

## Overview and Scrutiny Management Committee Annual Forward Work Programme 2017/18

Topic	Role		Statutory Framework / Timescales
<b>Corporate Plan</b>	Overview	The Committee will be asked to provide comments and feedback on the development of the Corporate Plan and provide comment to the Cabinet on the proposed objectives of the Council.	The Corporate Plan is a Policy Framework document and the Council has a statutory obligation to consult with Scrutiny.  The Corporate Plan will be presented to Scrutiny, followed by the Cabinet in September. Scrutiny's comments will be presented within the report to Cabinet.
	Performance Scrutiny (Council wide)	To provide comments to the Cabinet on the effectiveness of the implementation of the objectives within the Corporate Plan.	The Committee will receive an update on the implementation of the Corporate Plan on at least an annual basis. For this update – the Committee will receive a summary of any comments made by the Performance Scrutiny Committee in relation to their consideration of the quarterly updates on the improvement objectives.
<b>Budget Consultation and Public Engagement</b>	Overview	Consider the planned approach to consultation with the public on the Budget, and how effective the Council is engaging with the public.	Scrutiny's role is to enable the voice and concern of the public to be heard and to ensure that there is appropriate engagement within the decision making process.
<b>Draft Budget Proposals</b>	Scrutiny Management	To coordinate the comments and recommendations made by the all Scrutiny Committees in relation to the Cabinet Draft Budget Proposals	Once the draft budget proposals are agreed, the Cabinet is required to consult on the proposals before recommending an overall budget and required council tax to the Council for approval in March. Scrutiny Committees must be consulted as part of this process. Prior to Cabinet meeting to decide on the Budget on 14 February
	Overview	Make comments /recommendations to the Cabinet relating to the Budget Process and Engagement;	
<b>Strategic Budget</b>	Overview	To consider the Strategic Budget Process and how the Council is developing a longer term strategic approach to budgeting.	The budget is a Policy Framework document, and there is an obligation to consult with Scrutiny on the draft budget.  However this item, would go further than this, to start a discussion with the Cabinet member and Directors whether the development

## Overview and Scrutiny Management Committee Annual Forward Work Programme 2017/18

			<p>of a strategic approach to budgeting is viable within the current climate, and if so, how this could be developed.</p> <p>The Overview and Scrutiny Management Committee has raised concerns regarding the risk a short term approach to budgeting at its meeting on 3 July (<a href="#">minutes</a>), during consideration of the Director of Social Services Annual Report.</p> <p>'Within the report, the Director outlines concerns with the ongoing financial situation and the severe risk to the service if funding for social services continues to decrease. The Committee were concerned about this risk and the potential impact on service users as some of the most vulnerable people.</p> <p>Members agreed that this was a key risk within the service area, and that further consideration should be given by the Cabinet as to how the Council is mitigating this risk, and developing a more strategic approach to budgeting to protect vulnerable service users in this area'</p> <p><i>Timescale – to be confirmed</i></p>
<p><b>Director of Social Services Annual Report</b></p>	<p>Overview</p>		<p>The Director of Social Services has a statutory obligation to report annually to the Council, and consult with Scrutiny, on the delivery, performance and risks in relation to the whole range of social services functions, and to identify plans for improvement.</p> <p>This annual reporting requirement is in accordance with statutory guidance issued under Section 7 of the Local Authority Social Services Act 1970 and also the Local Government (Wales) Measure 2009, insofar as it relates to the continuous improvement of service delivery.</p> <p><i>Timescale – July 2017</i></p>

## Overview and Scrutiny Management Committee Annual Forward Work Programme 2017/18

<p style="text-align: center;"><b>Decriminalised Parking</b></p>	<p style="text-align: center;">Pre decision Scrutiny</p>	<p>To consider the options available to the Council in terms of Decriminalising Parking, and make a recommendations to the Cabinet Member on the options available to the Council.</p>	<p>There is no statutory requirement to be consulted on this change.</p> <p>This raised as a concern many times by the previous Committee. In November 2016, the Committee considered decriminalised parking whilst discussing the Service Plan for Streetscene. The Deputy Leader confirmed this was being looked into, and could be a potential review for the Scrutiny Committee in the future. It was also the subject of an all Member seminar in the previous term, and Members felt it was an area that warranted further consideration.</p> <p><i>Timescale – November 2017</i></p>
<p style="text-align: center;"><b>Recommendations Monitoring :</b></p> <ul style="list-style-type: none"> <li>- Community Centres;</li> <li>- Economic Regeneration Strategy;</li> <li>- Pill PSPO;</li> <li>- City Centre PSPO;</li> <li>- Adult Residential Care.</li> </ul>	<p style="text-align: center;">Scrutiny Management</p>	<p>To consider how effectively the recommendations made have been implemented and assess the impact of the service changes post implementation.</p>	<p>Best practice to monitor the implementation of recommendations made by Scrutiny. Recommendations are the way that scrutiny can make impact. Monitoring then makes it more likely that scrutiny’s work will add value. Recommendations should be monitored and evaluated after they have been made, and scrutiny’s recommendations continue to be “owned” by scrutiny, even though it is for Cabinet, and/or partners, to deliver.</p> <p>The timing of the updates will depend on the implementation timetable of each of the recommendations, this is usually reviewed 6 months after adoption or annually.</p> <p><i>Timescale – as appropriate for each review</i></p>
<p style="text-align: center;"><b>Performance Committee’s Forward Work Programme</b></p>	<p style="text-align: center;">Scrutiny Management</p>	<p>Consider the work programmes of the Performance Committees in line with Corporate Objectives, and ensure consistency in approaches taken by the Committees.</p>	<p>Best practise to ensure that the Scrutiny Function is evaluating its performance in making an impact and is developing.</p> <p><i>Timescale – quarterly updates</i></p>

## Overview and Scrutiny Management Committee Annual Forward Work Programme 2017/18

<p style="text-align: center;"><b>Scrutiny Self Evaluation</b></p>	<p style="text-align: center;">Scrutiny Management</p>	<p>To consider the results of a Scrutiny Self Evaluation exercise, and determine what actions Scrutiny should take in the following year to improve its own performance.</p>	<p>Best practise to ensure that the Scrutiny Function is evaluating its performance in making an impact and is developing and improving the way it operates for the.</p> <p><i>Timescale – April 2018</i></p>
<p style="text-align: center;"><b>Scrutiny Annual Report</b></p>	<p style="text-align: center;">Scrutiny Management</p>	<p>The Committee will be asked to consider and endorse the Scrutiny Annual Report for 2016/17, and agree a schedule for the on-going monitoring of the implementation of the action plan.</p>	<p>The Scrutiny Annual Report has to be approved by Scrutiny, and subsequently submitted and approved by the Council by September 2017.</p> <p><i>Timescale – July 2017</i></p>
	<p style="text-align: center;">Scrutiny Management</p>	<p>The Committee will be asked to:</p> <ul style="list-style-type: none"> <li>• To assess the implementation of the Scrutiny Action Plan and consider the effectiveness of the Scrutiny function.</li> <li>• To determine areas for future development/ improvement.</li> </ul>	<p>The Committee will receive a mid-year update on the implementation of actions contained within the report, and will have an opportunity to comment on areas for development for the 2018/19 Annual Report.</p> <p><i>Timescale -</i></p> <ul style="list-style-type: none"> <li>• Annual Report runs from Sept 2017 to Sept 2017</li> <li>• Mid- year review – March 2018</li> <li>• Consideration of 2017/18 draft July 2018</li> </ul>
<p style="text-align: center;"><b>Scrutiny Member Seminar List</b></p>	<p style="text-align: center;">Scrutiny Management / Information</p>	<p>To receive regular updates on training and development for Scrutiny Members and ensure that Scrutiny Members have appropriate training to undertake their roles.</p>	<p>Best practise to ensure that the Scrutiny Function is evaluating its performance in making an impact and is developing and improving</p> <p><i>Timescale – Quarterly</i></p>
<p style="text-align: center;"><b>Forward Work Programmes of the Performance Committee</b></p>	<p style="text-align: center;">Scrutiny Management / Information</p>	<p>To receive regular updates on the work of the Performance Scrutiny Committees and ensure that Scrutiny is making an impact and that there is a consistent approach being taken across the three Committees.</p>	<p>Best practise to ensure that the Scrutiny Function is evaluating its performance in making an impact and is developing and improving.</p> <p><i>Timescale - Quarterly</i></p>

## Overview and Scrutiny Management Committee Annual Forward Work Programme 2017/18

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<u>Policy Review Groups</u>			
Topic	Role	Timescale / Deadline	Statutory Status / Reporting Pathway
Waste Strategy	Policy Development	Series of meetings of the Review Group to be held in September / October to be finalised by the end of the year.	Decision will be made by the Cabinet Member to adopt the strategy. Scrutiny are being asked to consider a options for a draft strategy and provide feedback to the Cabinet Member prior to a decision being taken on the strategy. <b>(Referral form attached)</b>