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**WORK PROGRAMME 2019/20**

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**Purpose of the Report**

1. To seek Members' approval for the Committee's 2019/20 planned programme of work.

**Background**

2. In line with the requirements of the Council's Constitution and good scrutiny practice, each Scrutiny Committee sets its own work programme for the forthcoming year (*Scrutiny Procedure, Rule 7*). The Committee is therefore tasked with constructing a work programme that ensures the time available to the Committee is used most effectively by considering items in a timely fashion that maximise the impact of scrutiny.

**Role of the Committee**

3. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision-making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:
  - Holding the Cabinet and officers as decision-makers to account.
  - Being a 'critical friend', through questioning how decisions have been made to provide a 'check and balance' to decision makers, adding legitimacy to the decision making process.
  - Undertaking reviews of Council services and policies.
  - Undertaking reviews to develop Council services and policies.

4. At the Annual General Meeting (AGM) of Council on 23 May 2019, a provisional calendar of Committee meetings were provided. Members considered these at its meeting on 5 June and put forward amendments to its October and January dates and agreed that, due to limited options, no meeting will be set for April 2020; which will be subject to change. The Committee collectively agreed the following meetings dates, which fall on a Wednesday starting at 4:30pm (discounting February's Budget meeting):

<b>11 September 2019</b>	<b>TBC February 2020</b> ( <i>Budget proposals 2020/21</i> )
<b>2 October 2019</b>	<b>4 March 2020</b>
<b>6 November 2019</b>	<b>6 May 2020</b>
<b>4 December 2019</b>	<b>3 June 2020</b>
<b>8 January 2020</b>	<b>8 July 2020</b>

The Committee will therefore meet a minimum of ten times between September 2019 and July 2020, and must look ahead at possibilities for its forward work programme.

## **Work Programming**

5. The work programme, whilst constructed at the beginning of the municipal year, is updated and amended during the year in order to respond to urgent priorities, policy developments, and unplanned pre-decision opportunities. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.
6. In June 2019, Members agreed to hold an informal work-programming forum of the Committee. This informal forum discussion took place on 23 July 2019. At the Forum, Members considered 57 Items from the following sources:
- CASSC Terms of Reference

- Community & Adult Services Scrutiny Committee Annual Report 2018/19
- Scrutiny Member suggestions
- Cabinet Forward Plan
- Relevant extracts from:
  - Corporate Plan;
  - Capital Ambition;
  - Service Delivery Plans.
- External organisations' work streams that could be reported to the Scrutiny Committee
- Key stakeholder suggestions.

7. At this meeting, Members also agreed that, in order to aid in focussing the agendas more effectively and maximise the impact of the scrutiny, the scrutiny of agenda items would include:

- A system of briefs/updates/progress reports be established, to free up valuable Committee time, but also to keep Members informed of progress against these issues. Should any concerns or questions be raised these would then be brought onto the Committee's Agenda for formal consideration (*Please note, some of these are yet to be timetabled*).
- Increase input from external witnesses – public, stakeholders, service providers, service users etc.
- Consider more 'deep dives' on scrutiny items within Committee, allowing greater time for agenda items and more in depth analysis. Which in turn, will result in more effective scrutiny.

8. Prior to the Committee's work programming forum, all Council Members were invited to put forward suggested topics and issues they wished to be considered for the Committee's forthcoming work programme.

9. Following the Forum the resultant list of potential committee items were then inputted into a work programme calendar (attached at **Appendix A**) to form a work programme for the full year.
10. The prioritised topic list has been developed into a draft of how the Committee's work programme might look should Members decide to go ahead with topics as identified and prioritised. This draft programme, attached at **Appendix A**, will need to allow flexibility for inevitable additional items over the year and revisions to the Cabinet Forward Plan. It will therefore be updated throughout the year to ensure that scrutiny focus remains in line with the ambitions of the Council and thereby adds value to the Council's service improvement agenda.
11. In the interests of better public engagement, the Committee's Forward Plan will be published on the Council website. It will be refreshed on a quarterly basis and look ahead a minimum of 4 months.

### **Way Forward**

12. Members are invited to discuss and agree priorities, and whether any amendments are required, prior to circulation of the final programme.
13. Members will have the opportunity to reflect on possibilities identified for task and finish work, steer an appropriate scrutiny approach, and express an interest in topics identified.

## **Legal Implications**

14. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

15. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATIONS**

The Committee is recommended to consider its work programme for 2019/20, including:

- i. The Draft Work Programme at **Appendix A**, becomes the outline work programme for the Committee, notwithstanding matters that arise throughout the year that are unknown to the Committee at this point in time.
- ii. Note that the work programme will be updated on a quarterly basis

**DAVINA FIORE**

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5 September 2019