

Agenda Item No: 7

Report Title: Scrutiny Committee Timetable 2018/19

Report To: Scrutiny Committee **Date:** 19 April 2018

Cabinet Member: n/a

Ward(s) Affected: All wards

Report By: Catherine Knight, Assistant Director for Legal and Democratic Services

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Purpose of Report:

1. For the Scrutiny Committee to note the timetable of Scrutiny meetings for 2018/19.

Officers Recommendations:

2. That the Scrutiny Committee note its draft 2018/19 programme as set out at Appendix A.

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

4. At the Scrutiny Committee meeting on 22 February 2018, members requested the Scrutiny Committee meeting dates for 2018/2019. A copy of the dates can be seen at Appendix A.
5. Members are requested to note that from 28 June 2018, Scrutiny Committee meetings will begin at 2:00pm.
6. In preparation for the Annual Work Programme which will be presented to Scrutiny on **28 June 2018**, I would like to present you all with the opportunity to submit Scrutiny Review requests to be considered by the Chair. Using the documents attached at Appendix B & C, please send any Scrutiny Review requests by **1 June 2018**.

Financial Appraisal

7. 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

8. There are no legal implications arising from this report.

Risk Management Implications

9. There is no requirement for an analysis of risk.

Equality Screening

10. 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

None

Appendices

Appendix A – DRAFT Scrutiny Committee Work Programme 2018/19

Appendix B – Scrutiny Review Scoring System

Appendix C - Request by Councillor for a Scrutiny Review - Guidance Notes

DRAFT Scrutiny Committee Work Programme 2018/19

28 June 2018	Performance Monitoring 2017/18 – Quarter 4 Consider Work Programme 2018/19 Forward Plan
13 September 2018	Performance Monitoring 2017/18 – Quarter 1 Chair of the Council's Annual Business Report Forward Plan
29 November 2018	Performance Monitoring 2017/18 – Quarter 2 Forward Plan
7 February 2019	Council Budget proposals 2019/20 Equalities Annual Report Council Plan Forward Plan
21 March 2019	Performance Monitoring 2017/18 – Quarter 3 Forward Plan

**members to note the new meeting start time of 2:00pm*

To be scheduled:

- Affordable Workspace Panel Report to Scrutiny
- Transport Panel Report to Scrutiny
- Call in

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.

And 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 Scrutiny Officer, Southover House, Southover Road, Lewes, BN7 1AB, or email the form to Jazmin.Victory@lewes.gov.uk Should you have any queries about completing the form please telephone 01273 085811.

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Date Received:

Date Acknowledged:

Decision Date:

Decision; Accept Reject Defer

Date Decision Notified:

By: