

# Scrutiny Report



## Performance Scrutiny Committee - Partnerships

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### Part 1

Date: 8 November 2017

### Subject: Forward Work Programme Update

**Author** Overview and Scrutiny Officer

The following officers have been invited to attend for this item:

Meryl Lawrence - Overview and Scrutiny Officer.

## Section A – Committee Guidance and Recommendations

### 1. Recommendations to the Committee

The Committee is asked to:

- (i) Endorse the proposed schedule for the next two Committee meetings;
- (ii) Confirm the topics to be considered, the invitees for each item, and indicate whether any additional information or research is required; and
- (iii) Note the list of reports that have been sent to the Committee for information over the last month.
- (iv) Note the Minutes of the Public Services Board held on 12 September 2017.

### 2. Context

- 2.1 The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Overview and Scrutiny function. Effective work programming is essential to ensure that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services.
- 2.2 The Centre for Public Scrutiny's Good Scrutiny Guide recognises the importance of the forward work programme. In order to 'lead and own the process', it states that Councillors should have ownership of their Committee's work programme, and be involved in developing, monitoring and evaluating it. The Good Scrutiny Guide also states that, in order to make an impact, the scrutiny workload should be co-ordinated and integrated into corporate processes, to ensure that it contributes to the delivery of corporate objectives, and that work can be undertaken in a timely and well-planned manner.

- 2.3 Further information about the work programming process, including the procedures for referring new business to the programme, can be found in our Scrutiny Handbook on the Council's Scrutiny webpages ([www.newport.gov.uk/scrutiny](http://www.newport.gov.uk/scrutiny)).

### **3. Information Submitted to the Committee**

- 3.2 The following information is attached:

**Appendix 1:** The current Committee forward work programme;

**Appendix 2:** List of information Reports sent to the Committee over the last month.

**Appendix 3:** Minutes of the Public Services Board meeting held on 12 September 2017.

## **Section B – Supporting Information**

### **4 Risk**

- 4.1 If proper work programming procedures are not put in place, the organisation and prioritisation of the work programme is put at risk. The work of Overview and Scrutiny could become disjointed from the work of the rest of the Council, which could undermine the positive contribution Overview and Scrutiny makes to service improvement through policy development.
- 4.2 This report is presented to each Committee every month in order to mitigate that risk. The specific risks associated with individual topics on the work programme will need to be addressed as part of the Committee's investigations.

### **5 Links to Council Policies and Priorities**

- 5.1 Having proper work programming procedures in place ensures that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services, contributes to the delivery of corporate objectives, and ensures that work can be undertaken in a timely and well-planned manner.

### **6 Financial Implications**

- 6.1 There will be financial consequences for some of the reviews undertaken. These will be commented upon by the Head of Finance as the reports are presented. The preparing and monitoring of the work programme is done by existing staff for which budget provision is available.

## **Background Papers**

Scrutiny Handbook