



Corporate Overview and Scrutiny Committee

A meeting of the Corporate Overview and Scrutiny Committee will be held at The Council Chamber, The Guildhall, St Giles' Square, Northampton NN1 1DE on Tuesday 6 July 2021 at 6.00 pm

Agenda

1.	Apologies for Absence and Notification of Substitute Members
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.	Chair's Announcements To receive communications from the Chair.
4.	Urgent Business The Chair to advise whether they have agreed to any items of urgent business being admitted to the agenda.
5.	Role of the Corporate Overview and Scrutiny Committee (Pages 5 - 10) Purpose of Report To consider a report outlining the role of the Corporate Overview and Scrutiny Committee. Recommendation The meeting is recommended: 1.1 To note the contents of the report.

<p>6.</p>	<p>Remit of Corporate Overview and Scrutiny Committee (Pages 11 - 16)</p> <p>Purpose of the Report</p> <p>The purpose of this report is to set out the proposed remit of the Corporate Overview and Scrutiny Committee.</p> <p>Recommendation</p> <p>The meeting is recommended:</p> <p>1.1 To approve the remit of the Corporate Overview and Scrutiny Committee as set out in Paragraph 5.1 of the report;</p> <p>1.2 To note that the Overview and Scrutiny Coordinating Group may consider and recommend which Scrutiny Committee, or Scrutiny Committees, are best-placed to deal with any cross-cutting matters that may arise;</p> <p>1.3 To consider how the level of public engagement with the work of the committee can be increased over time.</p>
<p>7.</p>	<p>Overview and Scrutiny Work Programming Process (Pages 17 - 24)</p> <p>Purpose of the Report</p> <p>The purpose of this report is to set out the Overview and Scrutiny Work Programming Process for 2021/2022.</p> <p>Recommendation</p> <p>The meeting is recommended:</p> <p>1.1 To note the Overview and Scrutiny work programming process for 2021/2022;</p> <p>1.2 To consider items for inclusion on the short-term Committee Work Programme for 2021-2022 as set out in Appendix A;</p> <p>1.3 To consider a work programming event to be held on the autumn of 2021-2022 to further develop the Committee Work Programme.</p>
<p>8.</p>	<p>Corporate Overview and Scrutiny Committee Work Programme 2021/2022</p> <p>The Committee to discuss possible items for inclusion in the Corporate Overview and Scrutiny Committee's work programme for 2021/2022.</p>

Catherine Whitehead
Proper Officer
28 June 2021

Corporate Overview and Scrutiny Committee Members:

Councillor Danielle Stone (Chair)

Councillor Sam Rumens (Vice-Chair)

Councillor Mohammed Aziz

Councillor Michael Brown

Councillor Paul Clark

Councillor Maggie Clubley

Councillor Terrie Eales

Councillor Rupert Frost

Councillor Andrew Grant

Councillor Mark Hughes

Councillor David James

Councillor Koulla Jolley

Councillor Dennis Meredith

Councillor Colin Morgan

Councillor Ken Pritchard

Councillor Brian Sargeant

Councillor Walter Tarasiewicz

Information about this Agenda

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.

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Queries Regarding this Agenda

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

Email: democraticservices@westnorthants.gov.uk

Or by writing to:

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WEST NORTHAMPTONSHIRE COUNCIL

CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

6 JULY 2021

Report Title	Role of the Corporate Overview and Scrutiny Committee
Report Author	Tracy Tiff, Deputy Democratic Services Manager, tracy.tiff@westnorthants.gov.uk

Contributors/Checkers/Approvers		
MO	Catherine Whitehead	
S151	Martin Henry	

List of Appendices

None

1. Purpose of Report

- 1.1 The report highlights the various roles that the Corporate Overview and Scrutiny Committee could have in fulfilling its function.

2. Executive Summary

- 2.1 The West Northamptonshire Council (WNC) Constitution specifies that the Council will have three Overview and Scrutiny Committees: Corporate, People and Place Scrutiny Committees; together with a Coordinating Group made up of the Scrutiny Committee Chairs and Vice Chairs. Arrangements for the remits of the three Scrutiny Committees have been recommended by the Co-ordinating Group for approval by the Scrutiny Committees. The remit for this Committee is detailed in a later agenda item.
- 2.2 Overview and Scrutiny is a key part of the democratic decision-making process at West Northamptonshire Council. It provides non-Executive councillors with the opportunity to contribute to shaping Council policy, community well being and accountability. This is carried out by: reviewing Council services and policies, investigating community issues and key decisions and putting forward recommendations for improvement.

3. Recommendations

3.1 It is recommended that the Corporate Overview and Scrutiny Committee:

- a) Notes the roles of the Corporate Overview and Scrutiny Committee as set out at paragraph 5.1 of this report.

3.2 Reason for Recommendations

3.2.1 The recommendations are intended to emphasise the various roles of Overview and Scrutiny for the Committee's information. A later agenda item lists the terms of reference (remit) for the Corporate Overview and Scrutiny Committee.

4. Report Background

4.1 The Centre for Governance and Scrutiny (CfGS) states the four principles of good scrutiny:

- Provides a constructive "critical friend" challenge
- Amplifies the concerns of the public
- Is led by independent people who take responsibility for their role
- Drives improvement in public service

4.2 To demonstrate the four principles of good scrutiny as detailed above, the Committee should be able to demonstrate that it has:

- Held Cabinet to account
- Supported the development of effective policies and initiatives, which have a benefit impact on the community
- Contributed to continuous improvement in services
- Had a positive impact on the work and outcome of external agencies and partners
- Had a positive effect on the lives of residents

4.1 The roles of the Corporate Overview and Scrutiny Committee help to inform Council policies and decisions to ensure that they reflect the needs of residents and community groups. To further develop this, the Corporate Overview and Scrutiny Committee may invite residents and community groups to suggest issues for future review to be included within the work programme of the Corporate Overview and Scrutiny Committee. The Committee will monitor both Cabinet and Council decisions, which helps to make the decision-making process more community focused. The Committee will investigate services of the Council, within its remit, to ensure that high quality services are provided to residents. As part of the review process, the Committee will put questions to the Executive, senior officers, external organisations and the to the public. The Committee will review policies and services and put forward recommendations for improvement.

4.3 Pre-decision scrutiny is an important part of the Committee's role. The Committee may make comment on and provide Scrutiny contribution to a decision before it has been made. By doing

this, the Committee is able to offer Cabinet the benefit of its capacity to focus on an issue in depth over a longer period.

- 4.4 The Committee may exercise the right to call in for reconsideration decisions made, but not yet implemented, by the Cabinet.
- 4.5 Public engagement within the work of the Overview and Scrutiny Committees is very important. Only on rare occasions when certain types of confidential information is being discussed are members of the public not allowed to attend a meeting of the Committee. The public can become involved in the work of the Corporate Overview and Scrutiny Committee in a number of ways:
- (a) Write to Chair of the Corporate Overview and Scrutiny Committee, or to the Chair of one of its Task and Finish Groups, or attend one of the scheduled meetings. For example: if a member of the public has a particular interest in a topic that the Committee or Task and Finish Group is reviewing, they could write or email the Chair and provide their views on this topic.
 - (b) Become a witness. One of the main ways that Overview and Scrutiny gathers evidence to inform a review is through inviting individuals with a particular knowledge of the subject to attend a meeting. This enables non-Executive councillors to make better informed recommendations and it also gives individuals and organisations from outside the Council a way of having their voice heard.
 - (c) Become a co-opted member to Task and Finish Group of the Committee. If an individual has particular knowledge of the subject they may be invited to attend a meeting. This enables non-Executive councillors to make better informed recommendations and it also gives individuals and organisations from outside the Council a way of having their voice heard. The public cannot be both a witness and a co-opted member to the same Scrutiny review.
- 4.6 The Corporate Overview and Scrutiny Committee can undertake performance management scrutiny and review. The Committee has a key role within its remit, in helping to approve the performance of the Council. This role can be undertaken by assessment performance data against performance indicators and scrutinising external performance and inspection reports.
- 4.7 In undertaken external scrutiny, the Corporate Overview and Scrutiny Committee may scrutinise the work and impact of external agencies and partners.
- 4.8 The role of the Corporate Overview and Scrutiny Committee includes policy development and review. Policy development involves shaping the formulation of key plans and policies by examining alternatives against needs, resources and other issues. Policy reviews can be carried out in a number of ways: In-depth Scrutiny reviews, short sharp scrutiny reviews or inquiry days for example.

5. Issues and Choices

- 5.1 This report details the various roles of the Corporate Overview and Scrutiny Committee and is for noting. There are no options associated with this report.

6. Implications (including financial implications)

6.1 Resources and Financial

- 6.1.1 There are no immediate financial implications arising from the proposals. WNC has agreed its overall Overview and Scrutiny Committee structure and Scrutiny Committee members have been appointed. This report details the various roles for the Corporate Scrutiny Committee.

6.2 Legal

- 6.2.1 The duties to undertake Overview and Scrutiny are set out in the Local Government Act 2000, the Health and Social Care Act 2001 and the Local Government and Public Involvement in Health Act 2007. It has had specific powers relating to health services since 2001, flooding since 2000 and crime and disorder since 2006.

6.3 Risk

- 6.3.1 None arising directly from this report.

6.4 Consultation

- 6.4.1 The overall Overview and Scrutiny committee structure for West Northamptonshire Council (WNC) was subject to consultation with the West Northamptonshire Shadow Overview and Scrutiny Committee and the Governance Task and Finish Group during the development of the WNC Constitution in 2020/21.

6.5 Consideration by Overview and Scrutiny

- 6.5.1 The Coordinating Group determined the final remits for the three Scrutiny Committees at its meeting on 17 June 2021. This report emphasises the various roles for the Corporate Overview and Scrutiny Committee.
- 6.5.2 The meeting of the Corporate Overview and Scrutiny Committee will approve the remit of the Committee at its meeting on 7 July 2021.
- 6.5.3 Each Scrutiny Committee will receive and approve its remit at its inaugural meeting.

6.6 Climate Impact

- 6.6.1 There are no immediate climate implications arising from the proposals.

6.7 Community Impact

- 6.7.1 There are no immediate community implications arising from the proposals. The work of the Scrutiny Committees will deal with issues affecting communities living or working in West Northamptonshire and may cover issues with specific implications in areas such as equalities or community cohesion.
- 6.7.2 This report details the various ways that residents can become involved in the work of this Overview and Scrutiny Committee.

4 Background Papers

None

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WEST NORTHAMPTONSHIRE COUNCIL

CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

6 JULY 2021

Report Title	Remit of the Corporate Overview and Scrutiny Committee
Report Author	Tracy Tiff, Deputy Democratic Services Manager, tracy.tiff@westnorthants.gov.uk

Contributors/Checkers/Approvers		
MO	Catherine Whitehead	
S151	Martin Henry	

List of Appendices

None

1. Purpose of Report

- 1.1 The report sets out the remit for the Corporate Overview and Scrutiny committee as approved by the Overview and Scrutiny Coordinating Group.
- 1.2 The report also seeks that members of the committee reflect on how the level of public engagement in local democracy can be increased.

2. Executive Summary

- 2.1 The West Northamptonshire Council (WNC) Constitution specifies that the Council will have three Overview and Scrutiny Committees: Corporate, People and Place Scrutiny Committees; together with a Coordinating Group made up of the Scrutiny Committee Chairs and Vice Chairs. Arrangements for the remits of the three Scrutiny Committees were determined by the Co-ordinating Group.
- 2.2 The Overview and Scrutiny Coordinating Group, at its meeting on 17 June 2021, approved the remits for the three Scrutiny Committees: Corporate, People and Place.

3. Recommendations

3.1 It is recommended that the Corporate Scrutiny Committee:

- a) Approves the remit for the Corporate Scrutiny Committee as set out at paragraph 5.1 of this report;
- b) Notes that the Overview and Scrutiny Coordinating Group may consider and recommend which Scrutiny Committee, or Scrutiny Committees, are best-placed to deal with any cross-cutting matters that may arise;
- c) Considers how the level of public engagement with the work of the committee can be increased over time.

3.2 Reason for Recommendations

3.2.1 The recommendations are intended to enable the West Northamptonshire Council (WNC) Overview and Scrutiny function to carry out its role effectively and to make best use of its resources by establishing a workable division of focus areas between the three Scrutiny Committees.

4. Report Background

4.1 Local government Overview and Scrutiny is based on provisions in relevant legislation, principally the Local Government Act 2000 and the National Health Service Act 2006. Whilst this legislation sets out specific functions and powers for Overview and Scrutiny it does not prescribe how the function should be organised by individual local authorities. This is largely a matter of local choice, informed by factors such as councillors' views about the organisational model that works best for their authority or guidance on good practice from relevant bodies such as the Centre for Governance and Scrutiny.

4.2 Common organisational models for Overview and Scrutiny used by different authorities include a single committee that appoints sub-committees or informal working groups to carry out in-depth scrutiny work; or a varying number of 'thematic' scrutiny committees (which may also appoint sub-groups). The remits for 'thematic' scrutiny committees are, again, a matter of local choice and might consist of logical groupings of service areas, match an authority's Cabinet portfolios or departmental structure, or be based on a range of other factors.

4.3 WNC has adopted an Overview and Scrutiny structure including three 'thematic' Scrutiny Committees. These will need to carry out the following core functions of Overview and Scrutiny:

- Holding the Executive to account
- Policy development and review
- Performance monitoring
- Scrutiny of agencies external to WNC

4.4 In addition, the relevant Scrutiny Committee(s) will need to enable WNC to carry out scrutiny of some services or functions that is identified specifically in different legislation:

- Scrutiny of the planning, provision and operation of the health service in the area (NHS Act 2006 as amended by the Health and Social Care Act 2012)
- Scrutiny of decisions and actions taken by organisations making up Community Safety Partnerships in connection with their responsibility for developing and implementing a strategy for the reduction of crime and disorder in the area (Police and Justice Act 2006)
- Scrutiny of flood risk management functions by a lead local flood authority (Local Government Act 2000 as amended by the Localism Act 2011)

4.5 In practice, the statutory health scrutiny function is the most prominent of these areas.

5. Issues and Choices

5.1 The Overview and Scrutiny Coordinating Group considered and approved remits for each of the three Scrutiny committees. Detailed below are the remits for all Scrutiny Committees. The remit for the Corporate Scrutiny Committee is highlighted:

Corporate Scrutiny Committee	People Scrutiny Committee	Place Scrutiny Committee
Finance and resources	Adult care, public health and wellbeing	Built and natural environment
Corporate services	Housing and communities	Transport and highways
Shared services under the WNC and NNC Shared Services Joint Committee (the WNC Constitution assigns this focus area to the Corporate Scrutiny Committee or equivalent at each authority).	Statutory health scrutiny	Community safety and regulatory services (including statutory crime and disorder scrutiny)
Corporate strategy and priorities	Children, families and education	Economic development, regeneration and growth
		Statutory scrutiny of flood risk management

5.2 The remit for each Scrutiny Committee is broadly reflective of WNC’s directorate structure and Executive portfolios, without matching them exactly in order to recognise the potential for changes in these areas over time.

5.3 The Overview and Scrutiny Coordinating Group recognised that the remits for each Scrutiny Committee means that potential focus areas may come within the remit of more than one Scrutiny Committee. For example, housing could be scrutinised as an issue affecting wellbeing or as an aspect of local development.

- 5.4 The Overview and Scrutiny Coordinating Group considered potential cross-cutting matters that may arise and agreed that it would consider and agree which Scrutiny Committee(s) is best placed to deal with any cross-cutting matters. The WNC Constitution also already states in relation to matters referred to Overview and Scrutiny under the Budget and Policy Framework Procedure Rules that: “In the case of cross-cutting matters, the Co-ordinating Overview and Scrutiny Group may recommend a particular Overview and Scrutiny Committee considers such matters.” The Coordinating Group agreed, at its recent meeting, that cross cutting matters could come under the remit of more than one Scrutiny Committee.

Public Engagement

- 5.5 In a separate briefing with the Executive Director – Finance, the Chair and Vice-Chair of the Corporate Overview and Scrutiny Committee highlighted that they wanted to improve the level of public engagement and were hopeful that members of the Committee could consider how to improve the levels of public engagement in these meetings. Members of the Committee are therefore asked to consider and reflect on how public engagement can be optimised.

6. Implications (including financial implications)

6.1 Resources and Financial

- 6.1.1 There are no immediate financial implications arising from the proposals. WNC has agreed its overall Overview and Scrutiny committee structure and Scrutiny Committee members have been appointed. This report details the remit for the Corporate Scrutiny Committee.

6.2 Legal

- 6.2.1 The approach adopted by the Overview and Scrutiny Co-ordinating Group reflects the statutory duties relating to local authority Overview and Scrutiny and the requirements of the WNC Constitution. It is considered that the remits of each Scrutiny Committee achieve this.

6.3 Risk

- 6.3.1 The remits for the three Scrutiny Committees set out in this report have been identified in the context of the establishment of WNC as a new authority. There is the potential for issues or challenges to arise when the final agreed version is put into practice. This is likely to be the case with any arrangement of remits adopted by WNC at the start of its life. This risk is also mitigated by the ability of the Overview and Scrutiny function to monitor its own operation and effectiveness and to consider any improvements that may seem necessary in light of experience.

6.4 Consultation

- 6.4.1 The overall Overview and Scrutiny committee structure for WNC was subject to consultation with the West Northamptonshire Shadow Overview and Scrutiny Committee and the Governance Task and Finish Group during the development of the WNC Constitution in 2020/21.

6.4.2 The Monitoring Officer has been consulted on the proposed remit for this Scrutiny Committee presented in this report ahead of the Co-ordinating Group meeting that was held on 17 June 2021.

6.5 **Consideration by Overview and Scrutiny**

6.5.1 The Overview and Scrutiny Committee considered the remits for the three Scrutiny Committees at its meeting on 17 June 2021. The Coordinating Group determined the final remits for the three Scrutiny Committees.

6.5.2 Each Scrutiny Committee will receive and note its remit at its inaugural meeting.

6.6 **Climate Impact**

6.6.1 There are no immediate climate implications arising from the proposals.

6.7 **Community Impact**

6.7.1 There are no immediate community implications arising from the proposals. The work of the Scrutiny Committees will deal with issues affecting communities living or working in West Northamptonshire and may cover issues with specific implications in areas such as equalities or community cohesion.

4 **Background Papers**

Report to the Overview and Scrutiny Coordinating Group – 17 June 2021

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WEST NORTHAMPTONSHIRE COUNCIL

CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

6 JULY 2021

Report Title	Work Programming Process
Report Author	Tracy Tiff, Deputy Democratic Services Manager, tracy.tiff@westnorthants.gov.uk 01604 837408

Contributors/Checkers/Approvers		
MO	Catherine Whitehead	
S151	Martin Henry	

List of Appendices

Appendix A – Items submitted to the Chair for consideration in the work programme

1. Purpose of Report

- 1.1 This report sets out the Scrutiny Work Programming process and timetable for 2021/2022 as approved by the Overview and Scrutiny Coordinating Group at its meeting on 17 June 2021.
- 1.2 To consider the items that have been submitted to the Chair of the overview and scrutiny committee by members of the committee and agree or amend as required.

2. Executive Summary

- 2.1 Effective work programming establishes directed scrutiny of issues of local importance and ensures that Scrutiny adds value and makes a difference.
- 2.2 Work Programming is the planning stage. Potential topics for scrutiny are identified for the year. These will be investigated either at a Committee meeting or through time limited Task and Finish Groups. It is typical for a long list to be drawn up initially that is reduced to a short list before a final work programme is approved.

- 2.3 The chair of this committee has already contacted members of the committee to seek ideas for consideration for a work programme. These are attached at Appendix A and should be considered by the committee and commented on and agreed or amended so that they can be developed into a short term work programme for 2021-22. Officers will then seek to turn this into a short term work programme for consideration by the co-ordinating group.
- 2.4 The Centre for Governance and Scrutiny (CfGS) states that an effective work programme is central to effective scrutiny. Therefore, a good Scrutiny Work Programme ensures that the Committees are focussing on priority issues, making best use of both time and resources. The designing of a Work Programme for Scrutiny can promote public participation, transparency and demonstrate good governance.
- 2.5 The Coordinating Scrutiny Group will approve the Work Programmes for the three Scrutiny Committees.

3. Recommendations

3.1 It is recommended that:

- 3.1.1 The Committee considers items for inclusion on its short-term Work Programme for 2021/2022 as set out in Appendix A.
- 3.1.2 The Committee considers a Work Programming event to be held in the autumn 2021/2022 to further develop its Work Programme.

3.2 Reason for Recommendations

- 3.2.1 One of Overview and Scrutiny's key roles is to undertake focussed work programming in order that it is ensured that Scrutiny contributes actively to the Council's objectives.
- 3.2.2 Each of the three Scrutiny Committees should have a Work Programme for the year, every year. The Overview and Scrutiny Coordinating Group, at its meeting on 17 June 2021, agreed that each Scrutiny Committee would compile a short-term Work Programme, for approval by the Overview and Scrutiny Coordinating Group. The short-term Work Programme would be for a period of up to six months. Appendix A provides a starting point for this work.
- 3.2.3 The Scrutiny Committees would then be asked to hold a Work Programming event to further develop the Work Programme for 2021/2022.

3.3 Work Programming Event

- 3.3.1 The Overview and Scrutiny Coordinating Group, at its meeting on 17 June 2021 considered various options for potential work programming for Overview and Scrutiny.
- 3.3.2 The Overview and Scrutiny Coordinating Group agreed that each Scrutiny Committee should hold individual work programming events, rather than one single work programming event.

- 3.3.3 The Overview and Scrutiny Coordinating Group agreed that the Scrutiny Committees would develop short term Work Programmes for submission to the Overview and Scrutiny Coordinating Group for approval.
- 3.3.3 The Scrutiny Committees will each consider how to run their work Programming events. They could engage with other non-Executive Councillors and Cabinet Members in the format of an interactive workshop.
- 3.3.4 Prior to the event a short questionnaire could be devised asking just one question “what do you want overview and scrutiny to investigate over the next 12 months”, inviting the public to complete. It could be produced via an online survey, such as *SurveyMonkey* and shared by the communications team through the Council’s various social media sites such as Facebook and Twitter. This would encourage public participation in the work programming process. This method has been used previously by a Local Authority, now in the West Northamptonshire area, and around 50 suggestions for potential scrutiny were received each; many of which have influenced the Work Programme. The suggestions would be summarised in table format for consideration by the Scrutiny Committee.
- 3.3.5 All Cabinet Members could be invited to the beginning of the event and each Cabinet Member would speak of their priorities for the year; or the Scrutiny Committees may invite the Leader and Cabinet Members whose Cabinet responsibilities align to that Scrutiny Committee. From this, ideas for pre-decision scrutiny could be proposed for inclusion within the work programmes of each Scrutiny Committee. Pre-decision scrutiny is an important part of the Scrutiny function as it investigates a planned decision shortly before it is to be made by Cabinet; or it can carry out pre-decision scrutiny of the planned decision several months before it is considered by Cabinet. Pre-decision scrutiny is recognised as an effective means of scrutiny. Non-executive Councillors would have the opportunity to ask questions of the Cabinet Members at the event. Following Cabinet’s presentations, they would leave the event; taking no part in further discussions being held by non-Executives regarding the drawing together of potential work programmes.
- 3.3.6 Relevant Executive Directors and Assistant Directors could be invited to attend the event and would offer advice on suggestions for potential Scrutiny review; for example, whether the issue was already being looked at within the service area, such information is important as to avoid duplication.
- 3.3.7 The Work Programmes could comprise:
- Pre decision scrutiny topics
 - In depth Scrutiny Reviews, to be undertaken by time limited Task and Finish Groups set up by the Scrutiny Committees. The Chairs of the Task and Finish Groups would provide a short progress report to each meeting of the parent Scrutiny Committee.
 - Inquiry Days for short, sharp scrutiny reviews
 - Performance monitoring
- 3.3.8 The Work Programme should retain flexibility so that urgent items could be incorporated within the year as required.

3.3.9 The Scrutiny Committee would monitor its Work Programme at each meeting.

4. Report Background

- 4.1 The Centre for Public Scrutiny and Governance advocates that scrutiny committees should agree a work programme at the start of each Municipal year; in order that issues can be scheduled for consideration and reports produced in a timely manner.
- 4.2 The Work Programming should consider the four core functions of scrutiny:
- Holding the Executive to account
 - Policy development and review (often carried out in the format of Task and Finish Group or Inquiry Days)
 - Performance monitoring and
 - External Scrutiny (agencies external to the Council)
- 4.3 It could also consider:
- The corporate priorities of the Council
 - Views of other Councillors, not a member of a Scrutiny Committee
 - Best practice in terms of the process for work programming
- 4.4 There is no set method of work programming for Scrutiny; each Local Authority devises its own methodology. However, the role of scrutiny should be focussed, and the work programming should be prioritised rigorously. It is usual for the work programme to be delivered by a combination of Committee work and Task and Finish Groups that could include committee reports by officers and external representatives, standing committee agenda items such as performance monitoring, scrutiny reviews. Evidence gathering could include consultations, workshops, evidence gathering sessions and site visits.
- 4.5.1 There is a need for flexibility within each Committee's work programme to allow for new topics to be included that could emerge during the year.
- 4.5.2 The Council's constitution states that the Overview and Scrutiny Committees will consult with other parts of the Council as appropriate, including the Cabinet, on the preparation of any work programme.

5 Issues and Choices

- 5.1 The Overview and Scrutiny Coordinating Group, at its meeting on 17 June 2021, agreed the Work Programming process for each Scrutiny Committee to follow, as detailed in section 4 of this report.

- 5.2 The Overview and Scrutiny Coordinating Scrutiny Group is responsible for approving the work programmes of the Scrutiny Committees.

6 Implications (including financial implications)

6.2 Resources and Financial

- 6.2.1** There are no immediate financial implications arising from the proposals.

6.3 Legal

- 6.3.1 Overview and Scrutiny operates within the provisions as set out in the Local Government Act 2000, the Health and Social Care Act 2001 and the Local Government and Public Involvement in Health Act 2007. It has had specific powers relating to health services since 2001 and the crime and disorder since 2006.

- 6.3.2 As set out in Part 7, paragraph 7.1.3 of the constitution “The Overview and Scrutiny function will develop a work plan as well as supporting policy development, providing pre-decision scrutiny where appropriate, holding decision-makers to account and exercising the formal call-in of executive decisions to review any concerns about the making of the decision.”

- 6.3.3 Part 7.2 of the Overview and Scrutiny procedure rules states:

1.2 the Overview and Scrutiny Committees will consult with other parts of the Council as appropriate, including the Cabinet, on the preparation of any work programme.

1.3 The Overview and Scrutiny Committees will take into account any views expressed following consultation under Rule 1.2 above in drawing up any work programme. They should take into account the resources, both Officer and financial, available to support its proposals.

6.4 Risk

- 6.4.1 To comply with the requirements of the Council’s Constitution, the work programmes of the three Scrutiny Committees must be formally approved by the Overview and Scrutiny Coordinating Scrutiny Group.
- 6.4.2 Scrutiny is essential to good governance and enables the voice and concerns of residents and communities to be heard and provides challenge and accountability.

6.5 Consultation

- 6.5.1** Various options for work programming were considered by the Overview and Scrutiny Coordinating Group.
- 6.5.2** The agreed work programming process includes the opportunity for non-Executives, Cabinet, the public and officers to be involved in the Work Programme process.

6.5.3 Each meeting of the Scrutiny Committees will include the work programme as an agenda item, providing Members to comment on and input to the Committees work programme further.

6.6 Consideration by Overview and Scrutiny

6.6.1 The Scrutiny Committee will develop a short-term Work Programme 2021/2022 which will be submitted to the Overview and Scrutiny Coordinating Group for approval.

6.7 Climate Impact

6.7.1 There are no immediate climate impact implications arising from the proposals.

6.8 Community Impact

6.8.1 Scrutiny work will need to assess the implications of any recommendations made, including equalities and community cohesion implications.

7 Background Papers

Report to the Overview and Scrutiny Coordinating Group – 17 June 2021

The chair of the Corporate Overview and Scrutiny Committee asked members of the committee for ideas to include in the work programme. The responses are included below.

This provides a starting point for developing a work programme and can be added to and amended as members see fit.

Members are asked to consider this list and the suggestions contained in the second list which has been put together by the Executive Director of Finance for consideration and potentially to supplement the first list.

It is also clear that the work programme will evolve over time and can be added to and amended in other ways as we progress through the year. It should be a living and breathing document.

Based on the discussion officers will then seek to construct a short term work programme for consideration by the co-ordinating Overview and Scrutiny Group.

Work Programme Suggestions

SLAs with residents.

Transformation projects.

Contracts and Finance.

Anticipated Savings-health check.

Social Value-How is it delivered? How do we benefit?

Children's Trust budget and governance

Schools Budgets

Other Suggestions

Budget update

Draft budget consideration

Budget monitoring consideration

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