

Overview and Scrutiny Committee

10 June 2019

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Work Programme 2019/20

Final Decision-Maker	Overview and Scrutiny Committee
Lead Member	Councillor Chris Woodward – Chairman of the Overview and Scrutiny Committee
Lead Director	Director of Finance, Policy and Development, Lee Colyer
Head of Service	Finbar Gibbons – Head of Policy and Governance
Lead Officer/Author	Mark O’Callaghan – Democratic Services Officer
Classification	Non-exempt
Wards affected	All Wards

This report makes the following recommendations to the final decision-maker:

1. That Members note the contents of the report and decide which items they wish to include in the Committee’s 2019/20 work programme.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

The Committee’s work programme includes a broad range of borough-wide issues which link to all areas of the Five Year Plan.

Timetable	
Meeting	Date
Overview and Scrutiny	10 June 2019

Work Programme 2019/20

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Each year the Overview and Scrutiny Committee is asked to discuss items for inclusion on its work programme and agree a final list.
 - 1.2 The Overview and Scrutiny Committee's work programme should achieve the following outcomes:
 - i. Provide a Member owned list of manageable topics, with clear and realistic outcomes.
 - ii. Provide a list of topics, relevant to the locality and reflecting the views and concerns of the borough's residents.
 - iii. Evolve throughout the year and accommodate additional themes and topics that Members and residents feel are of importance locally.
 - iv. Assist in the development of the Council budget and policies and compliment its priorities.
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2. INTRODUCTION AND BACKGROUND

- 2.1 Part 4 of the Council's constitution, Rules and Procedures, Overview and Scrutiny Procedure Rules, 4. Work Programme – 'The Overview and Scrutiny Committee will set its own work programme. In doing so, it will take account of the views of all members of the Committee. The Overview and Scrutiny Committee will seek to avoid duplication with other Council committees and actively seek to work together with partners across the borough to deliver positive outcomes for local people....'
- 2.2 The Overview and Scrutiny Committee's work programme is drawn from a number of areas including: the Council's Forward Plan; the results of constituency surgeries; emails from residents and local community groups; the views of local councils; and the Council's own complaints data. The work programme will also include items that the Committee has a constitutional or statutory obligation to consider – these include the draft Budget, the Council's corporate priorities, the Community Safety Partnership Plan and the Overview and Scrutiny Committee Annual Report. The topics for the work programme are not limited to those services provided by the Council but they should be of importance to communities locally and include the Council as a stakeholder.
- 2.3 Members have been invited to suggest topics and a link is available on the Council's website that allows anyone to also suggest topics or highlight local issues. The list of suggestions, including those received through the online facility, and a summary of discussion can be seen at Appendix A to the report.

- 2.4 Where suggestions have been made through the online facility, the individuals will be responded to, advising whether the topic has been included in the Committee's work programme. If it is not included, suggestions for other avenues through which the issue can be looked at, will be made.
- 2.5 There are a number of ways that topics chosen as the final version of the work programme can be dealt with by the Committee - through the appointment of a task and finish group; through the presentation of a report; or through a verbal update to the Committee. Stakeholders and colleagues from other organisations can also be asked to attend meetings to discuss issues raised. Additionally, the relevant Portfolio Holder can be asked questions as part of his or her Portfolio Holder update to the Committee. Appendix B to the report includes the dates of meetings throughout 2019/20, the Portfolio Holder who will be attending and items that the Committee is already expected to consider at the meetings.
- 2.6 It should be noted that the Overview and Scrutiny Committee work programme is a document that evolves throughout each year and there may be changes, or events that impact locally, and that the Members feel are of enough significance to justify consideration for inclusion in the work programme also.
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3. REASONS FOR RECOMMENDATIONS

- 3.1 The Council's Constitution requires that the Overview and Scrutiny Committee sets its own work programme each year. The publication of the work programme will inform residents of the Committee's work throughout the year.
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4. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 4.1 All Committee members were asked to suggest topics for inclusion in the work programme and there is an online facility on the Council's website.
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5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 The decision of the Overview and Scrutiny Committee will be recorded and published as part of the minutes from the meeting. The minutes will be available on the Council's website. The work programme will be included as an item on each of the Overview and Scrutiny Committee's agendas.
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6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The report is for information. There are no implications directly as a result of the decisions from this report. There may be implications on the specific topics chosen but these will be reported separately under their own reports.	Mark O'Callaghan, Democratic Services Officer 31 May 2019
Finance and other resources		
Staffing establishment		
Risk management		
Data protection		
Environment and sustainability		
Community Safety		
Health and Safety		
Health and wellbeing		
Equalities		

7. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A – Suggestions for the 2019-20 Work Programme (TO FOLLOW)
- Appendix B – Draft Work Programme schedule (TO FOLLOW)

8. BACKGROUND PAPERS

None