

Scrutiny Committee **Work Programme 2019-2020**

Terms of Reference of the Committee

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member and Officer decision making, and the way in which Cabinet and Cabinet Member decisions are made;
- To consider requests for “Call-in” as defined in the Council’s “Call-in” Procedure;
- To refer decisions back to Cabinet (or the decision maker) for reconsideration. It may do this once for any individual decision, after which if there is no agreement the decision will be referred to the full Council for determination;
- To refer Cabinet and Cabinet Member decisions to the relevant Overview and Scrutiny Committee for investigation without delaying the implementation of the decision concerned;
- To receive a report by the Leader of the Council at its first meeting after each Annual Council Meeting (or at such a meeting as is agreed by the Chair of the Committee and the Leader of the Council) on the service issues for the year ahead, the Leader of the Council’s priorities for the coming year, and on the Council’s performance in the previous year;
- To oversee the arrangements for Overview and Scrutiny within the Council, including determining (i) where matters fall within the remit of more than one Overview and Scrutiny Committee which of those Committees will assume responsibility for any particular issue, (ii) a system to ensure that referrals from Committees to the Cabinet, either by way of report or for reconsideration, are managed efficiently and do not exceed any limits set out in the Council’s Constitution, and (iii) in the event of reports to the Cabinet exceeding any limits in the Constitution, or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business, at the request of the Cabinet to make decisions about the priority of referrals made;
- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can offer advice, support or answer any question that will assist the Committee in carrying out its functions; and
- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- The review, scrutiny and development of policy recommendations,
- The management of performance,
- The monitoring of progress towards delivering corporate priorities,
- The formulation of advice for the Cabinet, Council and other partners and stakeholders, and
- Strategies to reduce or prevent Crime and Disorder.

To have specific responsibility (but not limited to)

- Good governance.
- The Budget Scrutiny function.

Review of the Work Programme

The work programme will be reviewed at every meeting of the Scrutiny Committee to ensure that it remains relevant, to ensure that Members and Officers have sufficient capacity to deliver the work programme and to include any additional items on the work programme, if appropriate.

To assist members in developing the Committee’s work programme, a copy of the current Cabinet Work Programme and Forward Plan is attached at Appendix 2 to the covering report.

Contact details

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| 10th June 2019 | | |
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| Item | Objectives | Witnesses |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |
| Work Programme 2019/20 | To discuss and agree a rolling work programme for the 2019/20 Municipal Year and review the Overview Task Groups | n/a |

| 15th July 2019 | | |
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| Item | Objectives | Witnesses |
| Leader of the Council update | To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation. | Councillor David Renard |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 12th August 2019 | | |
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| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for Adults and Health | To review the portfolio and performance of the Cabinet Member for Adults and Health. | Councillor Brian Ford |
| Cabinet Member Q&A – Cabinet Member for Corporate Services and Operational Excellence | To review the portfolio and performance of the Cabinet Member for Corporate Services and Operational Excellence. | Councillor Keith Williams |

| 9th September 2019 | | |
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| Item | Objectives | Witnesses |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |
| Cabinet Member Q&A – Cabinet Member for Economy and Place | To review the portfolio and performance of the Cabinet Member for Economy and Place. | Councillor Oliver Donachie |

| 21st October 2019 | | |
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| Item | Objectives | Witnesses |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |
| Cabinet Member Q&A – Cabinet Member for Children's Services | To review the portfolio and performance of the Cabinet Member for Children's Services. | Councillor Mary Martin |
| Cabinet Member Q&A – Cabinet Member for Finance and Education and Skills | To review the portfolio and performance of Education and Adult Learning services. | Councillor Russell Holland |

| 18th November 2019 | | |
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| Item | Objectives | Witnesses |
| Review of the 2018/19 Municipal Year | To receive the Scrutiny Committee Annual Report. | Chief Legal Officer |
| Cabinet Member Q&A – Cabinet Member for Strategic Planning | To review the portfolio and performance of the Cabinet Member for Strategic Planning. | Councillor Gary Sumner |

| 9th December 2019 | | |
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| Item | Objectives | Witnesses |
| Leader of the Council update | To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation. | Councillor David Renard |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 13th January 2020 | | |
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| Item | Objectives | Witnesses |
| Budget Scrutiny | To review the Budget proposals for 2020-2021. | Councillor Russell Holland |
| Cabinet Member Q&A – Cabinet Member for Housing and Public Safety | To review the portfolio and performance of the Cabinet Member for Housing and Public Safety. | Councillor Cathy Martyn |

| 10th February 2020 | | |
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| Item | Objectives | Witnesses |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |
| Cabinet Member Q&A – Cabinet Member for Highways and the Environment | To review the portfolio and performance of the Cabinet Member for Highways and the Environment. | Councillor Maureen Penny |

| 16th March 2020 | | |
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| Item | Objectives | Witnesses |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |
| Cabinet Member Q&A – Cabinet Member for Finance and Education and Skills | To review the portfolio and performance of Finance and Skills. | Councillor Russell Holland |

| 6th April 2020 | | |
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| Item | Objectives | Witnesses |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |
| Cabinet Member Q&A – Cabinet Member for the Town Centre | To review the portfolio and performance of the Cabinet Member for the Town Centre. | Councillor Dale Heenan |

| Other issues for Scrutiny Committee to consider | | |
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| Item | Objectives | Witnesses |
| Averies Task Group Final Report | To receive the final report of the Task Group and make appropriate recommendations to the Cabinet and Council. | Task Group Members |
| Anti-social enforcement | To review what is being done to address enforcement against anti-social issues including: <ul style="list-style-type: none"> • Parking • Public Space Protection Orders in the town centre • Anti-social behaviour | Councillor Maureen Penny Councillor Oliver Donachie Councillor Cathy Martyn |
| An examination of the relationship between the Borough and Parish / Town Councils | One day review by Scrutiny Committee | Chief Executive |
| Closure of Honda | To receive a confidential update | Leader of the Council Chief Executive |

| Other issues to be referred | | |
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| Item | Objectives | Witnesses |
| Food Waste | To review proposals for dealing with food waste in the Borough | To be referred to Communities and Place Overview and Scrutiny Committee |
| Collection and Disposal of Used Needles | To review proposals for dealing with the collection and disposal of used needles | To be referred to Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee |
| Leisure Contracts | To review the leisure contracts, in particular those run by GLL | To be referred to Resources and Corporate Overview and Scrutiny Committee |
| Procurement | To review how SBC uses its procurement budget locally | To be referred to Resources and Corporate Overview and Scrutiny Committee |
| North Star | To review the ongoing development at North Star | To be referred to Growing the Economy Overview and Scrutiny Committee |