

Scrutiny Committee **Work Programme 2018-2019**

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 and the operation of Law and Democratic Services and
- 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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18th June 2018		
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
Work Programme 2018/19	To discuss and agree a rolling work programme for the 2018/19 Municipal Year.	n/a

16th July 2018		
Item	Objectives	Witnesses
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 Garry Perkins
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

13th August 2018		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Adults	To review the portfolio and performance of the Cabinet Member for Adults.	Councillor Brian Ford

10th September 2018		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Economic Prosperity	To review the portfolio and performance of the Cabinet Member for Economic Prosperity.	Councillor Oliver Donachie
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

22nd October 2018		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Children's Services and School Attainment	To review the portfolio and performance of the Cabinet Member for Communities and Place.	Councillor Mary Martin
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

19th November 2018		
Item	Objectives	Witnesses
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
Review of the 2017/18 Municipal Year	To receive the Scrutiny Committee Annual Report.	Director of Law and Democratic Services
Outsourcing of Services	Update report on the outsourcing and delivery of services	Director of Law and Democratic Services

10th December 2018		
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

14th January 2019		
Item	Objectives	Witnesses
Budget Scrutiny	To review the Budget proposals for 2019-20.	Councillor Russell Holland
Cabinet Member Q&A – Cabinet Member for Corporate and Customer Services	To review the portfolio and performance of the Cabinet Member for Cabinet Member for Corporate and Customer Services.	Councillor Keith Williams

11th February 2019		
Item	Objectives	Witnesses
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
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

18th March 2019		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Highways and Environment	To review the portfolio and performance of the Cabinet Member for Highways and Environment.	Councillor Maureen Penny
Cabinet Member Q&A – Cabinet Member for Finance	To review the portfolio and performance of the Cabinet Member for Finance.	Councillor Russell Holland
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

15th April 2019		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

Dates to be agreed		
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
Policing in Swindon	Update report.	Police Inspector