

11. Scrutiny Work Programme

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Purpose of the Report

To update Scrutiny Committee members on the future Scrutiny Work Programme items and those of the three Overview Commissions.

Action Required

That Members discuss the report attached outlining future work programme items and agree dates for Commission briefing sessions.

Background

Why do we need a Scrutiny Work Programme?

Setting the Work Programme for the Overview and Scrutiny function is an important stage in the Scrutiny process. An effective Overview and Scrutiny work programme will identify the key topics that Scrutiny will consider over the coming year.

A well planned Overview and Scrutiny function will help both officers and members plan their workloads as well as providing a clear picture to the public of planned Overview and Scrutiny activity.

Who sets the Overview and Scrutiny Work Programme?

It is vital that members of the Overview and Scrutiny function take responsibility for both drawing up and managing their own work programme. The Overview and Scrutiny Work Programme is not approved by any body other than the main Scrutiny Committee. However, in the interest of improved co-ordination between all member level bodies, the Work Programme should be reported regularly to Full Council and be easily accessible to all members and officers.

What are some key principles for setting Overview and Scrutiny Work Programmes?

- Topics included in the Work Programme must add value and support the Corporate Plan
- Where appropriate involve partners, stakeholders and the public
- Allow some flexibility to enable topics to be included as they arise.

What are the possible sources for identifying items for the Overview and Scrutiny Work Programme?

There are many different ways to identify issues for the Overview and Scrutiny Work Programme, such as;

- Outcomes of public consultation (annual satisfaction surveys etc)

- Suggestions from elected members (especially non-executive members)
- Suggestions from Senior Management Board
- Executive Forward Plan
- Corporate Improvement Plan (the document which collates all performance reports and improvement plans)
- Issues identified through Area Action Planning
- Issues identified through Area Committees
- Issues identified through the budget setting and monitoring process

Members of the Scrutiny Committee will need to give careful consideration to how they will engage officers, other members and the community in setting the Overview and Scrutiny Work Programme.

Once issues have been identified, how will they be selected for inclusion in the Work Programme?

It is important to bear in mind the points raised earlier about Scrutiny adding value when selecting items for the Overview and Scrutiny Work Programme.

The Overview and Scrutiny Work Programme should reflect all types of Overview and Scrutiny activity such as policy reviews, reviews of external organisations and performance management.

In order to ensure consistency in selecting items for the Overview and Scrutiny Work Programme a **Scoring System** has been devised. A copy is attached to this paper.

The **Scoring System** consists of 8 statements and must be completed by the Chair and Vice Chairs of Scrutiny (supported by the Scrutiny Manager) before an item is included in the Work Programme. The **Scoring System** asks for a score out of 10 to be given for each statement, where 10 indicates strong agreement with the statement. As a general rule, any proposed issue which scores below 45 will not be included in the Overview and Scrutiny Work Programme.

How will the work of the Commissions be planned and co-ordinated?

A draft Commission Work Programme is attached for information.

Each Commission Work Programme will be considered at the monthly Scrutiny Committee meetings to ensure co-ordination and that workloads are being effectively managed.

It will be the responsibility of the Commission Chairs (supported by the Scrutiny Manager) to keep the Commission Work Programmes up to date following each meeting.

Each review undertaken by a commission will be carefully project managed by using the Project Management document also attached for information.

How will members / officers / the public be able to access the work programmes and information relating to the Commissions?

Currently all enquiries should be directed to the Scrutiny Manager. However, work is currently being done to improve the profile of Overview and Scrutiny on both the Internet and the Intranet. It is hoped that there will be a dedicated Overview and Scrutiny function with links to the relevant Work Programmes, Project Plans, completed reports as well as an opportunity to propose items for the Overview and Scrutiny Work Programme.

It is also vital that the Overview and Scrutiny Work Programme has a high corporate profile.

How will the Overview and Scrutiny Work Programme be managed and monitored?

Progress against the Overview and Scrutiny Work Programme and the impact of the reviews carried out by the Commissions will be reported as part of an Annual Scrutiny Report to Full Council.

The Chair of Scrutiny along with the 2 Vice Chairs will have responsibility for managing the Overview and Scrutiny Work Programme, supported by the Scrutiny Manager.

What next

As well as the Annual Scrutiny Committee work programme, the three Overview Commission Work Programmes are also attached to this report.

It is suggested that we hold briefing sessions for each of the Commissions to discuss their work programmes and the membership for each review.

Annual Scrutiny Work Programme 2007/08

Meeting Date	Agenda Item	Issue for Main Scrutiny Committee only (No Commission involved)	Performance Management	Budget	Other	Issue for Scoring and possible establishing an Overview Commission	Commission Progress report	Final Commission report	Background / Description	Corporate Aim	Lead Officer (Lead Member)
June 2007	Review of new Scheme of Delegation	✓							In April 2006 it was agreed that a review of the Planning scheme of delegation would be reported back to the Scrutiny Committee.	Promote a balanced natural and built environment .	Simon Gale – Head of Dev Control. Cllr Peter Seib Portfolio Holder, Economic Development, Planning and Transport
June 2007	Interim report from Economic Vitality and Environment Overview Commission – CO ₂ Emissions						✓		The Commission have made a number of interim recommendations to report to the Scrutiny Committee	Promote a balanced natural and built environment .	Emily McGuinness

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June 2007	Waste Partnership – prior to final decision	✓							Prior to the final Waste Partnership meeting a meeting for all members is being arranged to discuss the proposals. This meeting will be in the same format as previous meetings		Emily McGuinness Vega Sturgess, Corporate Director Environment
July 2007	Review on impact / progress of Market Town Vision	✓	✓						In July 2006, members of the Scrutiny Committee requested that a report be submitted in 12 months' time, outlining progress of the Market Town Vision.	Increase economic vitality and prosperity.	Andrew Gillespie, Head of Service, Area West.
August 2007	Review impact of Equality Strategy	✓							The draft Equalities Strategy was considered by the Scrutiny Committee in 2006 and it was agreed that 9 months after implementation an update report would be submitted	Ensure safe, sustainable and cohesive communities.	Andrew Gillespie, Head of Service, Area West

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Date to be confirmed	Review of Octagon Theatre						✓		A well managed services commission is looking at the Octagon Theatre and will be submitting a progress report.	Well managed, cost effective services, valued by our customers.	Steve Joel, Head of Sport, Arts & Leisure Cllr Sylvia Seal, Portfolio Holder Leisure, Culture and Well-Being
Date to be confirmed	Provision of Sports Centres and Healthy Living centres.								This issue received a work planning score of 51, which means that the subject has been included in the Annual Scrutiny Work Programme. The exact timing and scope of the review will be decided in consultation with Scrutiny Committee Members.	Improve Health and Well being of our citizens.	Emily McGuinness

COMMUNITY WELL BEING

ANNUAL WORK PROGRAMME 2007/08

More detailed information about all planned reviews is contained within the Review Project Plan, please contact emily.McGuinness@southsomerset.gov.uk for further details.

Review Title and Background Information.	Members of Commission (to be updated)	Date Review Commissioned by Main Scrutiny Committee	Date of 1st Meeting	Anticipated Date of Final Report	Member Contact (Chair of Commission)	Update (This section is to be updated by the Chair of the Commission after each meeting and report to the Main Scrutiny Committee as agreed)
<i>Housing Advice Centre</i>	Kim Turner Linda Vjeh Jean Smith Anne Campbell June Wood	November 2006	January 2007			This matter was referred by the Portfolio Holder for consideration by the Scrutiny Committee – progress prior to the election was limited and now needs to be taken forward.

ECONOMIC VITALITY AND THE ENVIRONMENT OVERVIEW COMMISSION

ANNUAL WORK PROGRAMME 2007/08

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<i>Corporate Objective 19</i> To have SSDC as one of the top exemplar councils in the country in reducing CO2 emissions by 2012.	Andrew Turpin Geoff Clarke Jayne Jones Jean Smith Martin Rawstone Martin Wale Paull Robathan Peter Davies Peter Roake Peter Seib Ruth Kendall	October 2006	December 2006	February 2007	Martin Wale	This Commission will be submitting an interim report to the Scrutiny Committee in April 2007, outlining their findings to date, interim recommendations to the Executive and a future plan
<i>Advertising Protocol</i>	Martin Wale Peter Davies Roy Mills Ian Martin Keith Ronaldson Mike Lewis	14 th November 2006	January 2007	April 2007	Martin Wale	Completed
<i>Affordable Housing</i>		10 th April 2007				

WELL MANAGED SERVICES OVERVIEW COMMISSION

ANNUAL WORK PROGRAMME 2007/08

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<i>Capital Strategy</i>	Rupert Cox Ian Martin Tony Lock Nigel Mermagen Mike Lewis	Initially September 2006. The work on the new Capital Strategy has been completed and a further meeting has now been arranged to look at inescapable bids that have been submitted.		4 th December 2006 at 10.00 a.m.	Work of Commission will be incorporated into District Executive Report and fed back to the Scrutiny Committee in December 2006.	Rupert Cox	Completed
<i>Octagon Review</i>	Rupert Cox Ian Martin Alan Smith Sue Steele John Vincent Chainey	9 th May 2006		28 th November 2006	June 2006	Rupert Cox	The Commission continues to act in a Steering Group Capacity for the Feasibility Study work. Commission members have also met with Kay Allen from Somerset County Council. A number of issues were identified that are being progressed.
<i>Village shops and Post Offices</i>	To be agreed	November 2006		27 th March 2007	July 2007	Rupert Cox	Together with Area North, it has been agreed to Commission a consultant to expand on existing work carried out looking at the economic impact of village shops and

						<p>post offices and the role of the council in supporting them.</p> <p>The research findings were reported to a meeting of members, post masters and representatives from Post Office Ltd. We are now working to identify the current and potential support and advice available from within SSDC.</p>
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Selection Criteria for Scrutiny Work Programme

(For issues outside of Statutory Scrutiny remit)

Subject / Issue	Score out of 10 (where 10 indicates strong agreement)	Comments
This topic has not recently been reviewed by another group of members and/or officers		
The Scrutiny work can be delivered within existing resources.		
This is an issue of local concern, which has been identified through the Area Committees.		
This issue supports the delivery of the Corporate Plan.		
The involvement of Scrutiny will lead to improved value for money.		
New Government guidance or legislation means a major change to service delivery. Scrutiny involvement will aid this process.		
This issue has been raised by External Auditors and will now be included in the Corporate Improvement Plan.		
Scrutiny Involvement in this subject will improve member understanding of a complex but important issue and will consequently lead to improved decision making.		