

AGENDA ITEM

**REPORT TO EXECUTIVE
SCRUTINY COMMITTEE**

24 NOVEMBER 2015

**REPORT OF DIRECTOR OF
LAW AND DEMOCRACY**

TIMETABLE FOR SETTING THE SCRUTINY WORK PROGRAMME 2016/17

SUMMARY

To present the timetable for setting the Scrutiny Work Programme for 2016/17.

RECOMMENDATIONS

Executive Scrutiny is asked to note and comment on the arrangements for the setting of the Scrutiny Work Programme for 2016/17.

DETAIL

Timetable

1. Members will be aware that Executive Scrutiny Committee are responsible for setting the scrutiny work programme under the Council's constitution following discussion on the prioritisation of topics by Scrutiny Liaison Forum (Scrutiny Chairs, Cabinet Members and Corporate Management Team). The following timescale is suggested:

- Chair of Executive Scrutiny Committee to write to all Members for ideas – Early January 2016
- Invitation also sent to Corporate Management Team and Heads of Service – Early January 2016
- Select Committees meet to discuss ideas – January/ February (and also a standing item on all Select Committee agendas)
- 26 January – Executive Scrutiny Committee to discuss ideas/ review suggestions from Select Committees
- CMT – February 2016
- Scrutiny Liaison Forum – 22 February 2016
- Executive Scrutiny Committee – 8 March 2016

PICK System

2. Similarly to previous years, it is proposed to invite Members, when proposing a topic, to complete the attached pro forma which asks for a summary of the issue and an assessment of the public interest justification, likely impact of the review, performance and efficiency issues and whether other reviews are known to be planned in this area. Scrutiny Officers are able to provide help with completing the pro forma.

3. Based on the information provided, officers will score all suggestions received to aid discussions at Scrutiny Liaison Forum. This score is not binding in any way but merely a tool to help with prioritisation of topics.

FINANCIAL AND LEGAL IMPLICATIONS

4. There are no direct financial or legal implications.

RISK ASSESSMENT

5. It is vital to set a realistic and value adding work programme to make best use of resources and improve service provision.

Director of Law and Democracy

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Background Papers:

None

Ward(s) and Ward Councillors:

Not Ward Specific

Property Implications:

None

**SELECT COMMITTEE WORK PROGRAMME
SUGGESTED REVIEW – PRO FORMA**

Summary of issue you wish to be scrutinised, including key concerns and outcome for scrutinising the topic?

NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS.
PLEASE REFER TO THE EXPLANATION NOTES TO THIS FORM FOR FURTHER
INFORMATION.

Public interest justification:

Impact on the social, economic and environmental well-being of the area:

Council performance and efficiency in this area (including organisation development) if known:

Keep in Context (are other reviews taking place in this area?):

Signed:

Date:

Please return to:

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PICK Priority Setting

P for Public Interest

Members' representative roles are an essential feature of Scrutiny. They are the eyes and ears of the public, ensuring that the policies, practice and services delivered to the people of the District, by both the Council and external organisations, are meeting local needs and to an acceptable standard. The concerns of local people should therefore influence the issues chosen for scrutiny. This could include current issues. For example, dignity is consistently cited as a high priority for service users (e.g. Mid Staffordshire Enquiry, care in Winterbourne hospital) and scrutiny committees are well placed to influence the agenda locally and drive forward better quality services). Members themselves will have a good knowledge of local issues and concerns. Surgeries, Parish Councils, Residents Associations and Community Groups are all sources of resident's views. Consultation and Surveys undertaken by the Council and others can also provide a wealth of information.

I for Impact

Scrutiny is about making a difference to the social, economic and environmental well-being of the area. Not all issues of concern will have equal impact on the well-being of the community. This should be considered when deciding the programme of work, giving priority to the big issues that have most impact. To maximise impact, particularly when scrutinising external activity, attention should also be given to how the committee could influence policy and practice. Sharing the proposed programme of reviews with Members, officer and key partners will assist this process.

C for Council Performance

Scrutiny is about improving performance and ensuring the Council's customers are served well. With the abolition of external inspection regimes, scrutiny has an even more important role to play in self regulation. Members will need good quality information to identify areas where the Council, and other external organisations, are performing poorly. Areas where performance has dropped should be our priority. As well as driving up Council performance, scrutiny also has an important role in scrutinising the efficiency and value for money of Council services and organizational development.

K for Keep in Context

To avoid duplication or wasted effort priorities should take account of what else is happening in the areas being considered. Is there another review happening or planned? Is the service about to be inspected by an external body? Are there major legislative or policy initiatives already resulting in change? If these circumstances exist Members may decide to link up with other approaches or defer a decision until the outcomes are known or conclude that the other approaches will address the issues. Reference should also be made to proposed programmes of work in the Council's plans and strategies

PICK Scoring System

- **P**ublic Interest: the concerns of local people should influence the issues chosen

Score	Measure
0	no public interest
1	low public interest
2	medium public interest
3	high public interest

- **I**mpact: priority should be given to the issues which make the biggest difference to the social, economic and environmental well-being of the area

Score	Measure
0	no impact
1	low impact
2	medium impact
3	high impact

- **C**ouncil Performance and efficiency: priority should be given to the areas in which the Council, and other agencies, are not performing well or proposals which will support the current Efficiency, Improvement and Transformation Programme.

Score	Measure
0	'Green' on or above target performance
1	'Amber',
2	low performance 'Red'

- **K**eep in Context: work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort.

Score	Measure
0	Already dealt with/ no priority
1	Longer term aspiration or plan
2	Need for review acknowledged and worked planned elsewhere
3	Need for review acknowledged

Each topic will be scored under each category as indicated above. Where a category is not applicable, no score will be given.