

Agenda Item No: 11 **Report No:** 94/16
Report Title: Scrutiny Work Programme 2016/17
Report To: Scrutiny Committee **Date:** 1 July 2016
Cabinet Member: n/a
Ward(s) Affected: All wards
Report By: Nazeya Hussain, Director of Business Strategy and Development
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Purpose of Report:

1. For the Scrutiny Committee to agree its work programme for 2016/17.

Officers Recommendations:

2. That the Scrutiny Committee agree its work programme as set out at Appendix A, together with any additional items agreed by Councillors for scrutiny.

Reasons for Recommendation

3. To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the work programme.
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Information

- 1 Scrutiny is a process for councillors to review decisions and policies of the Council and Cabinet, and to consider whether they are right for the District. Scrutiny gives councillors the opportunity to explore issues in depth and undertake reviews on specific topics where appropriate as well as examine the Council's performance.
- 2 It is usual for Committees to agree their work programme at the first meeting of a new Council year. For the Scrutiny Committee, the work programme may require more flexibility than some other committees, to allow for the scrutiny of emerging issues during the year. However, there are a number of on-going issues that form the normal part of the Committee's business, such as monitoring of the Council's performance and the Council's budget.

- 3 These standard items, together with some further items which officers are suggesting be considered, are included in a draft work programme set out in appendix A.
- 4 For any new items being proposed by Members for inclusion on the work programme, the Committee last year agreed a scoring system which is set out at Appendix B. This will assist the Committee to assess the relative importance and relevance of suggested scrutiny topics in a systematic and considered manner, to ensure the Committee's time is used as constructively and efficiently as possible, for the benefit of the Council.
- 5 Any new topics which are suggested and agreed by the Committee (or which are submitted using the form attached at appendix C by an individual Councillor and then agreed by the Committee for inclusion in the work programme) would then be brought forward, initially in the form of a scoping report, to a future meeting for further consideration.

Financial Appraisal

- 6 There are no direct financial implications as a result of this report. The Scrutiny Committee has a limited budget for use when undertaking scrutiny reviews if required.

Legal Implications

- 7 There are no legal implications arising from this report.

Risk Management Implications

- 8 There is no requirement for an analysis of risk.

Equality Screening

- 9 An equalities impact assessment is not considered necessary for this routine report. Individual projects and service areas are subject to separate equality analysis as part of the Council's wider equality programme.

Background Papers

- 10 None

Appendices

- 11 Appendix A – Scrutiny Committee Work Programme 2016/17
Appendix B – Scrutiny Review Scoring System
Appendix C - Request by Councillor for a Scrutiny Review - Guidance Notes

Scrutiny Committee Work Programme 2016/17

1 July 2016	Waste Improvement Project Newhaven Air Quality Performance Monitoring – Quarter 4 / Year end Chair of the Council’s Annual Business Report Work Programme for 2016/17
8 September 2016	Performance Monitoring – Quarter 1
17 November 2016	Performance Monitoring – Quarter 2
12 January 2017	Council Budget proposals for 2016/17 Voluntary Sector Support Recommendations from Housing Supply and Demand Scrutiny Review
February 2017 (date to be scheduled)	Performance Monitoring – Quarter 3
23 March 2017	Annual report of the Community Safety Partnership

Scrutiny Review Scoring System

Impact

Score	Indicator
0	No potential benefits likely to result. Reject.
1	Minor potential benefits affecting only one ward/customer/client group
2	Minor potential benefits affecting two or more wards/customers/client groups
3	Moderate potential benefits affecting multiple wards/customers/client groups or substantial potential benefits affecting one or more ward/customer/client group
4	Substantial potential benefits community wide or for a significant proportion or section of the community

Importance

Score	Indicator
0	No evidence that the topic is related to the Council's aims and priorities, as set out in the Council Plan. Reject.
1	Some evidence that the topic is linked to the Council's aims and priorities, as set out in the Council Plan, but only indirectly.
2	Good evidence that the topic is linked to the Council's aims but not to current Council priorities, as set out in the Council Plan.
3	Good evidence linking the topic to the Council's aims and priorities, as set out in the Council Plan.
4	The topic links directly to the Council's aims and priorities, as set out in the Council Plan.

Request by Councillor for a Scrutiny Review - Guidance Notes

Members can request the Scrutiny Committee to hold a review into an important subject or matter of concern in the District. It need not relate purely to services provided by the Council and could cover any matter effecting local residents or businesses, as well as external organisations such as the Environment Agency.

The Council focuses its scrutiny activities on the things that matter most and on outcomes that can make a real difference for local people. It simply has not got the resources to look at everything that might be suggested and therefore has to prioritise. The Council's suggested criteria for selecting reviews are as follows (this information is also contained within the Scrutiny Guide, which all members will have received a copy):

- Members identify key issue for the public
- Poor performing services
- High level of user dissatisfaction
- High level of resource in the area
- Government/council high priority area
- New government guidance or legislation
- Media attention

For each review undertaken there should be:

- Key reasons for undertaking the review
- What the review is expected to achieve
- Agreed measures for identifying a successful review
- A Scoping Report specifying the timetable and methodology (what evidence will be gathered, what consultation will take place)
- Consultation as to the composition of the panel which maybe undertaking the review

Please bear in mind when suggesting a topic for review that the following information will be needed and that where possible you provide as much information for the Scope and Terms of reference. This will assist the Chair when considering which three items will be selected for inclusion into the Annual Work Programme.

Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be pursued through the appropriate Service Unit, Ward Councillors or Executive Member responsible. Nor does scrutiny deal with individual complaints which are dealt with through the Council's complaints procedure. Other topics not appropriate for scrutiny include: matters already being addressed, matters prejudicial to the Council's interests, individual disciplinary or grievance matters and matters unlikely to result in improvements for local people.

Subject	
Brief Scope (outline for review)	
Suggested Consultation	

Reasons for Review and Supporting Information (continue on a separate sheet if necessary)

Reasons for Review:	
1. Why should topic be reviewed?	
2. How does it link to Council's corporate objectives?	
3. What benefits could result in conducting this review?	
Supporting Evidence:	
1. What evidence is there to support the reasons and need for a scrutiny review?	
2. What are the facts?	
Desired Outcome:	
1. What would you wish to see happen as a result of any review?	
2. Why do you think the desired outcome is achievable as a result of a review?	

Name: (please print)	
Signed:	

Date:

Please complete and return this form to the Performance Officer (scrutiny), Southover House, Southover Road, Lewes, BN7 1AB, or email the form to jo.harper@lewes.gov.uk Should you have any queries about completing the form please telephone 01273 471600.

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Date Received:

Date Acknowledged:

Decision Date:

Decision; Accept Reject Defer

Date Decision Notified:

By: