

Overview and Scrutiny Committee

11 June 2018

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

Yes

Overview and Scrutiny Committee draft Work Programme 2018/19

Final Decision-Maker	Overview and Scrutiny Committee
Portfolio Holder	Leader of the Council, Councillor David Jukes
Lead Director	Director of Finance, Policy and Development, Lee Colyer
Head of Service	Head of Policy and Governance
Lead Officer/Report Author	Scrutiny and Performance Officer, Nick Peeters
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 2018-19 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	11 June 2018

Overview and Scrutiny Committee draft Work Programme 2018/19

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 In May, an informal meeting was held to discuss topics and issues that could usefully be included in the work programme. Additionally, a link is available on the Council's website that allows residents, Members, local councils and community groups 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 2017/18, 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.

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.

4. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 4.1 All Committee members were asked to suggest topics for inclusion in the work programme. There is an online facility on the Council's website and the link to was made available to all Members through the weekly newsletter 'Members First' The Chairman of the Overview and Scrutiny Committee, Councillor Dawlings will be attending meetings of the Parish Chairmen and The Tunbridge Wells Town Forum to provide an opportunity for input into the work programme.

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.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	There are no legal implications resulting directly from the recommendations in the report	Patricia Narebor, Head of Mid-Kent Legal Partnership
Finance and other resources	There are no financial implications resulting from the recommendation in the report	Jane Fineman, Head of Finance and Procurement
Staffing establishment	There is no impact on staffing levels as a result of the recommendations in the report.	Nicki Carter, Head of Human Resources
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act.	Sarah Lavallie, Corporate Governance Officer

7. REPORT APPENDICES

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

- Appendix A - Suggestions for the Overview and Scrutiny Committee 2018-19 Work Programme.
- Appendix B – Overview and Scrutiny Committee draft Work Programme schedule

8. BACKGROUND PAPERS

None