrutiny input into the potential development of proposals by West Northamptonshire Council.	To be confirmed	Cabinet Member for Children, Families and Education	To be confirmed	The Full Council meeting on 23 September 2021 referred a motion on this topic to the Committee, to consider the issues involved.
Rough sleeping	The Committee to provide scrutiny input on responses to rough sleeping in West Northamptonshire.	To be confirmed	Director of Communities and Opportunities Cabinet Member for Housing, Culture and Leisure	To be confirmed	The Committee has identified the following potential focus areas for scrutiny: <ul style="list-style-type: none"> the potential to continue to apply the principles of the 'everyone in' approach used during the COVID-19 pandemic severe weather shelter provision.
Support for people living with dementia	The Committee to scrutinise how well people living with dementia are supported in West Northamptonshire.	To be confirmed	Executive Director People Services Cabinet Member for Adult Care, Wellbeing and Health Integration	To be confirmed	The Committee has identified that work on this topic might take as a starting point the response to the Northampton Borough Council scrutiny review on dementia-friendly communities.
Sports and Leisure needs assessment	The Committee to consider the needs assessment for sports and leisure provision in West Northamptonshire.	To be confirmed	Director of Communities and Opportunities	The Committee has previously identified wider issues relating to sports and leisure provision as a potential topic for an in-depth scrutiny review.	This item was originally scheduled for late-2022 but the time required for the corporate work has since changed and late-2023 is now more likely.

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
Sports and leisure provision	Scrutiny of how West Northamptonshire Council works together with other service providers and community groups to provide the best overall offer to residents from all parts of the community.	To be confirmed – early 2022/23 originally suggested	Director of Communities and Opportunities	The Committee to consider setting up a task and finish panel to carry out an in-depth scrutiny review.	The Committee considers that this work could be an example of scrutiny on the wider theme of the community impact of Council services: looking at how the Council identifies needs, other support available in the community that helps to meet those needs, and therefore how the Council can focus resources to have the most impact.
Provision of housing support for refugees	The Committee to consider an update on the provision of housing support for people coming into West Northamptonshire as refugees.	To be confirmed	Assistant Director Housing and Communities	No	The Committee agreed at its meeting on 25 October 2022 that it should seek to maintain oversight of this issue.
Integrated Care System / Integrated Care across Northamptonshire (iCAN)	The Committee to receive an overview of the aims of the Northamptonshire ICS and iCAN, and plans for implementation.	20 July 2021	Executive Director Adults, Communities and Wellbeing	No	The Northamptonshire Integrated Care System is likely to be a continuing area for scrutiny in future.
Residential and nursing care for older people	The Committee to receive an overview of current provision and planning towards meeting future needs.	20 July 2021	Executive Director Adults, Communities and Wellbeing	No	

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
West Northamptonshire Anti-Poverty Strategy	The Committee to receive an update on progress with the development of the Strategy.	21 September 2021	Executive Director Adults, Communities and Wellbeing Cabinet Member for Adult Care, Wellbeing and Health Integration	No	
Northamptonshire children's services performance	The Committee to receive an update on the Ofsted monitoring visit in July 2021 that will focus on children with child protection plans and with children in need plans.	21 September 2021	Director of Children's Services Chief Executive, Children's Trust	No	
Residential and nursing care for older people	The Committee to scrutinise trends relating to performance and capacity of current care homes.	16 November 2021	Executive Director Adults, Communities and Wellbeing Cabinet Member for Adult Care, Wellbeing and Health Integration	No	
Adult Social Care transformation	The Committee to scrutinise outcomes from the implementation of the Adult Social Care Target Operating Model (TOM)	16 November 2021	Executive Director Adults, Communities and Wellbeing Cabinet Member for Adult Care, Wellbeing and Health Integration	No	

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
Northamptonshire children's services performance	<p>The Committee to receive an update covering the following matters:</p> <ul style="list-style-type: none"> • Additional measures to further improve recruitment and retention of social workers • Achieving consistently good quality practice for all children, supported by full implementation of the practice model <p>Outcomes of the Ofsted monitoring visit due to take place in November 2021.</p>	25 January 2022	<p>Director of Children's Services Cabinet Member for Children, Families and Education Chief Executive, Children's Trust</p>	No	
School improvement	The Committee to receive an overview of activity by West Northamptonshire Council to support school improvement.	25 January 2022	<p>Director of Children's Services Cabinet Member for Children, Families and Education</p>	No	
Special educational needs and disability (SEND) support and alternative provision	The Committee to receive an overview of SEND support and alternative provision (education outside school arranged by the local authority or schools) in West Northamptonshire.	25 January 2022	<p>Director of Children's Services Cabinet Member for Children, Families and Education</p>	No	
Healthwatch function	The Committee to receive a briefing paper giving an overview of the Healthwatch function in Northamptonshire.	25 January 2022	NA	No	

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
West Northamptonshire Anti-Poverty Strategy	The Committee to receive an update on progress with the adoption and implementation of the Strategy.	1 March 2022	Executive Director Adults, Communities and Wellbeing Cabinet Member for Adult Care, Wellbeing and Health Integration	No	
West Northamptonshire Council Housing Strategy	The Committee to provide scrutiny input in the developing Housing Strategy.	1 March 2022 – The Committee to hold a separate workshop-style session following its formal meeting.	Assistant Director Housing and Communities	No	
Northamptonshire children’s services performance	The Committee to receive an update on performance against key targets and the continuing development of children’s services.	21 June 2022	Chief Executive, Children’s Trust	No	The Committee has also identified the way in which children’s services contributes with other services to dealing with cross-cutting issues as a potential future topic for scrutiny.
Overview and Scrutiny Annual Report 2021/22	The Committee to consider the Annual Report on its activity in 2021/22, for submission to Full Council.	21 June 2022	NA	No	

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
West Northamptonshire Council Housing Strategy – outcomes from public consultation	The Committee to consider the outcomes of public consultation on the proposed Strategy.	9 August 2022	Executive Director Adults, Communities and Wellbeing Cabinet Member for Housing, Culture and Leisure	A workshop style remote meeting will be used.	The Co-ordinating Overview and Scrutiny Group considered potential cross-cutting scrutiny topics on 22 March 2022. It agreed that scrutiny of the Housing Strategy should be open to members of all three Overview and Scrutiny committees.
West Northamptonshire Council Housing Strategy – draft Strategy	The Committee to carry out pre-decision scrutiny of the full draft Strategy.	9 August 2022	Executive Director Adults, Communities and Wellbeing Cabinet Member for Housing, Culture and Leisure	A workshop style remote meeting will be used.	The Co-ordinating Overview and Scrutiny Group considered potential cross-cutting scrutiny topics on 22 March 2022. It agreed that scrutiny of the Housing Strategy should be open to members of all three Overview and Scrutiny committees.
Adult Social Care social worker recruitment and retention	The Committee to scrutinise the latest position, focussing on posts supporting the delivery of statutory social care services.	25 October 2022	Assistant Director Safeguarding and Wellbeing Assistant Director Commissioning and Performance	No	
Housing Solutions Transformation Plan	The Committee to consider an overview of the transformation plan for the Housing Solutions function	25 October 2022	Assistant Director Housing and Communities	No	

Topic	Proposed purpose	Date of Committee meeting	Cabinet Member / Executive Director / other senior leader	Task and Finish Panel	Comments
Special educational needs and disability (SEND) support	The Committee to consider an update on the development of SEND support, to include performance against the timescale for completing Education, Health and Care Plan assessments.	21 November 2022	Executive Director People Services Assistant Director Education Cabinet Member for Children, Families and Education	Yes	
Development of Integrated Care Northamptonshire	The Committee to consider an update on the development of the Integrated Care System in Northamptonshire.	8 December 2022	Executive Director People Services Cabinet Member for Adult Care, Wellbeing and Health Integration	No	

People Overview and Scrutiny Committee meeting dates in 2022/23

21 June 2022	8 December 2022
15 September 2022 [NOT HELD]	21 February 2023
25 October 2022	24 April 2023
21 November 2022	

People Overview and Scrutiny Committee proposed meeting dates in 2023/24 – subject to confirmation by Full Council

20 June 2023	17 January 2024
14 September 2023	11 March 2024
15 November 2023	15 May 2024

West Northamptonshire Council

Place Overview and Scrutiny Work Programme 2022-2023

	Topic identified and scheduled
	Topic identified but not yet scheduled
	Topic completed

Item suggested for inclusion on the Place Overview and Scrutiny Work Programme for the Committee’s consideration

Topic	Proposed purpose	Date of meeting	Cabinet Member and Executive Director	Proposed Task and Finish Group	Committee’s comments
Communities and Opportunities Directorate	The Committee to receive a presentation regarding the Communities and Opportunities Directorate and how Place Overview and Scrutiny Committee can have an input into its work.	<p>date: 17 May 2022</p> <p>date: 5 December 2022</p> <p>One single Local Plan for the whole of Northamptonshire would be developed and would be submitted to the appropriate Scrutiny Committees for consideration at the appropriate stages – This item is detailed separately below:</p>	Director for Communities and Opportunities		
Local Plan for West Northamptonshire	The Committee to consider and provide scrutiny input into the Local Plan for West Northamptonshire at various stages	Date: 15 June 2023	<p>Executive Director for Place, Economy and Environment</p> <p>Planning Policy Manager Cabinet Member for Planning</p>	The Committee will provide Scrutiny input into the Local Plan for West Northamptonshire over a series of meetings	
Northampton Town Plan planning and growth including		31 January 2022 (taken place)	Executive Director for Place, Economy and Environment	The Committee to consider setting up a Task and Finish Group to	Update: An update on the progress of the Northampton Town Plan

<p>other main town progress /Review</p>		<p>Update to the Committee at its meeting on 5 December 2022- M&S and BHS Development</p> <p>7 February 2023 - The Committee to consider its scope for Scrutiny input in the M&S and BHS Development - APPROVED - added as a separate work plan item below:</p>	<p>Cabinet Member for Environment, Transport, Highways and Waste</p>	<p>undertake a review of congestion, including parking and incorporating consideration of air quality and options for sustainable transport / active travel</p>	<p>would be brought to the Committee in July 2022. (Meeting 12 September 2022)</p> <p>Update to the Committee at its meeting on 5 December 2022- M&S and BHS Development</p> <p>7 February 2023 - The Committee to consider its scope for Scrutiny input in the M&S and BHS Development - APPROVED</p>
<p>M&S and BHS Development</p>	<p>To provide scrutiny input into the M&S and BHS development at Northampton</p>	<p>The evidence gathering for this Scrutiny activity will commence with site visits to various comparable developments.</p> <p>Dates to be agreed.</p>	<p>Executive Director for Place, Economy and Environment Cabinet Member for Environment, Transport, Highways and Waste Cabinet Member for Strategic Planning, Built Environment and Rural Affairs Cabinet Member for Economic Development, Town Centre Regeneration and Growth</p>	<p>The Committee will provide Scrutiny input into the M&S and BHS Development over a series of meetings</p>	
<p>Highways Contract to include economies of scale</p>	<p>To have an overview, within the constraints of the contract.</p>	<p>31 August 2021 (taken place)</p> <p>The Committee to consider the content of the scope of the Joint Scrutiny Review 18 October 2022 meeting -</p>	<p>Executive Director for Place, Economy and Environment Cabinet Member for Environment, Transport, Highways and Waste</p>	<p>A Joint Task and Finish Group with Corp OSC to look at the Highways contract</p>	<p>A joint Highways Oversight Group with Corporate OSC is being convened.</p> <p>The Group has commenced its scrutiny activity</p>

		<p>Oversight Group to be convened</p> <p>The Chair of the Oversight Group will report to the Committee at each meeting when there is an update:</p> <p>21 March 2023/18 April 2023</p>			
Sustainability Strategy	To provide Scrutiny input into the Sustainability Strategy	Date: 21 March 2023	Executive Director for Place, Economy and Environment Cabinet Member for Environment, Transport, Highways and Waste	To be confirmed	
Fly tipping	To provide scrutiny input into the draft fly-tipping policy that will aim to harmonise cleansing standards across WNC & boost enforcement action	<p>29 March 2022 (taken place)</p> <p>21 March 2023 - The Committee to receive information on progress on actions outlined in the action Plan</p>	<p>Cabinet Member for Environment, Transport, Highways and Waste</p> <p>Executive Director for Place, Economy and Environment</p>	The Committee to receive the draft fly-tipping policy for scrutiny input.	<p>The Committee could consider the reporting mechanisms, clearance and enforcement when providing input Completed 2/3/22</p> <p>18/4/23 The Committee to receive information on progress on actions outlined in the action Plan</p>
WNC waste strategy And Waste management Contracts	The Committee to set up an Oversight Group to look over various waste issues. The Group would begin to meet after September 2022 onwards.	<p>date: 18 October 2022</p> <p>NB: A working group has been set up (outside the O&S process) - The Chair of the Oversight Group to report to the Committee at each meeting:</p>	Executive Director for Place, Economy and Environment Cabinet Member for Environment, Transport, Highways and Waste	Yes - A cabinet Group has been convened	

		21 March 2023			
Active Travel	To provide scrutiny input to enable WNC to progress its plans for active travel	29 March 2022 (taken place) The Chair of the Oversight Group to report to the Committee at each meeting when there is an update: 15 June 2023	Cabinet Member for Environment, Transport, Highways and Waste Executive Director for Place, Economy and Environment	Yes, this work would take around 6- 12 months.	Information gathering to be provided to the Committee at its meeting on 29 March 2022 and a Task and Finish Group to be inaugurated. Councillor Bagott- Webb to Chair.
The Council's Carbon Programme	The Committee to review the Council's Carbon Programme	21 March 2023	Executive Director for Place, Economy and Environment Cabinet Member for Environment, Transport, Highways and Waste		The Committee may want to consider an 'internal' carbon review and separately an 'external' review The internal review would concentrate on buildings, fleet, WNC-own energy, procurement and (probably) ICT. It is important that the Carbon Programme does not conflict with air quality - low emissions approach favoured
Libraries	The Cabinet Member and Assistant Director to provide a briefing to the Committee on the Council's policy regarding libraries	date: 17 May 2022 completed Further report to be received at a later meeting for scrutiny input: Date:18 April 2023	Executive Director for Place, Economy and Environment and Cabinet Member for Housing, Culture and Leisure	TBC	From the briefing the Committee will decide how it can undertake scrutiny activity into this topic
Broadband Contract	To monitor and review the broadband contract	18 April 2023	Executive Director for Place, Economy and Environment Cabinet Member for Strategic Planning, Built Environment & Rural Affairs		

Place Overview and Scrutiny annual report 2022/23	The Committee to receive the annual report 2023/24 for Place OSC.	15 June 2023	Chair Place OSC		
Crime and Disorder Scrutiny	The Committee to receive a performance report from the Chair of the Community Safety Partnership (CSP)	26 January 2022 (taken place) 7 February 2023 (taken Place) 11 September 2023	Chair of the Community Safety Partnership and Cabinet Member for Community Safety & Engagement, and Regulatory Services Executive Director for Place, Economy and Environment		To receive a report from the Chair of the CSP each year.
Flood Risk Management	The Committee to undertake scrutiny of the Flood Risk Management Strategy	31 January 2022 (taken place) 7 February 2023 (taken place) 11 September 2023	Executive Director for Place, Economy and Environment Cabinet Member for Environment, Transport, Highways and Waste		To include information how West Northamptonshire Council works with Homes England
Items to be scheduled					
Tree Policy	The Committee to receive Cabinet's response to the O&S report – Tree Policy and monitor the implementation of the accepted recommendations	Date: TBC			
West Northamptonshire Travel/Infrastructure Strategy	To provide scrutiny input into the Strategy, including footpath and cycleways, timescales and funding	To be confirmed	Leader of the Council Cabinet Member for Economic Development, Town Centre	To be confirmed	

			Regeneration and Growth Executive Director for Place, Economy and Environment		
Assets Strategy	To provide scrutiny input into the Assets Strategy	To be confirmed	Leader of the Council – Cabinet Member for Strategic Planning, Built Environment & Rural Affairs Executive Director for Place, Economy and Environment	To be confirmed	
Economic Strategy	The Committee to consider the Council’s Economic Strategy	To be confirmed	Leader of the Council Cabinet Member for Economic Development, Town Centre Regeneration and Growth Executive Director for Place, Economy and Environment	To be confirmed	
Performance Monitoring Report	The Committee to consider the Performance Monitoring Report to inform Performance Management Scrutiny	The Chair to contact the Chair of Corporate OSC to ask then when this Committee scrutinises performance management that, if applicable, any issues under Place OSC are referred to this Committee for Consideration Date: TBC	Executive Director for Place, Economy and Environment	No	Performance Monitoring Reports will be taken from the Cabinet agenda for Place Scrutiny to consider
Performance Management Scrutiny	The Committee to undertake Performance Management Scrutiny	The Chair to contact the Chair of Corporate OSC to ask then when this Committee	Executive Director for Place, Economy and Environment and relevant Cabinet	No	

		scrutinises performance management that, if applicable, any issues under Place OSC are referred to this Committee for Consideration Date: TBC	Members dependent upon the key performance indicator to be reviewed		
COMPLETED ITEMS					

Schedule of meetings Place Overview and Scrutiny Committee

- 18 April 2023
- 15 June - TBC

Development of Overview and Scrutiny work programmes for 2022/23

NB: The Co-ordinating Overview and Scrutiny Group considered the process to be used to develop Overview and Scrutiny work programmes at a meeting on 25 May 2022. The Group agreed that rather than go out to public consultation about suggestions for scrutiny topics as in 2021/22 it could be more useful to consider a survey of residents' views about Council services. This would enable areas to be identified where Overview and Scrutiny might help to alleviate issues. The Group also agreed that Cabinet Members should be asked to provide details of forthcoming issues within their portfolios that might be subject to pre-decision scrutiny. The chairs of the three Overview and Scrutiny committees have written to the Leader of the Council to progress these matters.

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