

Scrutiny Report

MEETING: OVERVIEW AND SCRUTINY COMMITTEE

DATE: 12 JUNE 2012 (7PM)

**SUBJECT: DEVELOPMENT OF A WORK PROGRAMME FOR
2012/2013**

**REPORT FROM: LEIGH WEBB, PRINCIPAL DEMOCRATIC SERVICES
OFFICER**

CONTACT OFFICER:

1.0 SUMMARY

This report sets out details the remit of the Overview and Scrutiny Committee along with a Work Programme Prioritisation Protocol to assist in the development of a Work Programme for 2012/2013

2.0 MATTERS FOR CONSIDERATION/DECISION

Members of the Overview and Scrutiny Committee are requested to:

Agree and set an Annual Work Programme for the 2012/2013 Municipal Year, in accordance with Committee's remit and the Work Programme and Prioritisation Protocol.

3.0 OVERVIEW AND SCRUTINY COMMITTEE

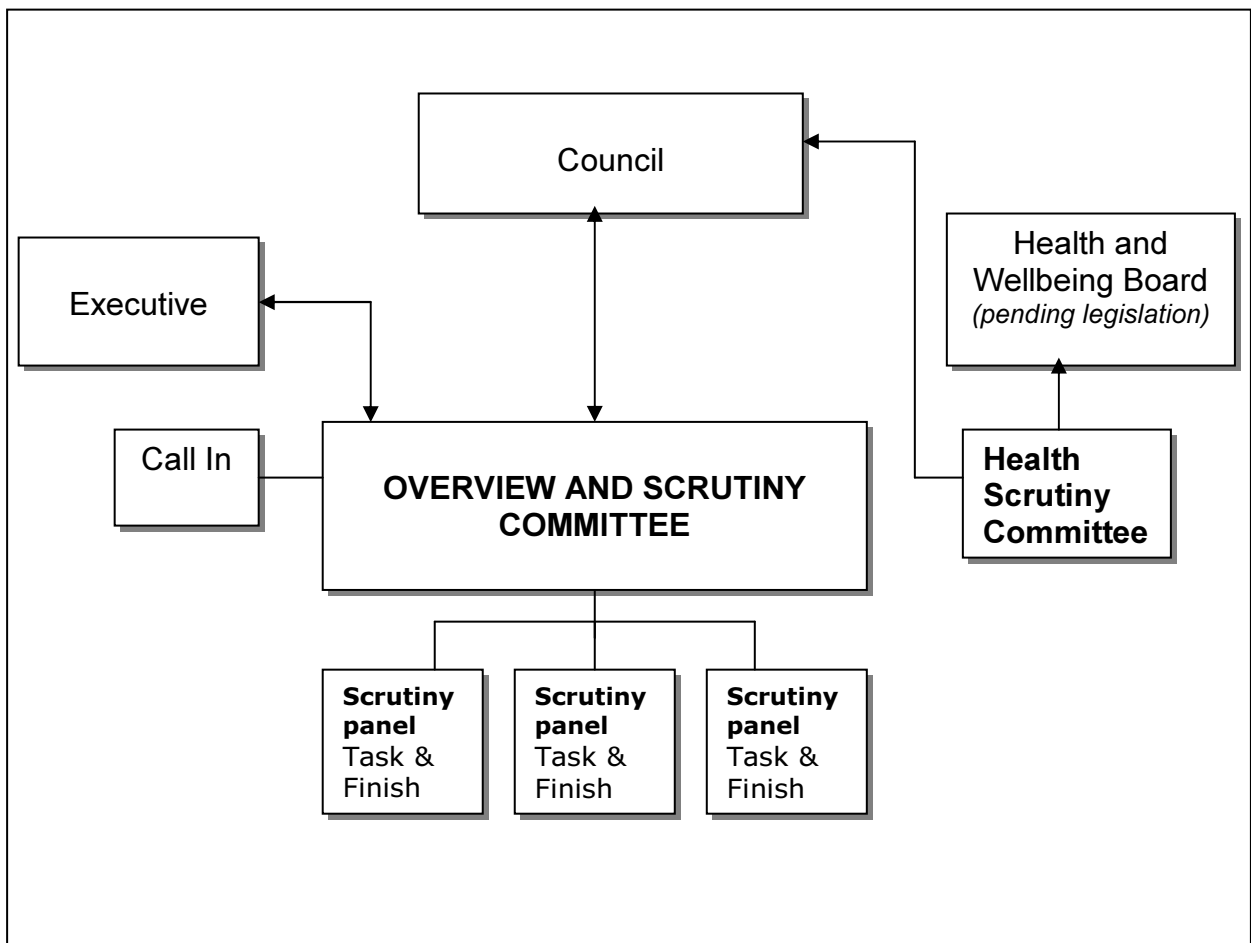
3.1 Terms of reference

- To review and scrutinise the decisions made or actions taken in connection with the discharge of any of the Council's functions.
- To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and all particular service areas.
- To set up, appoint and monitor Scrutiny Panels (set up to carry out reviews of policies, services or the impact of decisions).
- To make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the Scrutiny process.

- To review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions.
- Oversight of the provision, planning and management of the Council's resources including its budget, revenue borrowing assets and audit arrangements.
- Oversight of the Council's corporate plans and strategies and the monitoring of the corporate plan and departmental plans.
- To scrutinise outside bodies and partners relevant to the Council.
- To receive all reports from external inspectors.

3.2 Scrutiny Structure

A new scrutiny structure was adopted by Full Council on 28 March 2012, based on the findings of a review carried out by the Overview Management Committee. The new structure has made provision for the setting up of time-limited task and finish Scrutiny Panels to carry out detailed work into specific topics. These Panels will be set up and monitored by the Overview and Scrutiny Committee, with membership drawn from all backbench Councillors. The diagram below sets out the new scrutiny structure.



4.0 WORK PROGRAMME 2012/2013

4.1 The Overview and Scrutiny Committee is required to set a work programme for 2012/2013.

4.2 Plan For Change

The Plan for Change addresses the need for the council to save £17.7 million in the next three financial years and meet the demands of a changing customer base and plan for the future. Throughout the Plan for Change the council has committed to undertaking an open and transparent process and to consult and engage with members of the public where appropriate. Clearly the role of scrutiny will be vital and it is envisaged that the Committee will have a key role within the process.

An outline of the Plan for Change reviews along with suggestions for the role of the Committee is set out at appendix 2.

4.3 The Work Programme will need careful consideration, bearing in mind the resources available, time constraints of Members and also the interests of the local community.

As part of the Elected Member Training Session held on 31st May, a scrutiny workshop was held, with Elected Members invited to suggest potential topics for the Scrutiny Work Programme. A list of the suggestions is set out at Appendix 3.

4.4 A well thought out and effective Work Programme will allow work to be time-tabled to ensure completion and help determine when and what resources may be needed.

4.5 Within the Programme it is important to ensure that there is the capacity to provide an urgent response to issues that arise during the year and need to be dealt with at short notice. Scrutiny of Key Executive decisions will form a large element of the Committee's work during the year and it is important that flexibility is built into the Work Programme to allow for this to take place.

4.6 To assist in the development of an outcome focussed, measureable, realistic and timely Work Programme, a Prioritisation Protocol is set out below. The Protocol sets out some initial questions to be asked of proposed topics and includes further questions and filters to help achieve a prioritised and deliverable work programme.

5.0 CONCLUSION

The information contained in this report provides an outline of the terms of reference for the Overview and Scrutiny Committee along with a Work Programme Prioritisation Protocol to assist in setting an outcome based, focussed, balanced and deliverable work programme based on the priorities of Bury Council and its residents.

CONTACT DETAILS:

Contact Officer: Leigh Webb, Democratic Services
Telephone number: 0161 253 5399
E-mail address: l.m.webb@bury.gov.uk
Date: 1 June 2012

Prioritising Topics for Scrutiny

When deciding which items to include on the Scrutiny Work Programmes it can sometimes become confusing and difficult to identify the topics which are most important or worthy of scrutiny.

Section 1 - At the outset

When topics have been identified as possible Scrutiny Work Programme items, Members and their support Officers should ask the following of each topic identified;

- **Does the issue have a potential impact for one or more sections of the population?** Yes – Leave on Work Programme
- **Is the issue strategic and significant?** Yes – Leave on Work Programme
- **Is there a clear objective for scrutinising this topic?** Can objective be identified – Yes leave on Work Programme
- **Is there evidence to support the need for scrutiny?** Yes – Leave on Work Programme
- **What are the likely benefits to the Council and its customers? What do we hope to achieve?** If identifiable – Leave on Work Programme
- **Are you likely to achieve a desired outcome?** Can benefits to Council and customers be achieved?
- **What are the potential risks?**
- **Are there adequate resources available to do the activity well?**
- **Is the Scrutiny activity timely?** Yes – Leave on Work Programme

Section 2 – Criteria to Reject

Once the questions above have been answered and the topics are still included on the Work Programme, Members should move onto the following rejection filters:-

Reject if;

- The issue is being examined elsewhere e.g. officer group, other Councillor group.
- Issue was reviewed less than 2 years ago
- New legislation or guidance expected within the year
- No scope for scrutiny to add value/make a difference
- The objective cannot be achieved in the specified timescale
- Changes are currently being /have recently been implemented

Section 3 – Prioritisation of Topics

Once the rejected topics have been identified and removed from the Work Programme Members should move on to the prioritisation stage. The prioritisation stage will set out the order of precedence in which the work programme topics should be reviewed.

The following questions should be asked and the topics scored 1 -5 (5 being the highest mark given); the topics with the highest scores take precedence.

Public interest

- Has the issue been identified by Members through surgeries and other contact with constituents?(on how many occasions – more occasions warrants a higher score).
- Has a user dissatisfaction with the service been identified? (complaints).
- Topic identified through Market Surveys/Citizens Panel.
- Has the issue been covered in the local media?

Internal Council priority

- Council Priority area?
- There is a high level of budgetary commitment to the service/policy area (as percentage of total expenditure)
- There has been a pattern of budgetary overspends
- The service is a poor performer (evidence from performance indicators/benchmarking).

External Factors

- Central Government priority area
- Issues raised by External Audit Management Letter/External Audit Reports.
- Key reports or new evidence provided by external organisations on key issue.

Once all of the items on the Work Programme have been scored using the prioritisation stages above, Members will be able to identify the priority topics to be reviewed.

Overview and Scrutiny Committee: Plan for Change work programme

Introduction

The Plan for Change was approved by Council Executive in June 2011 and it sets the council vision as:
'To lead, shape and maintain a prosperous, sustainable Bury that is fit for the future.'

and achieve the following outcomes:

- Reducing poverty and its effects
- Supporting our most vulnerable residents
- Making Bury a better place to live.

The Plan for Change address the need for the council to save £17.7 million in the next three financial years and meet the demands of a changing customer base and plan for the future. Throughout the Plan for Change the council has committed to undertaking an open and transparent process and to consult and engage with members of the public where appropriate. To help achieve the Plan for Change the following programme has been set up:

- Plan for Change Reviews – service area reviews to generate identified levels of savings and consider future service delivery requirements.
- Cross Cutting Reviews – ongoing reviews looking at work areas across the council and these savings will contribute to internal efficiency savings.
- Internal efficiencies
- Existing work
- New decisions

More details on these can be found in the Programme of Savings document, which was approved at Budget Council on 22 February 2012

A more detailed timeline for consultation and decision making is currently being finalised and will be shared as soon as possible.

Plan for Change Reviews	Objective	Item/suggested involvement
Highways	We will review the Highways Service to look at new ways of working, car parking services and reduce budgets for graffiti removal, street furniture and Christmas lighting.	<ul style="list-style-type: none"> • Review draft long term vision and strategy • Involvement in the consultation process • Review options report and supporting documentation prior to presentation to Executive • Review final report prior to presentation to Executive
Leisure	We will develop a long term vision and facilities strategy, incorporating increased self management of leisure facilities by the groups that use them and further develop capacity in the community/ voluntary sector.	<ul style="list-style-type: none"> • Review draft long term vision and strategy • Involvement in the consultation process • Review options report and supporting documentation prior to presentation to Executive • Review final report prior to presentation to Executive
Environmental Services and Economic Development	<p>We will undertake a review of the various customer contact points we have for local business, economic development and other related information services.</p> <p>We will look at how we deliver Environmental Services across the council</p>	<ul style="list-style-type: none"> • Review draft long term vision and strategy • Involvement in the consultation process • Review options report and supporting documentation prior to presentation to Executive • Review final report prior to presentation to Executive
Libraries	Review the Libraries Service across the Borough and to develop a long	<ul style="list-style-type: none"> • Review draft long term vision and strategy

	term vision and strategy	<ul style="list-style-type: none"> • Involvement in different phases of consultation process • Review options report and supporting documentation prior to presentation to Executive • Review final report prior to presentation to Executive
Parks and Countryside and Grounds Maintenance	<p>Review grounds maintenance, street cleaning and tree management.</p> <p>Review parks and countryside including the Park Ranger Service, play areas. Countryside maintenance and to increase the number of parks and countryside facilities that are managed by community/ voluntary groups.</p>	<ul style="list-style-type: none"> • Review draft long term vision and strategy • Involvement in the consultation process • Review options report and supporting documentation prior to presentation to Executive • Review final report prior to presentation to Executive
Adult Learning (Internal efficiencies)	This review will help contribute to decision making to help generate savings to contribute to the internal efficiency savings.	<ul style="list-style-type: none"> • Review draft long term vision and strategy • Involvement in the consultation process • Review options report and supporting documentation prior to presentation to Executive • Review final report prior to presentation to Executive
CCTV and Control Rooms	We will review the community safety infrastructure across the borough	<ul style="list-style-type: none"> • Review draft long term vision and strategy • Involvement in the consultation process • Review options report and supporting documentation prior to presentation to Executive • Review final report prior to

		presentation to Executive
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Cross Cutting Reviews

Review	Item/suggested involvement
Communications and marketing	Reviews have been ongoing prior to this financial year so development of changes to services is at a more advanced stage. It is proposed that the working group can consider any issues.
Income, billing and collection	
Financial Assessment and Means Testing	
Organisational Development and Human Resources	

Internal efficiencies and other departmental financial savings as outlined in the Plan for Change. Monitor and review as part of overview of Plan for Change programme.

Elected Member Training Session: 31 May 2012

Overview and Scrutiny: Work Programme Suggestions

Dog Fouling
Town centre (Local Economy)
Libraries
Recycling
Fairfield Hospital
Youth Services
Anti Social behaviour
Fly Tipping
Emergency Planning
Bus Services
Car Parking
Housing (Homelessness)
Graffiti
Care provision for Vulnerable Adults
Parks and Green Spaces

