

TELFORD & WREKIN COUNCIL**SCRUTINY MANAGEMENT BOARD – 20 JUNE 2017****SCRUTINY WORK PROGRAMME 2017/18****REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING****1.0 PURPOSE**

- 1.1 To confirm the Terms of Reference for the Scrutiny Management Board and Scrutiny Assembly;
- 1.2 To endorse the Scrutiny Committees Terms of Reference for agreement by each respective Scrutiny Committee; and
- 1.3 To enable the Scrutiny Management Board to consider and agree the priorities for the 2017/18 Scrutiny Work Programme.

2.0 RECOMMENDATIONS

- 2.1 To agree the Terms of Reference of the Scrutiny Management Board and the Scrutiny Assembly and to endorse the Scrutiny Committees Terms of Reference for agreement by the respective Scrutiny Committee (Appendix 1).
- 2.2 To consider the suggestions set out in Appendix 2 and agree the issues which should be prioritised for the work programme and recommended to the Scrutiny Committees.
- 2.3 To agree the initial allocation of resources as set out in part B section 2 of this report.
- 2.4 To note the review dates of current non-statutory scrutiny co-optee appointments.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	
	Will the proposals impact on specific groups of people?	
	No	Borough Wide
DELIVERY DATE	Following the agreed cessation of rolling work programmes, the 2017/18 work programme should be delivered in-year.	

FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	<p>Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking reviews and challenging and monitoring performance. There is provision for the cost of supporting the Scrutiny function in the 2017/18 budget and any variance that arises will be reported, as appropriate, as part of financial monitoring. The financial implications of any recommendations made by Scrutiny should be considered as part of reports as relevant.</p> <p>Scrutiny also plays an important part of the budget consultation process which is reflected in the work programme and is a key piece of work which feeds into the Council's overall budget strategy</p> <p>TS – 26.5.17</p>
LEGAL ISSUES	No	<p>Overview & Scrutiny for local authorities was introduced as part of the modernisation of local government in Section 21 of the Local Government Act 2000. It required every local authority to have at least one O&S committee, to: hold the Executive to account; undertake policy development and review; monitor and improve performance; investigate issues of public concern; and carry out external scrutiny including the NHS.</p> <p>Establishing terms of reference, a work plan, and resources as set out in this report will assist O&S to effectively meet its objectives.</p> <p>SAD – 22.5.17</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact.

PART B) – ADDITIONAL INFORMATION

1. BACKGROUND INFORMATION

- 1.1 The Terms of Reference for the Scrutiny Management Board, Scrutiny Assembly and the Scrutiny Committees are attached at Appendix 1. On 25 May 2017, Full Council delegated authority to each Committee to approve its own Terms of Reference.
- 1.2 The Scrutiny Work Programme is agreed annually by Scrutiny Management Board. The Board is responsible for determining the strategic priorities for scrutiny, allocating scrutiny resources and monitoring delivery of the work programme. The Scrutiny Committees agree their own work programmes having regard to the views

and wishes of the Board and report progress back to the Board.

- 1.3 Suggestions for the work programme were sought from the Scrutiny Assembly, Cabinet Members, Senior Managers and key local organisations in accordance with the timetable agreed by the Board on 11 January 2017.
- 1.4 A table listing suggestions for the work programme is shown at Appendix 2. This includes:-
 - 1.3.1 all new suggestions received to date
 - 1.3.2 suggestions from the 2016/17 work programme which have been resubmitted for consideration in the 2017/18 work programme
 - 1.3.3 topics upon which work began in 2016/17 (or earlier) but has not yet completed
 - 1.3.4 recommendations from previous reviews which are due for monitoring
 - 1.3.5 topics which the relevant Scrutiny Committee is monitoring progress
- 1.4 Scrutiny Management Board is asked to consider what the over-arching priorities for Scrutiny in 2017/18 should be and in light of this consider whether to recommend each topic set out at Appendix 2 for inclusion in the work programme of the relevant Scrutiny Committee in accordance with the Terms of Reference.
- 1.5 In determining the priorities for scrutiny in 2017/18 and topics for the work programme, Scrutiny Management Board should consider:
 - The extent to which the item meets the criteria for scrutiny, including
 - How far scrutiny can realistically change or influence things
 - The extent to which residents or businesses are affected by the issue
 - How well the Council and Partners are performing in the area
 - What else is happening to avoid duplication or wasted effort
 - Scrutiny's statutory duties and responsibilities
 - Any comments provided by Senior Managers or partners
 - Awareness of elected members about what matters to local people
 - Capacity and resources (see Section 2)
 - Best practice guidance from the Centre for Public Scrutiny (CfPS)
 - Ways of working set out in the Scrutiny Handbook

2.0 ALLOCATION OF RESOURCES

- 2.1 Effective delivery of the work programme requires the efficient use of Member time and officer resources, both in Democratic & Scrutiny Services and in service areas subject to scrutiny where capacity to support scrutiny reviews may be limited.
- 2.2 The allocation of scrutiny resources to support Scrutiny Committee meetings is determined and managed by the Scrutiny Management Board. Adjustments may be made throughout the year as deemed necessary to deliver the work programme depending on peak workloads.
- 2.3 The average number of Scrutiny Meetings in the four year period to 2015/16 was approximately 50 per year (including formal Committee meetings and informal

working groups). In 2016/17 the number of meetings fell to 39 formal and informal meetings, reflecting the changing resources within the Democratic & Scrutiny Services Team. In 2017/18, all resource for Scrutiny will be provided by “dual hat” officers who also have responsibility for facilitating the full Council, executive and regulatory meetings.

- 2.4 For the 2017/18 municipal year, an initial allocation of quarterly meetings has been allocated to the Scrutiny Management Board and each Scrutiny Committee as part of the normal calendaring process. Scrutiny Management Board is scheduled to meet as follows:-

Tuesday, 20 June 2017
 Monday, 25 September 2017
 Tuesday, 9 January 2018
 Wednesday, 9 May 2018

3.0 SCRUTINY CO-OPTEEES

- 4.1 The last review of non-statutory co-optees took place in the 2015/16 municipal year by way of a staggered recruitment and appointment process.
- 4.2 In accordance with the Scrutiny Handbook, non-statutory co-optees were appointed on two year terms.
- 4.3 Each co-optee position should be reviewed as the term of appointment expires and, in view of the staggered nature of appointments, for the majority of co-optees, this will occur at various points during the current municipal year as set out in the table below.

Scrutiny Committee	Name	Status	Appointment Review By
Children & Young People	Lyn Fowler	Town/Parish Council Nominee	16 May 2018
Children & Young People	Carolyn Healy	Town/Parish Council Nominee	16 May 2018
Children & Young People	Sherrel Fikeis	Town/Parish Council Nominee	16 May 2018
Children & Young People	Sandra Osman	Primary Head (Forum) Representative	4 November 2017
Customer, Community & Partnerships	Paula Doherty	Town/Parish Council Nominee	4 July 2018
Customer, Community & Partnerships	Dave Johnson	Independent	4 July 2018
Finance & Enterprise	Cindy Mason-Morris	Town/Parish Council Nominee	6 January 2018

Finance & Enterprise	Roy Williams	Independent	6 January 2018
Health & Adult Care	Jean Gulliver	Independent	18 November 2017
Health & Adult Care and Joint HOSC	Hilary Knight	Independent	11 April 2019
Health & Adult Care and Joint HOSC	Carolyn Henniker	Healthwatch	20 October 2018
Health & Adult Care and Joint HOSC	Dag Saunders	T&W Senior Citizens Forum	4 November 2017
Children & Young People	Carol Morgan	Catholic Diosecan Representative	N/A - statutory appointment
Children & Young People	Vacant	Anglican Diosecan Representative – Hereford & Lichfield*	N/A - statutory appointment
Children & Young People	Mel Ward	Primary Parent Governor Representative	N/A - statutory appointment
Children & Young People	Vacant	Secondary Parent Governor Representative	N/A - statutory appointment

4. **PREVIOUS MINUTES**

Scrutiny Management Board – 11 January 2017

5. **BACKGROUND PAPERS**

Scrutiny Handbook which can be accessed from
http://www.telford.gov.uk/downloads/file/557/scrutiny_handbook

CfPS “The Scrutiny Evaluation Framework” (April 2017) which can be accessed from
<http://www.cfps.org.uk/scrutiny-self-evaluation-framework/>

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