

Overview & Scrutiny Work Programmes 2012/13

Cabinet

Date: 17th October 2012

Author:	Director of Law and Democratic Services and Chair of Scrutiny Committee
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report sets out details of the Annual Overview and Scrutiny work programmes for each of the Council's five Overview and Scrutiny Committees.
- 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 At its meeting on 6th June 2012, as a result of a suggestion from the Leader of the Council, the Scrutiny Committee agreed to send copies of all the Overview and Scrutiny work programmes to the Cabinet to ensure that cabinet members can better co-ordinate their own work programmes with those of the relevant Overview and Scrutiny Committee.

2. Recommendations

Cabinet is requested to:

- 2.1 Note the work programmes for the following Committees for the 2012/13 Municipal Year:
 - Scrutiny Committee
 - Safer and Stronger Overview and Scrutiny Committee
 - Health Overview and Scrutiny Committee
 - Economic, Environmental and Sustainability Overview and Scrutiny Committee
 - Children and Young People's Overview and Scrutiny Committee
- 2.2 Examine each work programme and make any further suggestions to the Overview and Scrutiny Committees for topics to be included.

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3. Detail

The Work Programme

- 3.1 Each Council 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. 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.
- 3.3 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.
- 3.4 Members are reminded that the work programme must also take into account:
- The workload of the Committee and of individual members
 - The capacity of the Scrutiny Unit and other officers to support a review
 - The resource implications of carrying out a review
 - The timescales for a review
 - The most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review.
- 3.5 Developing the Work Programme – Taking on board the views of the Leader and Cabinet
- 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 various Overview and Scrutiny Committees select the right topics for the work programme, the Leader of Council and each member of the Cabinet was invited to attend each relevant Overview and Scrutiny Committee to
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their portfolio in order to outline their priority areas in the coming year and make any suggestions for inclusion in the Committees work programmes.

3.8 At its meeting on 6th June 2012, the Scrutiny Committee agreed to send the work programmes of the five Overview and Scrutiny Committees to the next available meeting of the Cabinet in order to ensure Cabinet Members are aware of the contents of these work programmes, so that they can better co-ordinate their own work programmes with those of the relevant Overview and Scrutiny Committee .

3.9 Developing the Work Programme – Annual Consultation Exercise

3.10 Between the end of March and mid-May 2012, the Scrutiny Unit has invited the following stakeholders to suggest topics to be included on Overview and Scrutiny Work Programmes for 2012/13:

- All Swindon Borough Council Members, including Cabinet Members
- All Candidates for the 2012 Council Elections
- Group Directors, Directors and Heads of Service
- Chief Executives of each of the NHS Trusts that operate in Swindon (for Health Overview & Scrutiny Committee)
- Swindon Borough Council Staff
- External stakeholders including Town and Parish Councils, local employers, community and voluntary groups, Wiltshire Police and the local media

3.11 Members of the public via local press and the Swindon Borough Council website.

3.12 The results of this consultation exercise were reported to each Overview and Scrutiny Committee and taken into consideration when agreeing upon the content of each Committees work programme.

3.13 The Overview and Scrutiny Committee Work Programmes

3.14 Attached at the following appendices are the various work programmes for the Overview and Scrutiny Committees for the 2012/13 Municipal Year:

- Appendix A – Scrutiny Committee Work Programme
- Appendix B – Safer and Stronger Overview and Scrutiny Committee Work Programme
- Appendix C – Health Overview and Scrutiny Work Programme

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- Appendix D – Economic, Environmental and Sustainability Overview and Scrutiny Work Programme
- Appendix E – Children and Young People's Overview and Scrutiny Work Programme.

4. Alternative Options

- 4.1 The Cabinet could choose not to contribute to the process or to encourage Committees not to have a detailed work programme although it is recommended by the Overview and Scrutiny Unit 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 consideration 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. Any financial and procurement implications will be identified during the course of the review or by the Cabinet's response.

Legal and Human Rights Implications

- 5.2 Section 21 of the Local Government Act 2000 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, Strategic Objectives, 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.

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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 Board Director Finance, Revenues, Benefits and Property (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 Suggestions for topics to be included in the Scrutiny Committee work programme to the Scrutiny Unit. Full details of these can be obtained from the Scrutiny Unit.

8. Appendices

- Appendix A – Scrutiny Committee Work Programme
- Appendix B – Safer and Stronger Overview and Scrutiny Committee Work Programme
- Appendix C – Health Overview and Scrutiny Work Programme
- Appendix D – Economic, Environmental and Sustainability Overview and Scrutiny Work Programme
- Appendix E – Children and Young People's Overview and Scrutiny Work Programme

9. Key Decision/Decision in Forward Plan

- 9.1 This is not a Key Decision and is included in the Cabinet Forward Plan / Work Programme for October 2012.