

# THE SCRUTINY WORK PROGRAMME

## Setting the Scrutiny Work Programme

The Scrutiny Work Programme is set annually or bi-annually as determined by the Scrutiny Management Board. Scrutiny Assembly members, Cabinet members, the Mayor, Council officers, Parish and Town Councils and other partner organisations are invited to put forward their suggestions for the work programme.

Suggestions should be made on a Scrutiny Suggestion Form (below) which is available by e-mail, or in hardcopy, and there is an on-line version on the Telford & Wrekin Council website.

<b>SCRUTINY SUGGESTION FORM</b>	
<b>What would you like scrutiny to look at?</b>	
Please state the service area, Council activity or issue This can relate to work of the Council, the NHS or other local organisations	
<b>Why should scrutiny look at this issue?</b>	
Please consider:	
<ul style="list-style-type: none"> <li>• The situation/problem/concern that has made you raise this issue</li> <li>• What benefits a scrutiny review could bring for local people</li> </ul>	
<b>Name:</b>	
<b>Contact details*:</b>	
<b>I am:</b>	A resident of Telford & Wrekin <span style="float: right;"><input type="checkbox"/></span> A representative of a local group (please state) <span style="float: right;"><input type="checkbox"/></span> ..... A Parish or Town Councillor (please state which) <span style="float: right;"><input type="checkbox"/></span> ..... A member of Telford & Wrekin Council <span style="float: right;"><input type="checkbox"/></span> An officer of Telford & Wrekin Council <span style="float: right;"><input type="checkbox"/></span> Other (please state).....

\* we will only contact you if we need more information about your suggestion

**Please return your completed form to:**  
**Scrutiny Services**  
**Darby House**  
**Lawn Central**  
**Town Centre**  
**Telford TF3 4JA.**

**If you have any queries, please contact Stephanie Jones,**  
**Scrutiny Officer:**  
**01952 383114**  
**stephanie.jones2@telford.gov.uk**

## Appendix 1

Once the closing date for the submission of suggestions has passed, the Scrutiny team will collate all the suggestions.

The Scrutiny Management Board then meets to consider all the suggestions and will:

- Determine whether the suggestion meets the criteria for scrutiny
- Agree items for the Scrutiny Management Board work programme
- Allocate other suggestions to the relevant Scrutiny Committee to consider for the work programme, making recommendations about which should be prioritised or which items should be jointly scrutinised by two or more Committees
- Propose the allocation of resources across the Committees based on the projected work load and timing of reviews.

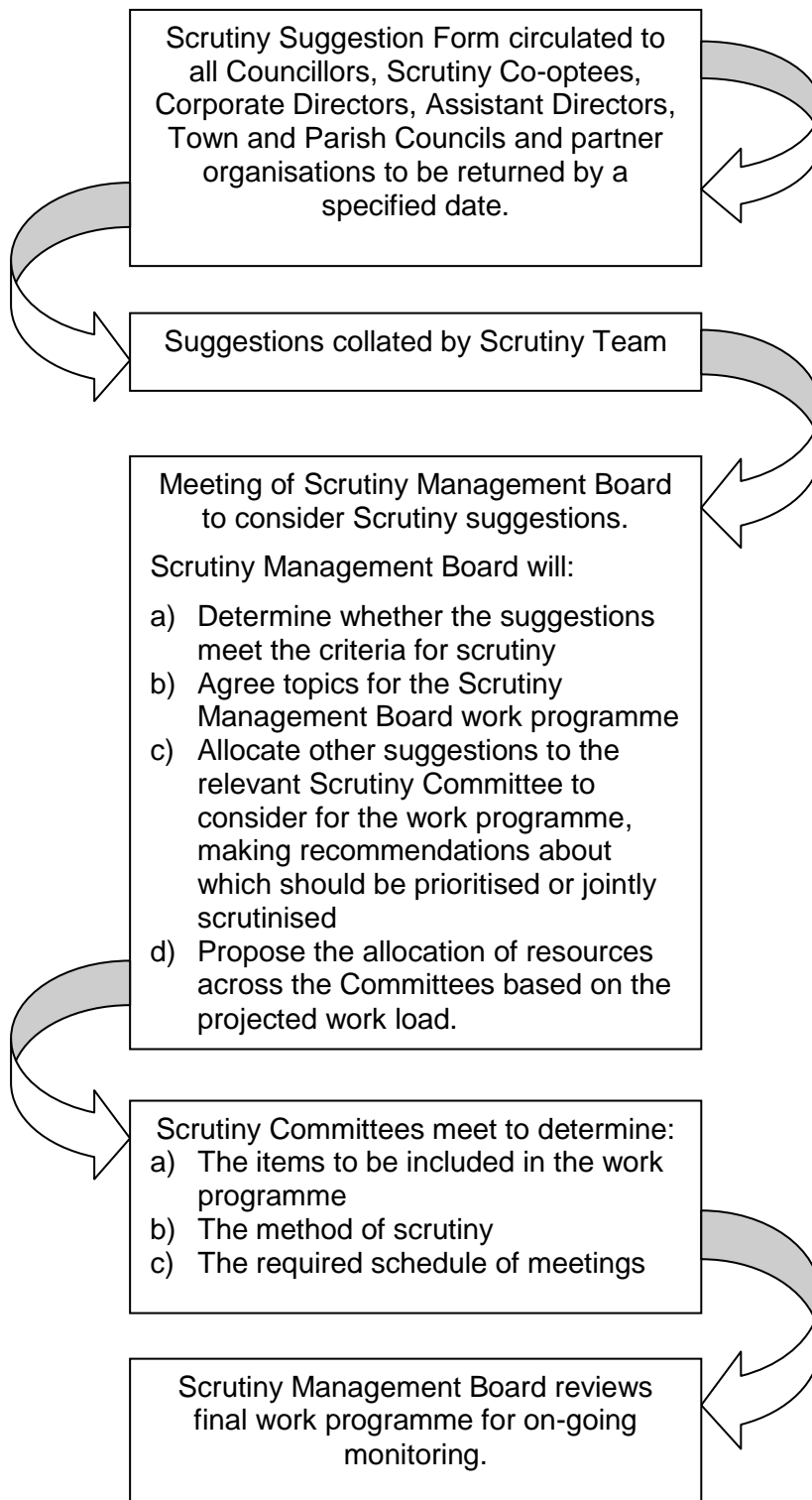
Following the meeting of the Scrutiny Management Board, each Scrutiny Committee meets to consider the suggestions allocated to them to determine the work programme. The Committees will decide which items to include in the work programme, the method of scrutiny and the required schedule of meetings, having due regard for the resources available.

All Scrutiny Assembly and Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups / working groups to carry out investigative work as part of a review and these sub-groups / working groups may hold informal meetings but will report back their findings to the Scrutiny Committee.

Once all the Scrutiny Committees have agreed their work programme, the Scrutiny Management Board will review the programme to ensure that the work load is manageable within the resources available, and where two or more Committees have competing needs for resources which cannot be met by the Scrutiny team, the Scrutiny Management Board will decide how resources should be prioritised.

Once the final work programme is agreed, it will be circulated to Scrutiny Assembly members, senior Council officers and published on the Council's website.

**Process for selecting topics for the work programme.**



## **Adding and removing items during the year**

Once the Scrutiny Work Programme has been agreed by the Scrutiny Committees and the Scrutiny Management Board, items should only be added or removed where there is good reason to do so and with the agreement of the relevant Scrutiny Committee.

If a suggestion is raised at a Scrutiny Committee meeting, the Committee can decide if this fits within the scope of the existing work programme and whether there is sufficient time and resources to carry out the work. The committee may need to remove an existing item in the work programme to create the capacity to undertake this new work. The decision to include a new item and which item should be removed from the work programme will be decided by a simple majority. Any changes to the work programme will be reported by the Chairman to Scrutiny Management Board,

Suggestions for Scrutiny can be made throughout the year by any Scrutiny member, Cabinet member, the Mayor, a Council officer, a member of a partner organisation or a member of the public. Suggestions should be made by submitting a Scrutiny Suggestion Form to a member of the Scrutiny team. These suggestions will be considered by the Scrutiny Management Board at the next scheduled meeting and will follow the normal process for selecting topics for the work programme, unless the suggestion obviously relates to the work of one Scrutiny Committee in which case the Scrutiny Chairman may refer the suggestion immediately to the relevant Scrutiny Committee to consider for the work programme.

If a matter arises which requires urgent scrutiny, the Chairman may use discretion to call an additional meeting or to add the issue to the agenda of the next scheduled meeting. Chairmen should notify the Lead Scrutiny Member where this happens.

Any issue referred to Scrutiny from Full Council will automatically be included in the work programme. The issue will be discussed by the Scrutiny Management Board to decide the most appropriate method of scrutiny or will be referred to the relevant Scrutiny Committee to agree the appropriate method of scrutiny.

It is anticipated that items will only be removed from the Scrutiny Work Programme on rare occasions. Some reasons why items may be removed are:

- Members have held a scoping meeting for an item and have concluded that they are satisfied that the information provided answers the original concerns, and no further issues have been identified for scrutiny
- Circumstances such as an internal review, external inspection, officers starting a new piece of work on the item identified etc mean that a scrutiny review would be duplicating current work. In such cases, Members would usually ask for a follow up meeting to receive feedback on the outcomes of this other work
- Committee Members have agreed to include an item which has arisen during the year to their work programme and an item has to be removed

## Appendix 1

from the existing work programme in order to accommodate the new item

- The item could not be covered within the year. If members still feel that the issue warranted scrutiny, they may suggest it again as part of the new work programme.

In order to remove an item from the Work Programme, it must be agreed by the relevant Committee, by way of a simple majority.