

# Work Programme 2018/2019

## Scrutiny Committee

Date: 18<sup>th</sup> June 2018

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Author: Director of Law and 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 Scrutiny Committee Work Programme for 2018/2019.
- 1.2 Each Overview and Scrutiny Committee is required to have a Work Programme that details the activities that it will be undertaking during the Municipal Year.
- 1.3 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.
- 1.4 This report is required in order to provide members of the Scrutiny Committee with details of what will occur in regards to work programme development at the first meeting of the Municipal Year.

### 2. Recommendations

The Committee is recommended to:

- 2.1 Approve a Work Programme for the Scrutiny Committee for the 2018/2019 Municipal Year, ensuring that the Leader of the Council's annual update and any priorities and suggestions from Cabinet Members, have been taken into account.
- 2.2 Authorise the Committee Officer to make the necessary arrangements for the Work Programme to be carried out.

### 3. Detail

The Work Programme

- 3.1 Each Overview and Scrutiny Committee is required to have a Work Programme that details the activities that it will be undertaking during the Municipal Year.
- 3.2 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.
- 3.3 The Work Programme is developed taking into account:
  - 3.3.1 Corporate priorities and objectives, including the Cabinet Forward Plan.

# Work Programme 2018/2019

## Scrutiny Committee

Date: 18<sup>th</sup> June 2018

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- 3.3.2 Partnership strategic priorities and objectives.
- 3.3.3 The interests and concerns of Members, Council officers, members of the public, and other stakeholders such as community and voluntary groups and local businesses.
- 3.4 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.
- 3.5 Members are reminded that the Work Programme must also take into account:
  - 3.5.1 The workload of the Committee and of individual members.
  - 3.5.2 The capacity of officers to support a review.
  - 3.5.3 The resource implications of carrying out a review.
  - 3.5.4 The timescales for a review.
  - 3.5.5 The most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review.

### Developing the Work Programme – The Executive

- 3.6 It is important that Overview and Scrutiny adds value to the work of the Council and its partner agencies, and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that scrutiny will be effective.
- 3.7 In order to help the Scrutiny Committee select the right topics for the Work Programme, the Leader of the Council will give his annual presentation to the Committee at this, its first meeting of the new Municipal Year. The Leader will outline priority areas for the coming twelve months, and highlight problem areas or policies that require development and / or renewal. These issues should be considered by the Scrutiny Committee for possible inclusion in the Work Programme. In addition, the Leader may make suggestions for the Scrutiny Committee to include in its Work Programme.
- 3.8 Members of the Scrutiny Committee are encouraged to work with Cabinet in the best interests of the Borough and to take into account the priorities and suggestions of Cabinet as detailed in the Cabinet Work Programme and Forward plan, attached at Appendix 2, when considering the contents for the Work Programme.
- 3.9 In addition, Members attention is drawn to the Scrutiny Process Flowchart, attached at Appendix 3, which is aimed at assisting Members in identifying how they could influence policy development.

### Standard Work Programme items

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Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), Telephone Number 01793 463603, [VYull@swindon.gov.uk](mailto:VYull@swindon.gov.uk).

# Work Programme 2018/2019

## Scrutiny Committee

Date: 18<sup>th</sup> June 2018

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- 3.10 In addition to selecting various topics and issues for inclusion in the Work Programme, the Scrutiny Committee has a number of additional items that it has incorporated into its Work Programme, such as:
- 3.10.1 Lead Member Question and Answer Sessions. Each Cabinet Member will be expected to appear before the Scrutiny Committee to answer questions relating to their portfolio responsibilities, performance and future plans.
  - 3.10.2 Review of Cabinet Decisions. The Scrutiny Committee will be required to review the decisions taken by Cabinet.
  - 3.10.3 Leaders Report. The Scrutiny Committee will receive an annual presentation and a six monthly update from the Leader of the Council on the administrations priorities for the year and performance.

## 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.

### 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.

### Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment (DIA) 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.

# Work Programme 2018/2019

Scrutiny Committee

Date: 18<sup>th</sup> June 2018

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## Risk Management

- 5.5 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**

- 8.1 Appendix 1 – Scrutiny Committee Work Programme 2018/2019.
- 8.2 Appendix 2 – Current Cabinet Work Programme and Forward Plan for the period 14<sup>th</sup> May 2018 to 14<sup>th</sup> May 2019.
- 8.3 Appendix 3 – Scrutiny Process Flowchart.