

TELFORD & WREKIN COUNCIL**SCRUTINY MANAGEMENT BOARD – 5 JUNE 2019****SCRUTINY ANNUAL REPORT 2017/18 AND SCRUTINY WORK PROGRAMME 2018/19****REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING****1.0 PURPOSE**

- 1.1 To seek approval of the 2017/18 Scrutiny Annual Report;
- 1.2 To seek confirmation of the Terms of Reference for the Scrutiny Management Board and Scrutiny Assembly and endorsement of the Terms of Reference for each Scrutiny Committees prior to agreement by the respective Scrutiny Committee; and
- 1.3 To enable the Scrutiny Management Board to consider and agree the priorities for the 2018/19 Scrutiny Work Programme.

2.0 RECOMMENDATIONS

- 2.1 To approve the draft 2017/18 Scrutiny Annual Report for presentation to Full Council (Appendix 1).
- 2.2 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 2).
- 2.3 To consider the suggestions set out in Appendix 3 to this report and agree the issues which should be prioritised for the work programme and recommended to the Scrutiny Committees; and
- 2.4 To agree the initial allocation of resources as set out in part B section 4 of this report.

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	The 2018/19 work programme should be delivered in-year before the pre-election period begins.	
FINANCIAL/VALUE FOR MONEY	Yes/No	Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking

IMPACT		<p>reviews and challenging and monitoring performance. There is provision for the cost of supporting the Scrutiny function in the 2018/19 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 – 17.5.18</p>
LEGAL ISSUES	Yes/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 a work plan, and resources as set out in this report will assist O&S to effectively meet its objectives.</p> <p>SAD – 14.05.18</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact.

PART B) – ADDITIONAL INFORMATION

1. BACKGROUND INFORMATION

- 1.1 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.
- 1.2 The Council's Constitution requires Scrutiny Chairmen to report annually to Council on the work of Scrutiny in the previous year and priorities for the future.

2. ANNUAL REPORT 2017/18

- 2.1 Following on from the End of Year Report considered by Scrutiny Management Board on 9 May 2018, Scrutiny Management Board is requested to consider the

content and format of the Annual Report for presentation to Full Council. A draft is provided at Appendix 1.

3 SCRUTINY WORK PROGRAMME 2018/19

- 3.1 The Terms of Reference for the Scrutiny Management Board, Scrutiny Assembly and the Scrutiny Committees are attached at Appendix 2. On 24 May 2018, Full Council delegated authority to each Committee to approve its own Terms of Reference.
- 3.2 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 9 January 2018.
- 3.4 A table listing suggestions for the work programme is shown at Appendix 3. This includes:-
- 3.4.1 all new suggestions received to date
 - 3.4.2 suggestions from the 2017/18 work programme which have been resubmitted for consideration in the 2018/19 work programme
 - 3.4.3 topics upon which work began in 2017/18 (or earlier) but has not yet completed
 - 3.4.4 recommendations from previous reviews which are due for monitoring
 - 3.4.5 other topics which the relevant Scrutiny Committee is monitoring progress
 - 3.4.6 statutory/constitutional duties
- 3.5 Scrutiny Management Board is asked to consider what the over-arching priorities for Scrutiny in 2018/19 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.
- 3.6 In determining the priorities for scrutiny in 2018/19 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 4)
 - Best practice guidance from the Centre for Public Scrutiny (CfPS)
 - Ways of working set out in the Scrutiny Handbook
- 3.7 Scrutiny Management Board should be mindful that 2018/19 is an election year and any reviews will need to be completed by the end of December 2018 at the latest to enable preparation of final reports to Cabinet before the pre-election period begins in March 2019.

4. ALLOCATION OF RESOURCES

- 4.1 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.
- 4.2 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.
- 4.3 For the 2018/19 municipal year, an initial allocation of what equates to quarterly meetings has been allocated to the Scrutiny Management Board and each Scrutiny Committee as part of the normal calendaring process (one meeting has been kept in reserve for Finance & Enterprise Scrutiny Committee). Scrutiny Management Board should consider whether this figure requires any adjustment. Provisional dates, which require confirmation by the Chairs, have been programmed as follows:-

	<u>2018</u>								<u>2019</u>				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Scrutiny Management Board		5			4			4			12		
Children & Young People			17			9		11		12			
Customer, Community & Partnerships			18, 23			22		17		4			
Finance & Enterprise									8,15, 21				
Health & Adult Care			9			16		18		26			

- 4.4 Scrutiny Management Board is aware that the Senior Democratic & Scrutiny Services Officer will shortly be taking up a 12 month secondment in another team and that a secondment has been advertised to cover the role.
- 4.5 Democratic & Scrutiny Services will also be supporting the work of the CSE Inquiry Member Advisory Group and the Council commissioned independent local inquiry.

5. PREVIOUS MINUTES

Scrutiny Management Board – 9 January 2018 and 9 May 2018

6. BACKGROUND PAPERS

The Telford & Wrekin Council Scrutiny Handbook which can be accessed from
http://www.telford.gov.uk/downloads/file/557/scrutiny_handbook

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