

TELFORD AND WREKIN COUNCIL

SCRUTINY MANAGEMENT BOARD - 14 MARCH 2014

PLANNING THE SCRUTINY WORK PROGRAMME FOR 2014/15

REPORT OF SCRUTINY GROUP SPECIALIST

1.0 PURPOSE

- 1.1 To consider and agree the process to plan the Scrutiny Work Programme for 2014/15.

2.0 RECOMMENDATIONS

- 2.1 That Members consider the process set out in Section 4 of this report and agree the work programme for 2014/15**

3.0 BACKGROUND INFORMATION

- 3.1 The current Scrutiny Work Programme is was originally agreed beginning of the municipal year in 2012 and was planned as to cover 2012/13 and 2013/14. In order to manage the work programme effectively for 2014/15 it will be helpful for Scrutiny Management Board to agree how this work programme will be planned.

4.0 WORK PROGRAMME PLANNING

- 4.1 The Scrutiny Handbook sets out the process to agree the Scrutiny Work Programme. The relevant section is attached as Appendix 1. Following an informal discussion with Scrutiny Management Board Members in January it was agreed that a report would be brought to the March meeting to agree the process for one year work programme for 2014/15.

- 4.2 In planning the work programme it was recognised that it is essential that the capacity of Members, Council and partner organisations and the Scrutiny Team are taken into account. Following discussions with the Lead Scrutiny Member it is proposed that work programme for 2014/15 will be planned in line with the following principles:

- The 2014/15 work programme will be an extension of the current work programmes for the Scrutiny Committees, effectively making it a 3 year work programme.
- Views will be sought from Cabinet Members, the Senior

Management Team (SMT) and partner organisations on the Scrutiny work programme e.g. through consultation with the LSP.

- Scrutiny Management Board will review the work load of the 5 Scrutiny Committees, receive the comments from Cabinet Members, SMT, partner organisations and information on the Youth Reviews. SMB recommend the issues on which each Committee should focus its time and resources
- Each Scrutiny Committee should identify one previous review from the Recommendations data base (in addition to following up recommendations from the 2012-14 work programme) and request an update on the implementation of the recommendations. (Scrutiny Management Board may wish to recommend a particular review to a specific Committee)
- At the first meeting of the 2014/15 municipal year will each Scrutiny Committee will consider the comments from Cabinet Members, SMT, and partner organisations and agree the 2014.15 work programme.
- The Scrutiny Team will work with Committees, and Chairmen to ensure that the work programme agreed is deliverable. However, if unexpected issues arise during the year Scrutiny Management Board may be asked to review the priorities for the Scrutiny work programme.

4.3 All Members of the Scrutiny Assembly will be notified by email of the process agreed by the Scrutiny Management Board.

4.4 During 2014/15 Scrutiny Management Boar may want to reflect further on the discussion at the informal Management Board regarding identifying the priority issues for Scrutiny and how this will drive the Scrutiny work programme for 2015/16.

5.0 EQUAL OPPORTUNITIES

5.1 All Scrutiny Committees will consider the equal opportunity implications of the issues under Scrutiny.

6.0 ENVIRONMENTAL IMPACT

6.1 There is no direct environmental impact resulting from this report.

7.0. LEGAL COMMENT

7.1 In setting out the process for planning the work scrutiny programme, the following sections of the Council's constitution set out the respective responsibilities of the Scrutiny Management Board and the Chairman of the individual Scrutiny Committees:-

“The Scrutiny Management Board will:-
Co-ordinate, oversee and monitor the delivery of the Scrutiny work programme.
Oversee the allocation of scrutiny officer resources to the Scrutiny Committees.
Allocate Scrutiny suggestions to the relevant Scrutiny Committee and may make recommendations about priorities for the work programme and joint scrutiny of issues.”

-Constitution Scrutiny rules paragraph 5.1

And;

“Each [Scrutiny [Committee will:

Agree the Committee’s work programme and undertake this through formal committee meetings, Member Working Groups and sub-groups”

Constitution Scrutiny rules paragraph 4.4.2

These requirements will need to be adhered to in setting, amending and reviewing the scrutiny work programme.

8.0 LINKS WITH CORPORATE PRIORITIES

8.1 The process outlined in this report will enable Scrutiny Committees to ensure that the Council’s priorities are reflected in the work programmes.

9.0 OPPORTUNITIES AND RISKS

9.1 Reviewing the Scrutiny rules and procedures ensures that the Scrutiny Committees are meeting the legislative requirements and developing best practice.

10.0 FINANCIAL IMPLICATIONS

10.1 The work programme will need to be managed within existing resources and adjustments made accordingly to ensure that this is the case. Any variances will be reported through financial monitoring as appropriate. Any financial implications arising from recommendations should be highlighted and considered as part of the relevant reports.

11.0 WARD IMPLICATIONS

11.1 There are no specific ward issues resulting from this report.

12.0 BACKGROUND PAPERS

12.1 None

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