

### **Factors to Balance in Devising Work Programmes - “Four Cornerstones of Public Scrutiny”**

A Scrutiny Committee and its work programme should:

- Provide ‘critical friend’ challenge to Executive policy-makers and decision makers
- Enable the voice and concerns of the public to be heard
- Be carried out by ‘independent minded governors’ who lead and own the scrutiny role
- Drive improvement in public services.

### **Work Programming Principles**

- **Add value** - to the work of the Council in delivering services to our citizens.
- **Prioritisation** - focus on quality over quantity.
- **Thematic** - consider wider issues rather than only focusing on Council services.
- **Balance** – include items from across the terms of reference.
- **Involve** - where possible, involve partners, stakeholders and the public.
- **Flexibility** – review the work programme on a regular basis and change it as priorities alter.
- **Terms of reference** – work within the terms of reference of the Committee.
- **Team work** - leave party politics at the door, work as a team and focus on wider issues that impact on all Cardiff citizens.

### **Prioritisation**

There is scope for approximately 18 items to be considered at committee meetings from September 2017 – May 2018. Members may also wish to consider items outside committee members, via task groups or panels. In setting a work programme, members need to bear in mind the following:

- Members capacity to do the work
- Resources available to support Members
  - Scrutiny Officers
  - Scrutiny Research
- The need to leave space for items that emerge during the year .

## **The key to making a difference**

- Items need to be considered in time for change to be implemented.
- Items need to meet the **P.I.C.K.** criteria – set out below.
- Items need to be scoped to ensure clear terms of reference, timescales and outputs/ outcomes.

### **P.I.C.K Criteria**

#### **Public Interest**

- The topic is of concern to the public
- It is a “high profile” topic for specific local communities
- This is an area where a lot of complaints are received and/or bad press
- The topic has been identified by members/officers as a key citizen issue.

#### **Impact**

- The Scrutiny will lead to improvements for the people of Cardiff
- The Scrutiny will lead to increased value for money
- This could make a big difference to the way services are delivered
- This could make a big difference to the way resources are used.

#### **Council Performance**

- The topic does support the achievement of the corporate priorities
- The Council and/or other organisations are not performing well in this area
- Do we understand why our performance is poor compared to others
- We are performing well, but spending too much of our resources in this area.

#### **Keeping in Context**

- There is new government guidance or legislation that will require a significant change to services and Scrutiny can positively influence change
- Has the issue been raised by the external auditor in the annual letter
- There are no inspections planned in the near future.