

# Work Programme 2017/18

## Communities and Place

### Overview & Scrutiny Committee

Date: 5<sup>th</sup> September 2017

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Author: Director of Law & Democratic Services

Wards: All Wards

Parishes Affected: All Parish Areas

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#### 1. Purpose and Reasons

- 1.1 This report sets out details of the topics for the Communities and Place Overview and Scrutiny Committee work programme for 2017/18.
- 1.2 To assist Members in developing the Committee's Work Programme, a copy of the current Cabinet Work Programme and Forward Plan, for the period 11<sup>th</sup> August 2017 to 21<sup>st</sup> August 2018, is attached as Appendix 2.
- 1.3 Each Overview and Scrutiny Committee is requested to have a work programme that details the activities that it will be undertaking during the municipal year.
- 1.4 The work programme details the various topics and issues that each Committee intends to look into during the coming year with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.
- 1.5 Under the Council's Constitution, Overview and Scrutiny Committees are required to agree a work programme at the start of the municipal year outlining their priorities and likely outcomes of considering these issues.

The work programme is developed taking into account:

- Corporate priorities and objectives, including the Cabinet Forward Plan
  - Partnership strategic priorities and objectives
  - The interests and concerns of Members, Council officers, members of the public and other stakeholders such as community and voluntary groups and local businesses
- 1.6 Committees are encouraged to review the work programme on a regular basis to ensure it remains relevant and to prioritise the workload of the Committee.
  - 1.7 Members are reminded that the work programme must also take into account:
    - The workload of the Committee and of individual members
    - The capacity of officers to support a review
    - The resource implications of carrying out a review
    - The timescales for a review

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- The most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review

1.6 The Communities and Place Overview and Scrutiny Committee is encouraged to be mindful of its role and remit when considering a work programme for the 2017/18 Municipal Year.

## 2. Recommendations

The Committee is recommended to:

2.1 Note the Work Programme for the 2017/18 Municipal Year.

2.2 Appoint Members to any Task Groups agreed by the Committee.

## 3. Detail

3.1 It is important that Overview and Scrutiny adds value to the work of the Council and the Borough and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that Overview and Scrutiny will be effective.

Task Group Reviews

3.2 The Committee is able to undertake individual reviews throughout the municipal year and proposals for reviews should be proposed and discussed at the Committee meeting.

## 4. Alternative Options

4.1 The Committee can choose not to have a detailed work programme although it is recommended that it is best practice to do so.

## 5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

5.1 There are no financial or procurement implications arising as a result of this report. Any expenditure arising as a result of an item on the Committee's work programme will be met by the Overview and Scrutiny Support budget, subject to the approval of the Committee.

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#### Legal and Human Rights Implications

- 5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

#### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Scrutiny Committee and in any recommendations made by the Scrutiny Committee.

#### Links to One Swindon, Plans and Policies

- 5.4 The remit of the Committee includes the review, scrutiny and development of policy recommendations and the monitoring performance of corporate priorities including One Swindon.

#### Diversity Impact Assessment

- 5.5 No Diversity Impact Assessment is required at this stage, any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage

#### Risk Management

- 5.6 No risk management issues have been identified at this stage, any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations.

## 6. Consultees

- 6.1 The Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## 7. Background Papers

- 7.1 None

## 8. Appendices

Appendix 1 – Communities and Place O/S Committee Work Programme for 2017/18.

Appendix 2 – Cabinet Work Programme and Forward Plan, for the period 11<sup>th</sup> August 2017 to 21<sup>st</sup> August 2018.

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#### Appendix 3 – Scrutiny Process Flowchart

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#### **Appendix 1**

### **Communities and Place Overview and Scrutiny Committee**

#### **Work Programme 2017/18**

##### Terms of Reference of the Committee

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, and
- the formulation of advice for the Cabinet, Council and other partners and stakeholders.

To have specific responsibility for (but not limited to) the scrutiny of: -

- the performance of services seeking to deliver sustainable communities against agreed local and national performance indicators,
- StreetSmart services,
- Transport and strategic transport planning,
- Flood risks,
- Environment and sustainability,
- Waste and Recycling,
- Library services,
- Business Support,
- Parishes and Devolution,
- Community and Neighbourhoods,
- Localities
- Volunteering

##### **Review of the Work Programme**

The work programme will be reviewed at every meeting of the Communities and Place Overview & 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, for the period 11<sup>th</sup> August 2017 to 21<sup>st</sup> August 2018, is attached at Appendix 2.

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#### Items for future meetings

#### **Wednesday 22<sup>nd</sup> November 2017**

**Volunteering** - This overlaps with the portfolio of the Cabinet Member for Adult's Health and Social Care, so we will need to develop a joint presentation to Committee on this item.

- **Littering** – How can the Council support community efforts to clear up, what steps can the Council take to be more proactive.
- **Recycling**
- **Parish Council** – Responsibilities, Review of service standards, for example, grass cutting, play park provision, how to improve joint working and value for money.

#### **Wednesday 10<sup>th</sup> January 2018**

- **Communications and Engagement** – Capability of the Council to communicate and support the delivery within communities. For example, public call received 32 requests, Highways has a newsletter subscriber list of 1,500+, Libraries 30,000+, use of Facebook and Social Media.

This theme needs further focus as it potentially cross-cuts all Cabinet portfolios, including the Leader of the Council. Will require joint presentation with Communications colleagues.

- **Dial A Ride** - A review of the service, performance data and Council support.

#### **Wednesday 28<sup>th</sup> February 2018**

- **Community Assets (in particular Community Centres)** – To provide an update to the Committee on current position regarding community assets – overlaps with portfolio of Cabinet Member for Property so will need to develop a joint presentation on this item.