

Scrutiny Committee

Work Programme 2016-2017

Terms of Reference of the Committee

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member, Locality Panel 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, Cabinet Member and Locality Panel 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 this 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.
- 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, for the period 20th May 2016 to 20th May 2017, is attached at Appendix 2

Contact details

Committee Officer: Stuart Figini

Email: sfigini@swindon.gov.uk

Tel: 01793 463612

20th June 2016		
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
Work Programme 2016/17	To discuss and agree upon a rolling work programme for the 2016/17 municipal year	n/a
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

18th July 2016		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

8th August 2016		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Adult's Health and Social Care	To review the portfolio and performance of the Cabinet Member for Adult's Health and Social Care.	Councillor Brian Ford

12th September 2016		
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 Toby Elliott
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

10th October 2016		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Economy, Regeneration and Skills	To review the portfolio and performance of the Cabinet Member for Economy, Regeneration and Skills	Councillor Garry Perkins

24th October 2016		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for StreetSmart	To review the portfolio and performance of the Cabinet Member for Cabinet Member for StreetSmart	Councillor Keith Williams
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

21st November 2016		
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

12th December 2016		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Communities	To review the portfolio and performance of the Cabinet Member for Communities	Councillor Mary Martin
Cabinet Member Q&A – Cabinet Member for Sustainability, Highways and Transport	To review the portfolio and performance of the Cabinet Member for Sustainability, Highways and Transport	Councillor Dale Heenan
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

9th January 2017		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Finance and Corporate Services	To review the portfolio and performance of the Cabinet Member for Finance and Corporate Services	Councillor Russell Holland
Budget Scrutiny	To review the Budget proposals for 2017-18.	

13th February 2017		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Housing and Homelessness	To review the portfolio and performance of the Cabinet Member for Housing and Homelessness	Councillor Oliver Donnachie
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

20th March 2017		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Finance and Corporate Services	To review the portfolio and performance of the Cabinet Member for Finance and Corporate Services	Councillor Russell Holland
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 Fionuala Foley
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

2nd May 2017		
Item	Objectives	Witnesses
Review of the 2016/17 Municipal Year		
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

Swindon Borough Council

CABINET WORK PROGRAMME AND FORWARD PLAN

20 MAY 2016 - 20 MAY 2017 – Proposed AGENDA ITEMS and KEY DECISIONS (as at 10/06/16)

Key Decisions are defined as:

- a) decisions that are likely to be significant in terms of spending or savings having had regard to the Council's budget for that particular service or function, and
- b) decisions that are likely to have a significant impact on two or more Council wards.

If you wish to make your views known on any matter set out in this work-plan, please contact the relevant Cabinet Member or the contact officer identified.

Councillor:	Portfolio:
David Renard	Leader of the Council and Chair of Cabinet
Russell Holland	Deputy Leader of the Council and Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services
Oliver Donachie	Cabinet Member for Housing and Homelessness
Toby Elliott	Cabinet Member for Strategic Planning
Fionuala Foley	Cabinet Member for Children's Services
Brian Ford	Cabinet Member for Adults' Health and Social Care
Dale Heenan	Cabinet Member for Sustainability and Transport
Mary Martin	Cabinet Member for Communities
Garry Perkins	Cabinet Member for the Economy, Regeneration and Skills
Keith Williams	Cabinet Member for Streetsmart

Cabinet Member Decisions Proposed for May 2016

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
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Cabinet Meeting Date - 16th June 2016

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Council Plan 2016-2020	No	Leader of the Council	Cabinet	N/A Date of Notice: 28 January 2016	Head of People, Performance and Engagement Tel: 07823 525337 or Email: smowbray@swindon.gov.uk	N/A
Housing Revenue Account - Medium Term Financial Plan	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 15 th February 2016	Board Director Resources (S151 Officer) or Paul Smith Tel: 07500 884176 or Email: psmith@swindon.gov.uk	N/A
Lydiard Park and House - Future Operational Model	No	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 12 th February 2016	Board Director Resources (S151 Officer) or Rachel Watts, Tel: 07823 525297 or Email RWatts2@swindon.gov.uk	Cabinet Minute 58 2015/16 refers
Budget Out-turn and Management 2015/16.	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 10 th June 2015	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	N/A
Capital Programme Monitoring Out-Turn 2015/16	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 10 th June 2015	Board Director Resources (S151 Officer) or Ian Burbidge, Finance, Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A

Treasury Performance 2015/16	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 10 th June 2015	Board Director Resources (S151 Officer) or Paul Smith, Finance, Tel: 463976 or Email: psmith2@swindon.gov.uk	N/A
Local Transport Plan - Implementation Plan	No	Cabinet Member for Sustainability and Transport	Cabinet	N/A Date of Notice: 15 th February 2016	Head of Highways and Transport Tim Price Tel: 01793 466254 or Email: tprice@swindon.gov.uk	N/A
Reference from the Independent Remuneration Panel on Councillors' Allowances.	No	Leader of the Council	Cabinet	N/A Date of Notice: 1 st July 2015	Director of Law & Democratic Services (Monitoring Officer) Tel: 463012 or Email: staylor@swindon.gov.uk	N/A
Waste and Recycling Strategy	Yes	Cabinet Member for Streetsmart	Cabinet	N/A Date of Notice: 14 th March 2016	Head of StreetSmart Leon Barrett Email: lbarrett@swindon.gov.uk Tel: 07818 510602	N/A
Community Governance Review Update	Yes	Leader of the Council	Cabinet	N/A Date of Notice: 26 th April 2016	Director of Law & Democratic Services (Monitoring Officer) Stephen Taylor Tel: 01793 463012 Email staylor@swindon.gov.uk	N/A
Financial Context	Yes	Leader of the	Cabinet	N/A	Board Director Resources (S151	N/A

including the future of grounds and street cleaning services		Council		Date of Notice: 27 th April 2016	Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	
Bus Subsidies	Yes	Cabinet Member for Sustainability and Transport	Cabinet	N/A Date of Notice: 27 th April 2016	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	N/A
New Eastern Villages - Use of Compulsory Purchase Powers	No	Cabinet Member for Communities and Strategic Planning	Cabinet	N/A Date of Notice: 4 th May 2016	Head of Property Assets Rob Richards Tel: 01793 463521 Email: rrichards@swindon.gov.uk	N/A
Regeneration Opportunities at Cheney Manor Employment Area	Yes	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 4 th May 2016	Head of Property Assets Rob Richards Tel: 01793 463521 Email: rrichards@swindon.gov.uk	N/A

Cabinet Meeting Date - 13th July 2016

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Budget Management 2016-17	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 1 st July 2015	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	N/A
Education Transport Policy 2017-18.	Yes	Cabinet Member for Children's Services	Cabinet	Stakeholder and Public Consultation Date of Notice: 1 st July 2015	Head of Education Services Tel: 463067 or Email: pnathan@swindon.gov.uk	N/A
Securing a Sustainable Future for Swindon's Libraries and Community Services	No	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 12 th February 2016	Head of Localities and Volunteering or Patric Weir Tel: 07946 595852 or Email: pweir@swindon.gov.uk	Cabinet Minute 58 2015/16 refers
Land at Oakfield	Yes	Cabinet Member for Communities and Strategic Planning	Cabinet	N/A Date of Notice: 4 th May 2016	Head of Property Assets Rob Richards Tel: 01793 463521	N/A
Fixed Penalty Notice Enforcement Policy	No	Cabinet Member for Housing and Homelessness	Cabinet	N/A Date of Notice: 7 th	Head of Planning, Regulatory Services & Heritage or Kathryn Ashton Email:	N/A

				June 2016	Kashton@swindon.gov.uk Tel: 01793 466113	
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Cabinet Meeting Date - 4th August 2016

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Future Direction - Proposal for consultation	Yes	Leader of the Council, Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services and Cabinet Members for Streetsmart and Communities	Cabinet	N/A Date of Notice: 7 th June 2016	Director of Law & Democratic Services (Monitoring Officer) Head of Finance and Change Kirsty Cole Tel: 464610 Email: kcole@swindon.gov.uk	N/A

Cabinet Meeting Date - 7th September 2016

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Medium Term Financial Strategy - update for presentation to the Secretary of State before 14th October 2016	No	Cabinet Member for finance, people and performance	Cabinet	N/A Date of Notice: 12 th February 2016	Board Director Resources (S151 Officer) Stuart McKellar Tel: 01793 463300 or Email smckellar@swindon.gov.uk	Cabinet Minute 59 2015/16 refers
Budget Management 2016/17.	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 21 st October 2015	Board Director Resources (S151 Officer) or Kirsty Cole Tel: 464610 or Email: kcole@swindon.gov.uk	N/A
Capital Programme Monitoring 2016/17.	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 11 th September 2015	Board Director Resources (S151 Officer) or Paul Smith, Finance, Tel: 463976 or Email: psmith2@swindon.gov.uk.	N/A
Options for reducing street lighting energy usage	No	Cabinet Member for Sustainability and Transport	Cabinet	N/A Date of Notice: 12 th February 2016	Head of Highways and Transport or Tim Price Tel: 01793 46 6254 Email: tprice@swindon.gov.uk	Cabinet Minute 69 2015/16 refers
Securing a sustainable future for Swindon's	Yes	Cabinet Member for the Economy, Regeneration	Cabinet	N/A Date of Notice: 12 th	Board Director Resources (S151 Officer) or Rachel Watts Tel: 07823 525297 Email:	Cabinet Minute 58 2015/16

Cultural Assets		and Skills		February 2016	RWatts2@swindon.gov.uk	refers
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Cabinet Meeting Date - 19th October 2016

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Budget Management 2016/17.	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 13 th October 2015	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or email: kcole@swindon.gov.uk	N/A
Education Transport Policy 2018-19	Yes	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 26 th May 2016	Head of Education Services or Emily Heaton Email eheaton@swindon.gov.uk Tel: 01793 465769	N/A

Cabinet Meeting Date - 7th December 2016

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
2017-2020 Financial Context and Budget Proposals 2017/2018.	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 9 th December 2015	Board Director Resources (S151 Officer) Tel: 463300 or Email: smckellar@swindon.gov.uk	N/A
Capital Programme Monitoring - Second Quarter and Treasury Management Performance 2016/17.	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Notice of decision: 9 December 2015	Board Director Resources (S151 Officer) or Paul Smith Tel No: 463976 e-mail: psmith2@swindon.gov.uk	N/A

Cabinet Meeting Date - 8th February 2017

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Budget 2017/18 and Beyond	No	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 nd April 2016	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	N/A
Capital Programme 2017/18	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 nd April 2016	Board Director Resources (S151 Officer) or Paul Smith, Finance, Tel: 07500 884176 or Email: psmith2@swindon.gov.uk	N/A
Treasury Strategy Statement 2017/18	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 nd April 2016	Board Director Resources (S151 Officer) or Paul Smith, Finance, Tel: 07500 884176 or Email: psmith2@swindon.gov.uk	N/A
Housing Revenue Account - Rents and Charges 2017/18	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 nd April 2016	Board Director Resources (S151 Officer) or Paul Smith, Finance, Tel: 07500 884176 or Email: psmith2@swindon.gov.uk	N/A
Swindon Pay Policy Statement 2017	Yes	Cabinet Member for Corporate, Customer and	Cabinet	N/A Date of Notice: 22 nd	Head of People, Performance and Engagement Tel: 07823 525337 or Email: smowbray@swindon.gov.u	N/A

		Digital Services		April 2016		
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Cabinet Meeting Date - 15th March 2017

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Budget Management 2016/17	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 nd April 2016	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	N/A
Capital Programme Monitoring 3rd Quarter 2016/17	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 nd April 2016	Board Director Resources (S151 Officer) or Paul Smith, Finance, Tel: 463976 or Email: psmith2@swindon.gov.uk	N/A

Cabinet Meeting Date - 26th April 2017

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Budget Management 2016/17	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 nd April 2016	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	N/A

Cabinet Meeting Date - June 2017 (TBC)

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Housing Revenue Account - Medium Term Financial Plan	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 th May 2016	Board Director Resources (S151 Officer) or Paul Smith Tel: 07500 884176 or Email: psmith@swindon.gov.uk	N/A
Budget Out-turn and Management 2016/17.	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 th May 2016	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 464610 or Email: kcole@swindon.gov.uk	N/A
Capital Programme Monitoring Out-Turn 2016/17	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 th May 2016	Board Director Resources (S151 Officer) or Ian Burbidge, Finance, Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A

Treasury Performance 2016/17	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 th May 2016	Board Director Resources (S151 Officer) or Paul Smith, Finance, Tel: 463976 or Email: psmith2@swindon.gov.uk	N/A
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July 2017 (TBC)

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Method of Consultation Undertaken / To be Taken	Contact Officer	Available Background Papers
Budget Management 2017-18	No	Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 7 th June 2016	Board Director Resources (S151 Officer) or Kirsty Cole, Finance, Tel: 01793 464610 or Email: kcole@swindon.gov.uk	N/A