

Guidance note on approach to setting a Scrutiny Work Programme

1. Introduction

1.1 For the 2017/18 municipal year it is intended that the Overview and Scrutiny Management Committee (OSMC) will meet every 8 weeks. It will maintain an overview of the work of the panels and be responsible for the overall scrutiny work programme.

The 4 standing scrutiny panels will each meet approximately once every 4-6 weeks depending on the workload. There may sometimes be a need to call an additional meeting to deal with an urgent matter. Attached at Appendix 1 is a document that shows the makeup of the panels and the areas that fall within each panel's remit. It is important to note that each panel can also look at relevant external partners where it is appropriate to a piece of work.

It is anticipated that wherever possible all in depth scrutiny work is carried out by scrutiny panels. If however something very urgent arises and there is not the capacity within the appropriate standing panel then the OSMC will consider establishing a time limited ad hoc panel to carry out the review.

When planning scrutiny panel meetings, the panel is asked to consider if the issue under consideration is suitable to webcast at the meeting. Where confidential information is being shared, or an issue is at the development stage, it may not be appropriate or possible to webcast.

2. Setting a work programme

2.1. At the beginning of every municipal year, each scrutiny panel must set an initial work programme for the coming year. It is important that the work programme focuses on priority issues and areas where scrutiny can add value. The programme may need to be refined as the year progresses as other urgent issues arise.

At a time when all service areas of the council are facing significant change, it is essential that scrutiny plans ahead so that the Cabinet and officers are able to plan the work required and attendance at meetings. Carrying out effective scrutiny takes a lot of time, commitment and effort so it is simply not possible to look at every issue.

2.2 The councillors and co-optees on each panel will develop a proposed work programme of priority issues for the coming year. The proposed work programme will then go to the OSMC for sign off. If a panel wants to do an in depth piece of scrutiny work then the proposed terms of reference and project plan for the piece of work will need to be approved by the OSMC. When selecting issues, scrutiny will need to consider whether it can make a real difference by looking at the issue, for example, whether its recommendations could result in improved services.

2.3. The Centre for Public Scrutiny provides advice and guidance to local authorities and other bodies on good practice in overview and scrutiny. It suggests that the underpinning principles for the focus of scrutiny work should be:

- Makes a positive impact on services;
- Promotes good practice;
- Challenges underperformance;
- Acts as a catalyst for change;
- Deals, where appropriate, with relevant partnership issues.

2.4 There are some things that scrutiny should not look at, these are:

- It is not appropriate for scrutiny to consider individual complaints or any local issue(s) which should be dealt with at ward councillor level and made directly to services.
- Panels cannot investigate regulatory or 'quasi-judicial' decisions, such as planning or licensing decisions.

3. Identifying potential issues:

3.1 Initial sources for potential items are:

1	Items rolled forward by the Overview and Scrutiny Management Committee in 2016/17 (These are set out in Appendix 1)
2	Items linked to Cabinet priorities for 2017/18
3	Inspection outcomes / improvement plans
4	Performance Information – are there any significant areas of under performance where scrutiny could add value by taking a closer look and reporting back on findings and recommendations on how the position might be improved.
5	Scrutiny – at a time of intense change within the Council there are multiple pieces of work on going. Scrutiny has the opportunity to get involved at an early stage to influence proposals before final decisions are made.
6	Items in the forward plan (Opportunities for pre decision scrutiny)
7	Key areas of partnership work, for example Child and Adolescent Health Services
8.	Follow up on past Scrutiny recommendations that are still awaiting completion

3.2 It is suggested that panels now go to appendix 2 to see a filter mechanism that could help to prioritise the potential work programme issues.

3.3 **Once** the draft work programme has been agreed by the panel it will go for approval by the OSMC in September 2017.

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OVERVIEW AND SCRUTINY STRUCTURE 2017/18

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE	HEALTH AND ADULT SOCIAL AFFAIRS SCRUTINY PANEL	CHILDRENS SCRUTINY PANEL	ECONOMY AND NEIGHBOURHOODS SCRUTINY PANEL	CORPORATE SCRUTINY PANEL
Officer: Penny Bunker	Officer: Richard Dunne	Officer: Yolande Myers	Officer: Steve Copley	Officer: Alaina McGlade
Chair : Cllr Julie Stewart Turner	Lead Member: Cllr Liz Smaje	Lead Member: Cllr Cahal Burke	Lead Member: Cllr Rob Walker	Lead Member: Cllr Gulfam Asif
Cllr Liz Smaje	Cllr Ullah	Cllr AU Pinnock	Cllr O’Neill	Cllr Homewood
Cllr Cahal Burke	Cllr Calvert	Cllr Fadia	Cllr Hughes	Cllr Pervaiz
Cllr Gulfam Asif	Cllr Eastwood	Cllr Kane	Cllr Bolt	Cllr J Taylor
Cllr Rob Walker	Cllr Smith	Cllr Light	Cllr Wilson	Vacancy
	Vacancy	Cllr Bellamy	Cllr O’Donovan	Vacancy

Cabinet / Officer Areas of Responsibility

Strategy and Strategic Resources, New Council and Regional Issues	Adults and Public Health	Children	Economy	Corporate
Leader Cllr David Sheard Regional Relationships and Strategy Strategy for Council Communications/Engagement Strategic Town Centres (Dewsbury)	Cllr Viv Kendrick (Statutory Responsibility for Adults and Public Health) and Cllr Cathy Scott Wellbeing and Integration Commissioning and Health Partnerships Public Health	Cllr Erin Hill (Statutory Responsibility for Children) and Cllr Masood Ahmed Corporate Parenting Support for Children and Families Children’s Safeguarding Services for Young People	Cllr Peter McBride Strategic Planning Regeneration and Transport Strategic Planning - Spatial Regeneration Transport – LEP Investment Committee Employment and Skills	Cllr Graham Turner and Cllr Musarrat Khan Refuse Collection Environmental Health Streetscene: Centralised Transport, Bereavement Service,

<p>Budgets and Resources Kirklees Partnership Local Plan Sustainability Comoodle – Sharing Economy Health and Wellbeing Board (Chair Only)</p> <p>Deputy Leader Cllr Shabir Pandor</p> <p>Regional Relationships and Strategy/LEP Communications/Engagement Strategic Town Centres (Huddersfield) Budgets and Resources Kirklees Partnership Local Plan Industrial Relations Access We are Kirklees – Democracy Strategy Cohesion, & Community Safety</p> <p><u>Kirklees Outcomes (Deputy Leader Portfolio):</u> 4. People in Kirklees feel safe and are safe/protected from harm</p>	<p>Activities to Improve Health including Sport & leisure Adult Safeguarding Housing Delivery Democracy Delivery Councillor Development – New Council Capacity Building and Third Sector Adults, Health and activities to improve health Health and Wellbeing Board</p>	<p>Schools and Learning Children, Families, Schools Children’s and Young People’s Partnership Health and Wellbeing Board</p> <p><u>Kirklees Outcomes (Children Portfolio):</u> 1. Children have the best start in life. 3. People in Kirklees have aspiration and achieve their ambitions through education, training, employment and lifelong learning</p>	<p>Youth Unemployment Skills and Employment and Post 16 Learning, Cllr Naheed Mather:</p> <p>Strategic Housing, Regeneration and Enforcement Huddersfield Town Centre Regeneration/Investment Employment Land Development Enforcement Management Waste Disposal Strategy Housing Investment Strategy (Planning)</p> <p>Economic Partnership – Chair Transport – LEP substitute</p> <p><u>Kirklees Outcomes (Economy Portfolio):</u> 5. Kirklees has sustainable economic growth for communities and business</p>	<p>Street Cleaning Parks and Grounds Maintenance Highways Air Quality Financial Management, Risk and Performance Corporate Governance Customer and Exchequer Services Corporate Landlord Asset Strategy and Management Libraries & Museums School Facilities Management IT HR Services Buildings Management</p> <p><u>Kirklees Outcomes (Quality of Place Portfolio):</u> 6. People in Kirklees experience a high quality, clean and green environment</p>
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	Strategic Director: Richard Parry	Director: Steve Walker	Strategic Director: Naz Parkar	Chief Executive: Jacqui Gedman
	<p>Amanda Evans</p> <p>Assessment Support management Promoting independence Personal support Assessment and care management - older people with physical disability Short term and urgent support services Partnerships with acute trusts Statutory safeguarding services Safeguarding function Care Quality Commission (CQC) regulated services Related customer services Commissioning of carers Integrated services</p> <p>Delivery of partnerships with community health services Community equipment services Commissioning Market development Regulation and quality Performance management Driving service quality and development</p>	<p>Jo-Anne Sanders</p> <p>Transforming the school system 14-19 education and skills and adult learning School and early year's improvement Inclusive learning Learning support for vulnerable children and young people Promoting and supporting school attendance School and early years planning and school admissions Early help</p>	<p>Paul Kemp</p> <p>Economic strategy Relationship with Leeds City Region LEP, skills strategy and transportation strategy) Strategic Spatial Planning (including the Local Plan) Housing strategy Planning development management Delivery of major economic development and regeneration projects Strategic policy for Council assets and capital expenditure Business engagement and creative economy Museums and galleries</p> <p>Sports facilities strategy and oversight of partnership with Kirklees Active Leisure (KAL) Housing options including homelessness prevention Partnership relationship with Kirklees Neighbourhood Housing (KNH)</p>	<p>Rachel Spencer Henshall</p> <p>Public health (in H&ASCSP portfolio) Policy work Intelligence and joint strategic assessment</p>
	<p>Sue Richards</p> <p>Assessment and care management - all age disability Safeguarding function Care Quality Commission (CQC) regulated services Ofsted regulated services Related customer services In-house care homes Integrated management of mental health services Health and social care policy Strategic integration Strategic lead of partnerships with community health services Development and management of community hubs</p>	<p>Anne Coyle</p> <p>Model of social work Support for children and families Social care and assessment Services for disabled children Corporate parenting for looked after children Youth offending team (YOT) Integrated youth support Specialist support for children with special needs and additional needs Independent review and advocacy Management and leadership of the Safeguarding Children Board</p>	<p>Joanne Bartholomew</p> <p>Environmental health Licensing Environmental crime Local land charges Pest control Strategic oversight of enforcement Health and safety Highways; Design asset management and operational service Seasonal response Traffic management Public rights of way Environment waste collection and street cleaning Parks and greenspace Waste contract management</p>	<p>Julie Muscroft</p> <p>Monitoring officer (Statutory responsibility)</p> <p>Insurance Legal services Governance Monitoring Councillors and officers – Working relationships Information management Elections</p>

	<p>Building community capacity Performance management Driving service quality and development</p>		<p>Council's capital investment programme Construction delivery and design functions Corporate landlord function, including support to the estates rationalisation programme Fleet Transport logistics Building control Caretaking and cleaning Income generating services Town hall and venues Professional oversight of commerciality for the council</p>	
		<p>Merlin Joseph</p> <p>Children's services improvement Organisational redesign Strategic partnership board redesign Workforce strategy Safeguarding, quality assurance and link to Local Safeguarding Children Board (LSCB) Review of early help Corporate Parenting Board and Children and Young People (CYP) Board redesign</p>		<p>Debbie Hogg</p> <p>Section 151 officer (Statutory responsibility)</p> <p>Strategic finance Business and financial advice to services Treasury management Risk management Internal audit IT strategy and delivery Benefit payments (housing and council tax) Council tax and business rates collection Complaints Assessment and charging arrangements in relation to social care clients (locally known as client financial affairs) Payroll Accounts – Issue of bills and collection of monies etc</p>

CARRIED FORWARD DRAFT WORK PROGRAMME ITEMS

OSMC	H&ASCSP	ChSP	N&ESP	CoSP
<p>Statutory Scrutiny of Crime and Disorder including: - Kirklees Gangs Strategy - Ward Cllrs involvement in Community Cohesion (CG)</p>	<p>See draft work programme attached</p>	<p>PHSCE (Focus tbc) (VF)</p>	<p>Play Strategy (WA)</p>	<p>Revised approach to Policy Development – CPB as pilot (RSH)</p>
<p>Stat Scrutiny of Flood Risk Management - (focus: Prep for flood season, feedback on pilots (com engagement) and consultant work with Ward Members)</p>		<p>Implementation of Children’s Improvement Plan including monitoring of recommendations of Ad Hoc Scrutiny Panel Children’s Services</p>	<p>Overarching approach to communities (to include an update on Comoodle) Voluntary and Community Strategy (EIP strand)</p>	<p>District Committee Funding and Devolution (refocus after Annual Council)</p>
<p>Democracy Commission Overview (CW)</p>		<p>CSE Panel/Corporate Parenting/Safeguarding of Children (include focus on Regional Adoption and Preventative CSE work)</p>	<p>Housing Strategy - Including Age Designation Policy -Support for Young People (Implications of HMOs benefit implications for Kirklees housing stock)</p>	<p>Assets -Policy - Prioritisation - Social Value - Workload management</p>
<p>Equality and Diversity Strategy</p>		<p>EIP Strand – Young people and Youth Services</p>	<p>Economic Resilience (Project work streams within the theme)</p>	<p>Democracy Commission work streams (CW)</p>

Corporate Approach to Performance Management		Post 16 Ad Hoc Follow up?		Cemeteries Strategy (focus on capacity planning)
Regional Issues		Pre Decision Scrutiny		
Arms Length Companies		Performance Management		

Prioritising issues for inclusion in the work programme**1. Is the potential issue:**

- A strategic issue of public concern highlighted by Cabinet portfolio holders, councillors, partners, members of the public or service users?
- A strategic priority for the Council which is important to members of the public and service users?
- A strategic priority where it is recognised that improvement is required (possibly through inspection, performance monitoring or service user dissatisfaction)?

2. Does the potential issue fall into any of the areas below?

- It is an issue identified as a priority by the Cabinet Member or Director
- It is an issue highlighted by government guidance or new legislation
- It is an issue raised by audit or inspection
- It is an issue that contains potential or significant risks to members of the public or service users
- It is an issue that highlights significant budgetary risk or a priority area of under performance of services

3. If having considered 1 and 2 above the issue is an appropriate priority, when does it need to be considered?

- Is it an immediate priority or a significant issue for the council or its partners at present?
- Is there work already being carried out in the Council (or by its partners) that Scrutiny can comment on?
- What impact will it have if we do/do not pursue or review this issue?
- Does it need to be reviewed – now or later?
- Can the issue(s) be dealt with directly in some other way – i.e. a simple briefing for Lead Members?

4. Having filtered out potential issues to agree the key work programme priorities for the panel and mapped out a timescale for programming, then agree the focus of the issues that really need to be considered?

- What preliminary briefing notes and/or information are required for the Panel to determine this?
- What are the areas of focus for the issue?

5. Who will need to be involved – Members, officers and colleagues from other organisations?

- Which councillors, officers and other people will need to contribute to the scrutiny?
- When will they have the resources and time to participate in this?

6. How will we do it – Preparing the scoping paper and timetable of events?

- Agree the brief (terms of reference) and seek the appropriate report(s) and scoping paper(s)
- Set the date(s) for the meeting(s) to review the issue(s)
- Complete draft report and recommendations for consideration