

# Scrutiny Report



## Overview and Scrutiny Management Committee

### Part 1

Date: 21st June 2018

### Subject Annual Forward Work Programme

Author Overview and Scrutiny Officer

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

| Invitee:     | Role             |
|--------------|------------------|
| Daniel Cooke | Scrutiny Advisor |

## Section A – Committee Guidance and Recommendations

### 1 Recommendations to the Committee

The Committee is asked

1. Consider the draft Annual Forward Work Programme (**Appendix 1**) and determine if it wishes to make any amendments to the programme or if further information is required;
2. Agree the start time for the Committee meetings, and approve the proposed schedule of meetings for 2018/19 (**Appendix 2**).

### 2 Context

#### Background

- 2.1 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.
- 2.2 Scrutiny Committees have limited time and resources and therefore work plans need to be manageable. It is not possible to include every topic suggested by Members, Heads of Service or the Public – successful Scrutiny is about looking at the right topic in the right way and

Members need to be selective, whilst also being able to demonstrate clear arguments for including or excluding topics.

- 2.3 The Centre for Public Scrutiny (CfPS) guide to work effective work programming 'A Cunning Plan?' makes the following reference to the importance of good work programming:

*'Effective work programming is the bedrock of an effective scrutiny function. Done well it can help lay the foundations for targeted, incisive and timely work on issues of local importance, where scrutiny can add value. Done badly, scrutiny can end up wasting time and resources on issues where the impact of any work done is likely to be minimal.'*

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

- 3.1 The following information is provided to the Committee:

Appendix 1 – Draft Annual Work Programme

Appendix 2 – Draft Schedule of meetings

#### **Draft Annual Work Programme**

- 3.2 The draft work programme is being presented to the Committee for consideration following consultation with the Scrutiny Chairs, and Service Areas, and detailed research by the Scrutiny team. It is designed to be a starting point for Members to develop, the work programme for Scrutiny should be Member led.
- 3.3 The attached draft work programme has been drafted using a number of difference sources, including:
- Member identified topics;
  - Cabinet Work Programme;
  - Corporate Risk Register;
  - Previous Scrutiny Committee Forward Work Programmes, Agendas and minutes (available online);
  - Policy Framework;
  - Discussions with the Business Improvement Team (Performance Information) and relevant Heads of Service.
- 3.4 There are also items where there is a statutory duty for Policy Framework documents to be considered by Scrutiny, for this Committee this covers the draft budget proposals in January 2019. The Committee will coordinate comments from all of the People and Place and Corporate Scrutiny Committees, and will make comment on the budget process and public engagement to Cabinet in February 2019.
- 3.5 Once the Committee is happy with the content of its Annual Work Programme, it will be published to the website to allow members of the public to view. The Committee may wish to consider if it wishes to seek the feedback of any stakeholders on the work programme.
- 3.6 The Committee will then have a standing item on each of its Committee meeting agendas for a Forward Work Programme Update, with a breakdown of which items will be coming to each meeting. It will also clarify what information has been requested for the Committees consideration, what the role of the Committee is for each item and a list of invitees.
- 3.7 Under the Committee restructure in May 2017, the Overview and Scrutiny Management Committee are responsible for the strategic policy review and development functions, as well as

pre-decision and monitoring of the implementation of projects/schemes/legislation that impacts on the Council as a whole.

- 3.8 The work programme attached has been developed to focus the Committee's limited resourced its resources on routinely scrutinising performance to provide a more in-depth monitoring and challenge for clearly defined service areas.
- 3.9 To focus the discussion, the Head of Service will brief the appropriate Cabinet Member prior to the Committee meeting. The relevant Cabinet Members (depending on the content of the report).
- 3.10 Where the Committee identifies the need for more detailed scrutiny in a specific issues / area, the Committee can request for more information back to the next committee meeting. It is intended that this approach will allow Members to gain an overall picture of performance in the service area, and allow space on the work programme to undertake 'deep dives' and request more detailed information where they see an area of concern.
- 3.11 As the Committee identified some areas that they would like to be provided with additional information before committing to a 'deep dive' or Policy Review Group. Head of Service briefings have been set up in September in lieu of the meeting. These briefings are for the Committee to receive additional information before committing to undertaking resource heavy additional work.

#### **4. Suggested Areas of Focus**

- 4.1 The draft work programme contains suggested items for the work programme – Member input to the work programme is essential to the success of Scrutiny.
- 4.2 The Corporate Assessment, and the subsequent [follow up assessment](#) provide background information on the importance of good work programming. Specific reference is made to the need to align the Cabinet and Scrutiny work programmes to ensure the value of the Scrutiny Function is maximised.

## Role of the Committee

### The role of the Committee in considering the report is to:

Deliberate if the proposed items should be included in the Annual Forward Work Programme, There are a number of questions and processes that can help the Committee come to a decision on whether to include a topic.

#### Criteria for Selecting Scrutiny Topics

|                    |   |
|--------------------|---|
| PUBLIC INTEREST:   | The concerns of local people should influence the issues chosen for scrutiny;   |
| ABILITY TO CHANGE: | Priority should be given to issues that the Committee can realistically influence, and which will result in a Cabinet decision being taken; |
| PERFORMANCE:       | Priority should be given to the areas in which the Council, and other agencies, are not performing well;                                    |
| EXTENT:            | Priority should be given to issues that are relevant to all or large parts of the city;   |
| REPLICATION:       | Work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort.            |

#### Reasons to Reject Scrutiny Topics

- The issue is already being addressed / being examined elsewhere and change is imminent
- The top would be better addressed elsewhere (and will be referred there)
- Scrutiny involvement would have limited / no impact upon outcomes
- The topic may be sub-judice or prejudicial to the Council's interest
- The topic is too broad to make a review realistic
- New legislation or guidance relating to the topic is expected within the next year
- The top area is currently subject to inspection or has recently undergone substantial change

- 4.3 For each item on the agreed work programme, the Committee should consider if they are well defined to ensure the Committee can effectively fulfil its role for each item.

#### Defining Scrutiny Topics

For every item on the work programme / new referral, it should be clear:

- **What is the issue / activity / project under consideration?**
  - *A brief outline of the matter being referred / the question being asked*
- **What is Scrutiny being asked to do?**
  - *e.g. undertake a full review of the subject? Investigate / interrogate different policy options? Be consulted of final proposals before decision making? Monitor outcomes / implementation?*
- **What are the reasons for / expected benefits of involving Scrutiny in this matter?**
- **Is there a specific deadline for this piece of work?**

## Section B – Supporting Information

### 5 Links to Council Policies and Priorities

- 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. All undertakings of the Committee should impact on the Corporate Plan Commitments and the Well-being Objectives.

|                                   |  |   |  |  |
|-----------------------------------|--|---|--|--|
| <b>Well-being Objectives</b>      | Promote economic growth and regeneration whilst protecting the environment | Improve skills, educational outcomes & employment opportunities | Enable people to be healthy, independent & resilient | Build cohesive & sustainable communities |
| <b>Corporate Plan Commitments</b> | Thriving City  | Aspirational People   |  | Resilient Communities                    |
| <b>Supporting Function</b>        | Modernised Council   |   |  |  |

### 6 Risks

- 6.1 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.
- 6.2 A 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.

### 7 Financial Implications

- 7.1 The preparing and monitoring of the work programme is done by existing staff for which budget provision is available. 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.

### 8 Wellbeing of Future Generation (Wales) Act

- 8.1 The Annual Forward Work Programme does not directly address any aspects of the Wellbeing of Future Generation (Wales) Act. Each topic outlined in the Forward Annual Work Programme should be measured against the Act's Wellbeing seven Goals and delivered in line with its Sustainable Development Principles;

#### Wellbeing Goals

- **A Prosperous Wales**
- **A Resilient Wales**
- **A Healthier Wales**
- **A More Equal Wales**
- **A Wales of Cohesive Communities**

- **A Wales of Vibrant Culture and Welsh Language**
- **A Globally Responsible Wales**

### **Sustainable Development Principles**

- Does the report / proposal demonstrate how as an authority we are working in accordance with the sustainable development principles from the act when planning services?
  - **Long Term**  
*The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs*
  - **Prevention**  
*How acting to prevent problems occurring or getting worse may help public bodies meet their objectives*
  - **Integration**  
*Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies*
  - **Collaboration**  
*Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives*
  - **Involvement**  
*The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.*

## **9. Background Papers**

[Good Scrutiny? Good Question! Wales Audit Office Improvement Study in Local Government.](#)  
 'A Cunning Plan?' Devising a Scrutiny Work Programme' – CfPS Guide  
[Corporate Assessment](#) , [Follow up](#) in 2015 and [Progress](#) Report August 2016  
[Council Report – Scrutiny Committee Structures – May 2017](#)

Report Completed: May 2018