

Scrutiny Review Initiation Document

Introduction

This document is for use by councillors and officers writing an outline for a proposed review to be undertaken by the Overview and Scrutiny Committee (OSC). The document should provide detailed information written in collaboration with officers of the relevant service area and Democratic Services.

A detailed scope will be provided for any work commissioned by the OSC to ensure that there is a clear understanding by all parties of what the work will involve. It is particularly important that the resources required to undertake the work and the associated timescales are fully considered to ensure that there is sufficient capacity for the matter to progress in a timely way.

Initiation Approval Process

1. Agreement in principle

A review may be proposed by any member of the council but if not from a member of the OSC the proposal should informally be supported by such a member.

Depending on when a proposal is made, it will be circulated to members of the OSC either at a committee meeting, work programme meeting or by email for agreement in principle.

2. Prepare Initiation Document

If agreed in principle, a working party or individual member of the OSC will work with the Scrutiny Officer to prepare an Initiation Document, this may involve the relevant Heads of Service and the original member who proposed the review if not a member of the OSC.

3. Approval at Committee

All work in the name of the OSC must have the approval of the Committee. Once prepared, the Initiation Document will be presented to the OSC for agreement at the next opportunity. The committee will decide when the review is to be scheduled taking account of any recommendation from the Initiation Document.

4. Commence Review

Subject to the approval of the Committee the review may commence within the scope set out in the Initiation Document.

The format of the review may take various forms, anticipated processes should be outlined in the Initiation Document, but these may be varied as the review progresses.

Initiation Document Particulars

Initiation Document Authors:

Cllr Hugo Pound, Cllr Patrick Thompson
Mark O'Callaghan, Scrutiny and Engagement Officer

Review Title:

Poverty & Deprivation

Council Services:

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|-------------------------------|---|
| Relevant Service Area: | Various (including Finance, Revenues & Benefits, Housing, Economic Development) |
| Responsible Portfolio Holder: | Cllr Andy Fairweather, Portfolio Holder for Communities & Wellbeing |
| Responsible Director: | William Benson, Chief Executive (Lead on Poverty) |

What is the fundamental question being asked?

Can the Council do more to co-ordinate agency and inter-agency provision of services to address poverty and to facilitate effective and efficient delivery mechanisms?

Background to the issue:

The IMD 2019 Report highlighted small pockets of significant deprivation within the borough; 10 small areas were identified in a motion to Council and these remain the focus of the group.

Lines of enquiry:

We have already spoken to some agency representatives but need to amass more information and understanding about how 'the system' works to better understand if or how the borough can contribute.

Existing/Previous related work:

A brief report has already been submitted to Cabinet and officers also have details of previous agency interactions, desk research and meeting commentaries.

Current level of understanding:

Some knowledge and expertise is emerging within the member group; officers have good links to other stakeholders and can source both information and contacts for the group to meet.

Scope:

| IN | OUT |
|---|---|
| The focus of the TFG is the Borough Council's co-ordination and facilitation role, not in expanding statutory or discretionary responsibilities. The primary focus has been on housing services, education & training and employment opportunities. | Other elements of the indices of multiple deprivation (IMD); matters beyond the direct control or influence of the Borough Council. |

Expected Depth of Review:

| Type of review | Tick anticipated review type |
|---|------------------------------|
| Officer report (may also be used as an introduction to a deeper review) | |
| Task and Finish Group report | ✓ |
| Full Committee Hearing | |
| Bespoke review (provide details) | |

Schedule/Timetable:

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| A second report to Cabinet should be made – with recommendations – by the end of 2022. |
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What does success look like?

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| Confirmation from stakeholders and agencies that delivery mechanisms to alleviate deprivation across the ten discrete areas (LSOAs) are improved from the current (March 2022) position. |
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Approval**Approval Timetable**

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|-------------------------------|---------------------------------|
| Initiation Document submitted | 24 March 2022 |
| Committee approved | Enter date of committee meeting |