

**TELFORD & WREKIN COUNCIL**

**COMMUNITY FOCUSED EFFICIENT COUNCIL SCRUTINY COMMITTEE–  
9<sup>TH</sup> SEPTEMBER, 2010**

**2010/11 WORK PROGRAMME**

**REPORT OF SCRUTINY MANAGER**

**1.0 PURPOSE**

- 1.1 To enable Members to plan the work programme for the Community Focused Efficient Council Scrutiny Committee

**2.0 RECOMMENDATION**

- 2.1 Members agree the issues the Community Focused Efficient Council Scrutiny Committee will scrutinise during 2010/11 and the method of Scrutiny that will be used.**

**3.0 PREVIOUS MINUTES**

- 3.1 N/A

**4.0 BACKGROUND**

- 4.1 The Scrutiny arrangements established in June 2010 enable each Scrutiny Committee to determine its own work programme within the resources available. To ensure that the Scrutiny work programme is a Member led process and the work is balanced between Scrutiny Reviews and the Scrutiny Committees, the work programme is planned through 3 stages:

- 4.2 Stage 1 - Potential issues for Scrutiny were identified either by:
- The outstanding work of the Scrutiny Leadership Board and its Sub-Groups
  - The Scrutiny Assembly at the meeting on the 29<sup>th</sup> July 2010

- 4.3 Stage 2 - The Scrutiny Chairmans' Forum agreed
- The topics for indepth reviews:
    - Budget formulation - suggestions about how to save money
    - Working with community groups to help improve the local environment
    - Affordable, available and flexible childcare

- Each committee would scrutinise the relevant aspect of the budget proposals for 2011/12 during the budget consultation process. The comments from each committee will be reported to the Community Focused Efficient Council Scrutiny Committee which will respond to the Budget proposals.
- The allocation of supported Scrutiny meetings across the 7 Scrutiny Committees

#### 4.4 Stage 3

Each Scrutiny Committee agrees its own work programme within the resources available.

### 5.0 **SCRUTINY COMMITTEE MEETINGS**

5.1 The Scrutiny Handbook sets out that there will be a total of approximately 80 Scrutiny meetings during the year and the Constitution states that each Scrutiny Committee will have a minimum of 2 formal meetings per year. In recognition of the fact that some committees (Active Lifestyles: Leisure and Culture, Children & Young People and Community Focused Efficient Council) have statutory roles and additional work, the Scrutiny Chairmen allocated these committees 3 additional meetings. The additional work of the Community Focused Efficient Council Scrutiny Committee includes the remit of the previous Value for Money Scrutiny Monitoring Group as the main mechanism by which Cabinet will consult scrutiny on the budget proposals, and to monitor the finance and service performance of the Council.

5.2 Each Committee will also hold a meeting to scrutinise the budget proposals as they relate to their priority area. The remaining meetings were allocated between the committees; 2 meetings were allocated to committees that did not have an in-depth Scrutiny Review and 1 meeting was allocated to the Committees with an in-depth Scrutiny Review. The in-depth review of Budget Formulation will be lead by the Chairman of the Community Focused Efficient Council Scrutiny Committee, and the final report will be signed-off by members of the committee. The number of meetings per Committee is shown in the Table 1 below.

**Table 1: Number of Meetings per Scrutiny Committee**

Scrutiny Committee	Core	Budget	Additional	Other	Total	Free Meetings
ALLC	2	1	3 (health)	2	8	3
ACS	2	1		2	5	3
CYP*	2	1	3 (corporate parenting)	1	7	2
CPC	2	1		2	5	3

CFEC*	2	1	3 (budget)	1	7	2
E&RA*	2	1		1	4	2
HR&P	2	1		2	5	3

\* Scrutiny Committees with a Review during 2010/11

5.3 The final column 'Free Meetings' indicates the number of meetings the Scrutiny Team can support for each committee (this does not include the September Committee Meetings). The Community Focused Efficient Council Scrutiny Committee has 2 free meetings to scrutinise any issues agreed by the committee during 2010/11.

5.4 The Scrutiny Handbook sets out a range of methods that Members may wish to use to undertake the work of the Committee:

- Formal Committee Meeting  
The Members of the Committee receive reports on several issues as agenda items at a Committee meeting.
- Special Interest Meeting  
One meeting to consider one issue in more depth. It is important that the focus of this meeting is scoped carefully to ensure it can be covered in a single meeting.
- Spot Light Review  
This process for a spot light review is the same as an in-depth review but the evidence gathering takes place in one meetings. The review should require 3 meetings in total.

5.5 Where 2 Scrutiny Committees have an interest in an issue Members may decide to hold a joint meeting between two or more Committees.

## **6.0 ISSUES FOR SCRUTINY**

6.1 The issues that have been identified as potential areas for scrutiny by the Community Focused Efficient Council Scrutiny Committee are set out in Annexes A and B.

6.2 Members will have received a copy of the Forward Plan for September to December 2010 and may wish to refer to this to cross reference any issues. The Standard Items that relates to the Scrutiny Committee's priority area are:

- Budget Strategy / Service and Financial Planning Process
- Community Strategy / Local Area Agreements (LAA) Priority Plans
- Comprehensive Performance Assessment (CPA) and External Inspection
- Consultation Strategy and Activities
- Customer Strategy and e-government
- Financial Monitoring and Financial Updates

- Improved Customer Service – Transforming the Business to Deliver the Vision
- Overview of Service and Financial Outcomes
- Performance Management, Value for Money and Best Value (including the Council Plan)
- Property Investment Portfolio

There are no reports in the Plan under these standing items.

The link to the Forward Plan on the Council's website is: [http://www.telford.gov.uk/site/scripts/download\\_info.aspx?fileID=1238&categoryID=354](http://www.telford.gov.uk/site/scripts/download_info.aspx?fileID=1238&categoryID=354)

## **7.0 EQUALITY & DIVERSITY**

- 7.1 Members will consider the equal opportunities implications of the issues identified for further scrutiny.

## **8.0 ENVIRONMENTAL IMPACT**

- 8.1 There are no environmental impacts directly arising as a result of this report.

## **9.0 LEGAL COMMENT**

- 9.1 The Scrutiny process has been established by the Local Government Act 2000 (as amended) and supplemented by associated legislation and guidance. The committee must ensure that when undertaking the scrutiny function, in this instance in relation to deciding upon the issues to be scrutinised and the method to do so, it is compliant with the statutory requirements.

## **10.0 LINKS WITH CORPORATE PRIORITIES**

- 10.1 The work programme of this Scrutiny Committee relates to the relevant Council priority area. When identifying issues for Scrutiny, Members of the Scrutiny Assembly received the Priority Plans and performance update information.

## **11.0 FINANCIAL IMPLICATIONS**

- 11.1 There are no financial implications for the Council arising directly from this report.

## **12.0 OPPORTUNITIES AND RISKS**

- 12.1 The work of the Scrutiny Committees is a major opportunity for Members and Co-optees to influence the work and policy of the Council and partner organisations. In order to manage the Scrutiny work load effectively Member should identify the issues where Scrutiny can add the most value. Identifying too many issues for the Committee

work programme will mean some issues will not be completed with the agreed timescales.

### **13.0 WARD IMPLICATIONS**

#### 13.1 Borough Wide

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