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Report Track:	Community Scrutiny C'ttee: 22/07/19

COMMUNITY SCRUTINY COMMITTEE**22 JULY 2019****WORK PROGRAMME FOR 2019-20****1 Purpose of Report**

- 1.1 To set out the draft work programme for the Community Scrutiny Committee for 2019-20.

2 Recommendations

- 2.1 That the Committee review the draft work programme for 2019-20 and advise on what they wish to include for the forthcoming year (see Appendix 1).

3 Key Issues and Reasons for Recommendation

- 3.1 The scrutiny structure has been designed to ensure effective accountability for the delivery against the Council's key outcomes set out in the Council's Corporate Plan 2018-23.
- 3.2 Under the revised Scrutiny Committees structure agreed by Annual Council on 23 May, 2018, responsibility for monitoring delivery of the outcomes of the 'Community Wellbeing' strategic priority and associated Priority Delivery Plan (PDP) is shared between the Wellbeing and Community Scrutiny Committees.
- 3.3 The Community Scrutiny Committee is encouraged to identify issues relevant to the remit of the Committee and/or ones that are a priority for local people and communities. If a matter is a recurring issue for the people you, as Councillors, represent, the likelihood is that it is something that the Committee should consider. The more relevant the issue is to local communities then the greater the likelihood of engaging those communities in the scrutiny process and of producing outcomes that will be visible to those communities you represent. Guidance on selecting reviews is included in Appendices 2A and 2B.

- 3.4 Members are invited to comment on the draft Work Programme attached at Appendix 1. Members are also encouraged to propose issues that could be included for consideration in the work programme. The work programme may be revised during the year as necessary.

4 Relationship to Corporate Priorities

- 4.1 The remit of the Community Scrutiny Committee is linked to the Partnerships, Community Safety and Environment aspects of the Community Wellbeing PDP.

5 Report Detail

Background

- 5.1 The Community Scrutiny Committee is responsible for scrutinising the Environment, Partnerships and Community Safety sections of the Community Wellbeing PDP.
- 5.2 The relevant sections of the Community Wellbeing PDP are split into 3 themes:
- (i) Sustaining safe and secure communities.
 - (ii) Support vulnerable people.
 - (iii) Promoting attractive and healthy environments.

Developing the Work Programme

- 5.3 To support Members in their Scrutiny role and in particular in developing a work programme a Scrutiny Toolkit has been produced; a copy of this has been circulated separately to Members. An extract from the toolkit relating to developing a work programme is attached at Appendix 2A and an extract from the LGA's guidance is attached at Appendix 2B.
- 5.4 In developing the work programme Members are encouraged to consider the following questions:
- Is the matter a concern to local people? (You may wish to reflect on topics raised with you when canvassing).
 - Is the issue an identified priority for the Council or partners?
 - Does the issue relate to an area of service with a trend in weak performance?
 - What difference could scrutiny make?
 - What would happen if you did not look at this issue?
- 5.5 To further assist Members in developing the work programme:
- A copy of the Community Wellbeing PDP is attached as a separate item on the agenda; and

- details of the services that fall within the remit of the Committee, together with key projects and topical issues, are given in Appendix 3.
- 5.6 The Work Programme can be revised during the year to reflect emerging priorities, but it is important to plan ahead and allow time for reports to be prepared and invitations to be sent to relevant parties.
- 5.7 Whilst it is for the Committee to determine what they want to include in the Work Programme, a draft Work Programme is attached at Appendix 1 to this report which includes some standing items (eg PDP updates) and some suggestions as to potential reviews.

Undertaking the Scrutiny reviews

- 5.8 Once Members have identified the matters they wish to scrutinise, consideration should be given to scoping the subject in more detail including the timing and method of scrutiny to be used. Support in this process will be given by the Lead Officer for the Scrutiny Committee. A template to assist with scoping the review is also attached at Appendix 4.
- 5.9 Members may wish to:
- Allocate the work to a small working group of Members to investigate the issue over a period of 2-3 months (this may involve visits to see how services are working in practice);
 - Invite expert witnesses to give their views;
 - Seeking the views of service users and/or the general public.
- 5.10 Members should also consider what they can do to support the review eg:
- Undertaking research eg via the internet;
 - Seeking the views of ward members or specific interest groups

Reporting on Scrutiny Reviews

- 5.11 In addition to reporting to the Committee on the outcome of any reviews, the Committee may wish to make recommendations to Cabinet or another Committee.
- 5.12 At the year end, the Chair of the Committee will prepare a report for Council on the outcome of the Committee's Work Programme.

6 Implications

6.1 Financial

Any costs to be incurred in undertaking any review will need to be contained within existing budgets.

6.2 Risk Management

The key aspects of risk management in regard to scrutiny work programmes are:

- ensuring that there are clear outcomes from the scrutiny process that impact positively upon the services users/communities within the District and link to corporate priorities; and
- that there is adequate capacity for the committee to complete the work that has been agreed.

6.3 Equality & Diversity

The Council has a responsibility to undertake adequate Equality Impact Assessments to ensure services do not have a negative impact on any one section of the community and the scrutiny committees have a role in ensuring that this responsibility is fulfilled, particularly in regard to health impact. Scrutiny as a function must also comply with the relevant legislation. When considering work programme items, especially when undertaking reviews of policy, the scrutiny committees must always consider whether their recommendations may impact differently on various individuals/sections of the community.

6.4 Best Value

Work programmes which are effectively prioritised will ensure that scrutiny activity is focused where it can be of greatest benefit.

7 Appendices to the Report

Appendix 1	Draft Work Programme 2019/20
Appendix 2A	Extract from the Council's Scrutiny Toolkit
Appendix 2B	Extract from the LGA Guidance on Scrutiny Work Programming
Appendix 3	Overview of services and issues falling with the Committee's remit
Appendix 4	Template for scoping a scrutiny review

**Proposed Work Programme for 2018-19 for
the Community Scrutiny Committee**

Meeting Date	Item
22 July 2019	<ul style="list-style-type: none"> • Deletion of the Staffordshire Police Partnership Officer Post. • End of Year Outturn for the Improving Community Wellbeing (Environment, Partnership and Community Safety) PDP for 2018/19. • Annual Report on Work of the Community Scrutiny Committee for 2018/19. • Community Wellbeing (Environment, Partnerships and Community Safety) PDP for 2019/20. • Determine Review Programme for 2019/20.
26 November 2019	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report April to September 2019. • Scrutiny Review (to be determined).
31 March 2020	<ul style="list-style-type: none"> • Community Wellbeing PDP Progress Report October to December 2019. • Scrutiny Review (to be determined).

Suggestions for Reviews:

- Recycling rates and Biffa Contract;
- Car Parking – Payments Methods for Pay and Display Machines;
- Carbon Neutrality.

ITEM NO. 8.

DEVELOPING THE WORK PROGRAMME

Members have a key role to play in developing the work programme for the Scrutiny Committees and it is important that manageable programmes are developed. The Scrutiny Committees will need to filter potential items of work; to be selective and to prioritise.

Given the limited resources available, in particular the constraints on member and officer time, it is unrealistic to select more than a few items for intensive review. Realistically, a single committee cannot undertake more than two in-depth reviews per year.

In developing the work programme Members are encouraged to consider the following questions:

Public interest – the concerns of local people should influence the issues chosen. Things to think about include:

- Any issues raised with you when canvassing;
- Have any surveys or research undertaken by the Council identified any concerns
- is the issue an identified priority for the Council or partners

Ability to change - priority should be given to issues that the Committee can realistically influence. Think about what difference Scrutiny could make and what would happen if you did not look at this issue.

Performance: priority should be given to areas in which the Council and Partners are not performing well. You should consider, the scale of the underperformance, whether it is a one off or whether there is an ongoing issue. Has the service been flagged up in an external inspection report for poor performance?

Extent: priority should be given to issues that are relevant to all or a large part of the District

Replication: work programme must take account of what else is happening to avoid duplication or wasted effort

Work programmes should be determined at the start of each municipal year and reviewed and revised regularly. Any reviews not started or completed by the year end can be referred for consideration as part of the following year's work programme. The best advice is to start small, learn what works well and what does not and then be more ambitious. It is far easier to add items to the workload than to remove them.

Stage 1: Agree the Issue

The first step is for scrutiny members to be sure that the subject to be reviewed is significant. Undertaking in-depth reviews is resource-intensive – of member and officer resources. Investing such a high level of resources should only be undertaken for **high priority issues**. The following are criteria which could be used to ‘check’ a topic against, to ensure that it would make a worthwhile review:

- Issue identified by members as key issue (through members’ surgeries and other constituency activities);
- Performance issues within a service (e.g. significant under or overachievement of targets;
- Service considered to be important by the community (through market research, citizens’ panels and so on);
- High level of user/general public dissatisfaction with service;
- Public interest issue highlighted in local media;
- High level of budgetary commitment to policy/service area;
- Persistent financial issues e.g. significant under or overspends.
- Council corporate priority area;
- Central government priority area;
- Issue raised in Inspection Reports
- Issue referred by the Cabinet or the Audit & Governance Committee
- New government guidance or legislation.

Stage 2: Determine the nature of member involvement

The committee will need to decide how members will drive the review. There are three possible approaches to member involvement:

- The whole committee investigates the issue;
- A task and finish working group is established to drive the investigation;
- Individual or paired members drive the review.

Vital to the whole review activity is that members take full control of which policy problems and solutions are explored and how that exploration takes place. Members need to take responsibility for, and ownership of, the outputs and outcomes of reviews.

Stage 3: Scoping Exercise

There are 4 key issues to consider when scoping the review:

- What are the core questions the review is seeking to answer? (no more than 3)
- What is the purpose of the Review? (in one sentence)
- What will not be included?
- What is the timescale?

Work programming

The role of scrutiny is to achieve positive outcomes for local people by undertaking a thorough, targeted examination of the council's service provision and procedures. However, it is not possible to examine every service in detail, so it is important for the scrutiny committee to prioritise and plan its workload. Some councils do this at the beginning of each year and some do it on an ongoing basis.

Planned scrutiny

Work programming is the process for determining which topics scrutiny will look at over the coming year, either at committee meetings or

in task and finish groups. This involves evaluating a number of factors to decide which topics are to be investigated and when. The process will typically involve long-listing and then short-listing topics before making a final decision.

Responsive scrutiny

Whether planned scrutiny takes place at the beginning of the year or on an ongoing basis, the priorities for scrutiny need to be monitored and evaluated on an ongoing basis. This makes sure scrutiny can be flexible and responsive to high-priority issues or policy changes that occur throughout the year.



The scrutiny topic selection process

Each council has its own method for selecting topics for scrutiny; in some councils there may be a very structured selection process, whilst in others it may be more informal. Whatever level of detail is involved, the general process should include the following activities.

1. Identify issues

You can identify potential issues by:

- consulting with all members of scrutiny committees, senior officers, cabinet members and council officers
- looking at corporate priorities, business plans and the Forward Plan of the council (and the council's neighbours)
- considering events and decisions in the council's calendar that could require an input from scrutiny, such as setting budgets
- evaluating previous council performance and identifying any follow-up work required to previous scrutiny work
- carrying out work to engage with local people, for example through surgeries, local media, opinion surveys and online forums.

2. Prioritise topics

Identify and prioritise potential scrutiny topics, considering the resources they would require and the level of impact they could achieve.

3. Plan scrutiny work

Decide which scrutiny topics to review and include them in the work programme.

4. Review and evaluate

Review progress and evaluate outcomes to demonstrate the value added by scrutiny.



Criteria for selecting scrutiny topics

The following criteria provide a useful guide for prioritising and selecting which topics are suitable for scrutiny to review.

Topics **are** suitable for scrutiny when:

- scrutiny could have an impact and add value
- the topic is of high local importance and reflects the concerns of local people
- the resources are available that would be required to conduct the review, in terms of manpower and budget
- it avoids work duplication elsewhere
- the issue is one that the committee can realistically influence
- the issue is related to an area where the council, or one of its partners, is not performing well
- the issue is relevant to all or large parts of the local area
- the review would be in the council's interests.

Topics **are not** suitable for scrutiny when:

- the issue is already being addressed elsewhere and change is imminent
- the topic would be better addressed elsewhere (and will be referred there)
- scrutiny involvement would have limited or no impact upon outcomes
- the topic may be sub-judice or prejudicial to the council's interest
- the topic is too broad to make a review realistic
- new legislation or guidance relating to the topic is expected within the next year
- the topic area is currently subject to inspection or has recently undergone substantial change.

Defining scrutiny topics

For every item on the work programme/new referral, it should be clear:

- What is the issue/activity/project under consideration?
- What is scrutiny being asked to do?
- What are the reasons for/expected benefits of involving scrutiny in the matter?
- Is there a specific deadline for the piece of work?

Appendix 3

**Services and issues falling within the
Community Scrutiny Committee's remit**

Service Area	Sub-Areas	Comments
Partnerships, Community Safety & CCTV	<ul style="list-style-type: none"> • Community Safety <ul style="list-style-type: none"> – Absolute Grounds for Possession – Adults at Risk – Alcohol and Drug Misuse – Anti-social Behaviour – Arson – Children at Risk / Sexual Exploitation – Civil Injunctions – Closure Orders and Notice – Community Triggers / Protection Notices – Crime Trends / Campaigns / Events – Criminal Behaviour Orders – Dispersal Notices – Domestic Abuse – Evictions – Female Genital Mutilation – Hate Crime – Honour Based Violence – Integrated Offender Management – Mental Health Concerns – Modern Day Slavery – Organised Crime Groups – ‘Prevent’ / Terrorism Related Info – Public Space Protection Orders – Street Gangs / Street Violence and Vulnerability – Target Hardening – Vulnerable People / Places – Welfare Issues 	Includes facilitation and co-ordination of the weekly Community Safety Hub meetings and supporting the District's Community Safety Panel.
	<ul style="list-style-type: none"> • CCTV <ul style="list-style-type: none"> – Storennet (business crime) – Pubwatch (night-time economy) 	24/7 service
	<ul style="list-style-type: none"> • Partnerships <ul style="list-style-type: none"> – Identify partnership priorities for the District 	Includes co-ordination and facilitation of the Chase Community Partnership

Service Area	Sub-Areas	Comments
Waste & Engineering	<ul style="list-style-type: none"> Household Waste & Recycling Collection and Disposal Contracts 	Delivered by Biffa on CCDC's behalf.
	<ul style="list-style-type: none"> Recycling and Climate Change 	
	<ul style="list-style-type: none"> Street Cleansing 	
	<ul style="list-style-type: none"> Waste Management and Disposal 	
	<ul style="list-style-type: none"> Bus Stations and Shelters 	
	<ul style="list-style-type: none"> Car Parks 	
	<ul style="list-style-type: none"> Maintenance of District Roads Furniture 	
	<ul style="list-style-type: none"> Off-Street Civil Parking Enforcement 	Delivered by Stoke-on-Trent City CC on Council's behalf.
	<ul style="list-style-type: none"> Public Clocks 	
	<ul style="list-style-type: none"> Land Drainage / Flooding / Watercourses 	
	<ul style="list-style-type: none"> Abandoned Vehicles 	
	<ul style="list-style-type: none"> Vehicles Workshop and Fleet-care 	
	<ul style="list-style-type: none"> Highways and Works Liaison 	
Environmental Protection <i>(including Private Sector Housing)</i>	<ul style="list-style-type: none"> Air Quality Monitoring and Air Pollution 	
	<ul style="list-style-type: none"> Contaminated Land 	
	<ul style="list-style-type: none"> Authorisations and Permits for certain industrial and commercial processes 	
	<ul style="list-style-type: none"> Prior consents for major developments 	
	<ul style="list-style-type: none"> Environmental Information enquiries 	
	<ul style="list-style-type: none"> Public Health / Noise Nuisances 	
	<ul style="list-style-type: none"> Enforcement action 	
	<ul style="list-style-type: none"> Pest Control / Control of Stray Dogs 	Delivered by Stafford BC on CCDC's behalf.
	<ul style="list-style-type: none"> Fly Tipping enforcement 	
	<ul style="list-style-type: none"> Private Sector Housing standards 	
	<ul style="list-style-type: none"> Re-use of empty properties 	
	<ul style="list-style-type: none"> Licensing of HMO's 	
	<ul style="list-style-type: none"> Disabled Facilities Grants administration 	
	<ul style="list-style-type: none"> Monitoring of licenced caravan sites 	
	<ul style="list-style-type: none"> Defective drainage investigations (non-public sewers) 	
<ul style="list-style-type: none"> Filthy and verminous properties 		
<ul style="list-style-type: none"> Provision of home security grants 		



SCRUTINY REVIEW TEMPLATE

REVIEW TITLE
SCOPE OF THE REVIEW / TERMS OF REFERENCE
REASON FOR SCRUTINY
MEMBERSHIP OF THE REVIEW GROUP
KEY TASKS / REVIEW PLAN
SOURCES OF EVIDENCE
TIMESCALE