

AGENDA ITEM

**REPORT TO EXECUTIVE
SCRUTINY COMMITTEE**

19 JANUARY 2021

**REPORT OF THE
ASSISTANT DIRECTOR,
ADMINISTRATION,
DEMOCRATIC AND
ELECTORAL SERVICES**

OVERVIEW MEETINGS 2021 AND SCRUTINY WORK PROGRAMME 2021/22

SUMMARY

The report sets out arrangements for Select Committee overview meetings 2021 and the process for selecting in depth topic suggestions for the scrutiny work programme 2021/22.

RECOMMENDATIONS

That the report be noted and that the frequency of Executive Scrutiny Committee meetings for 2021/22, as set out in paragraph 6, be endorsed.

DETAIL

Overview Meetings 2021

1. Members will recall that each year annual overview meetings are held. Recognising our statutory duties in discharge of the scrutiny function, annual overview meetings were established to provide Members with an overview of all the services reporting to the various Select Committees. The overview role includes holding to account Cabinet Members and Services on their performance and understanding the challenges and issues arising ahead of setting the next year's scrutiny work programme.
2. It is customary for these meetings to take place during the February round of Select Committee meetings. A standard report template (Appendix 1) was developed which also invites suggestions for proposed areas which would benefit from scrutiny investigation during the following year. A table setting out attendance at each Select Committee is attached at Appendix 2.

Scrutiny Work Programme 2021/22

3. Recognising that work on current reviews will carry over into next year and current pressures on the Council, it is proposed that a focused 2021/22 scrutiny work programme is established with one main in-depth review identified for each Select Committee to be completed alongside their other work.
4. In addition to discussion at overview meetings, as usual, Members will be asked to submit their own topic suggestions. A "PICK" priority scoring system is used to allocate a score to all topic suggestions to aid discussions at Scrutiny Liaison Forum.

5. A meeting of the Scrutiny Liaison Forum will be scheduled to take place in early March to discuss the work programme. This will be followed by consideration at Executive Scrutiny Committee on Tuesday 23 March 2021, who will set the work programme.

Executive Scrutiny Committee – Meeting Frequency

6. Based on previous Executive Scrutiny Committee workload and discussion at previous Executive Scrutiny Meetings, it is proposed the frequency of scheduled meetings is reduced to bi-monthly with meetings scheduled during the following months:

March
May
July
September
November
January

NEXT STEPS

5 March	Deadline for topic suggestions
10 March	CMT review topic suggestions and scoring
TBA March	Scrutiny Liaison Forum - to prioritise the topic suggestions
23 March	Executive Scrutiny Committee – Approves programme for the 2021/22

CONSULTATION

7. Councillors and officers will be asked to propose topics.

FINANCIAL AND LEGAL IMPLICATIONS

8. The work programme is resourced within existing budgets. No legal implications are identified at this stage.

RISK ASSESSMENT

9. There is a need to meet legislative requirements and for the Council to put in place internal mechanisms which scrutinise the safety and quality of key services, the delivery of existing services and development of new policies. The selection of appropriate topics for review can help to support service improvement; the selection of inappropriate topics will lead to the waste of officer and Member time and resources.

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Background Papers: None
Ward(s) and Ward Councillors: Not Ward Specific
Property Implications: None

XXX Select Committee

Overview Meeting 2021

XX February 2021

[XXX Services]

Context

The Council has a strong track record of sound financial management. In the current economic climate, finances are always going to be a challenge, and we work hard to make our budget go further. We have adapted to unprecedented funding reductions over the last eight years, saving around £53m. Our medium-term financial planning approach has allowed us to continually balance our budget through delivering savings and efficiencies but also to plan ahead and deliver invest-to-save schemes and innovative changes to service delivery models. We carefully target investments to stimulate economic growth, provide great assets and deliver financial returns to offset funding reductions.

Since the initial development of this Council Plan we have and still are experiencing the effects of the Coronavirus pandemic. Coronavirus provides huge challenges for us to address in terms of community and economic recovery and dealing with the long-term implications of the pandemic. We have reviewed our priorities for the coming year and have adapted these to reflect the focus that is needed to respond to this challenge.

The challenge for all Members is to ensure that decisions about the basis on which services will be delivered are within the resources available, taking account of a number of factors such as the uncertain financial position, changing demographics, increasing demand, new national legislation and policy direction.

Members are reminded of the Council's Vision that supports decision-making:

- A place where people are healthy, safe and protected from harm, where
 - People live in cohesive and safe communities
 - People are supported and protected from harm
 - People live health lives
- A place with a thriving economy where everyone has opportunities to succeed, creating
 - A growing economy
 - Improved education and skills development
 - Job creation and increased employment
- A place that is clean, vibrant and attractive, creating
 - Great places to live and visit
 - Clean and green spaces
 - Rich cultural experiences

The Council plays its part in making sure this is achieved by being a Council that is ambitious, effective and proud to serve.

Performance Reporting

Performance across the Council Plan was reported on a six-monthly basis to Executive Scrutiny Committee. Please see the link: [insert link](#)

[XXX Services]

Director – XXX

Relevant services include:

- XX
- XX

Council Plan 2020-2023

The Council Plan sets out the aims and objectives for all services and is refreshed on an annual basis.

The key priorities for 2020-21 for the [XXX services] are attached at Appendix 1.

Emerging Issues

Service delivery is influenced by a range of internal and external factors that develop over time. Emerging challenges and opportunities are summarised as follows:

xxx

[XXX Service] - Priorities for the year ahead

xxx

[XXX Service] – Challenges and opportunities

xxx

Potential Areas for In-Depth Review

Members are reminded that topics are being sought for the Scrutiny Work Programme 2021-22. Using the information provided as part of the performance updates and this Overview meeting, the Committee is invited to identify potential topics for review within this theme.

Potential topics will be considered at Executive Scrutiny Committee on 23 March.

- XX

Appendix 1 – Council Plan - Key Priorities 2020- 2021

Appendix 2

Overview Meetings – Proposed Attendance – February 2021

Select Committee	Date	Officers Attending	Cabinet Member Attending
Adult, Social Care and Health Select Committee	9 February 2021	Ann Workman	Ann McCoy Jim Beall
Crime and Disorder Select Committee	11 February 2021	Jamie McCann Margaret Waggott	Steve Nelson Chair of Safer Stockton Partnership
Children and Young People	17 February 2021	Martin Gray	Lisa Evans Leanne Stockton - Chair of Joint Local Safeguarding Children's Board (Annual Report)
People	1 March 2021	Reuben Kench Ian Miles Margaret Waggott Beccy Brown Garry Cummings	Bob Cook Jim Beall Steve Nelson
Place	15 February 2021	Richard McGuckin Jamie McCann	Nigel Cooke Mike Smith