

SCRUTINY MANAGEMENT BOARD – 6TH MARCH 2019

Report of the Monitoring Officer

Part A

ITEM 11 NEW SCRUTINY COMMITTEE STRUCTURE – SCRUTINY WORK PROGRAMME

Purpose of Report

To present proposals for allocating items within the scrutiny work programme to the new scrutiny committees.

Recommendation

That the Board consider and agree the proposed allocation of existing items in the scrutiny work programme to the new scrutiny committees.

Reason

To ensure that work programme items are allocated appropriately within the new scrutiny committee structure.

Policy Justification and Previous Decisions

At their meeting on 23rd January 2019, the Board requested that officers produce proposals to allocate current work programme items to the proposed new scrutiny committees.

Implementation Timetable including Future Decisions and Scrutiny

If approved, the allocated items will be included within the work programmes of the new scrutiny committees for the 2019/20 civic year.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications.

Risk Management

There are no specific risks associated with this decision.

Background Papers: None

Officers to contact:

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Part B

Background

1. The Democratic Services Manager has worked through the current scrutiny work programme, and has indicated which of the new scrutiny committees each item could be allocated to.
2. The full details are set out in the Appendix, and are summarised below for each committee.

Scrutiny Commission

- Pre-decision scrutiny – Cabinet responses
- Cabinet items for pre-decision scrutiny
- Annual Scrutiny Report
- Partnership Arrangements (Parish & Town Councils)

Corporate Services Scrutiny Committee

- Budget Scrutiny Panel
- Capital Plan Outturn 2018/19
- General Fund & HRA Revenue Outturn 2018/19 and Budget Carry Forwards
- Quarterly Performance Information
- Capital Monitoring Outturns (during year)
- General Fund & HRA Revenue Outturns (during year)
- Online Customer Service
- ICS Strategy
- Customer Service Strategy
- Annual Business Plan

Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee

- Update report on Housing Repairs Complaints
- Tenancy Support – performance information
- Quarterly Performance Information
- Housing Rent Arrears – Internal Mechanisms
- Housing Repairs Complaints – update report
- Empty Homes Strategy – monitoring of action plan
- Housing Strategy – progress of actions
- Climate Local Action Plan
- 5 Year Housing Land Supply
- Housing Acquisition Policy
- Local Plan
- Annual Business Plan

Neighbourhoods & Community Wellbeing Scrutiny Committee

- Supporting Leicestershire Families programme
- Quarterly Performance Information
- Charnwood Lottery – first 6 months' performance
- Community Safety Partnership
- Annual Business Plan

Appendix

Scrutiny Work Programme with Proposed Allocation of Items

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Budget Scrutiny Panel	Meeting #1 June 2019	Quarter 4 /final outturn in respect of the previous financial year: <ul style="list-style-type: none"> • Revenue • Capital • Housing Revenue Account 	Final outturn position information provided to be at same level of detail/presentation style as the budget report, to assist comparison (see SMB Min.44, 28 March 2018).	Part of process for effective scrutiny of Council's budget. For context purposes. The matter of budget underspends can be considered.	Lead Member/ S. Jackson / T. Stankley	Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019.	2

* Responsible Body Choice:

(1) Scrutiny Commission

(2) Corporate Services Scrutiny Committee

(3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee

(4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Budget Scrutiny Panel	Meeting #2 October 2019	Draft Medium-Term Financial Strategy (MTFS)	<p>Review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.</p> <p>Information to be provided by the Leader/Lead Member at this meeting that will assist the Panel in scrutinising the policy background to and the rationale behind the draft budget to be proposed (see SMB Min.44, 28 March 2018).</p>	Part of process for effective scrutiny of Council's budget.	Leader/ Lead Member / S. Jackson/ T. Stankley	Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019.	2

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- (1) Scrutiny Commission
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- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Budget Scrutiny Panel	Meeting #3 December 2019	Draft General Fund and HRA Budgets (and Capital Plan if appropriate)	Scrutiny of draft General Fund and HRA budgets (and Capital Plan if appropriate)	Part of process for effective scrutiny of Council's budget.	S. Jackson/ T. Stankley Relevant Heads of Service and Lead Members	Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019. At meeting on 26th June 2018, the Panel agreed that the process agreed by the Scrutiny Management Board be amended so that the Panel's third meeting becomes a formal one at which scrutiny of the draft General Fund and Housing Revenue Account (HRA) budgets would take place and that officers be asked to look at options for rescheduling the Panel's third meeting to a date later in December. This would enable the Panel to have more time to prepare its report and consider its conclusions and recommendations at its fourth meeting.	2

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Budget Scrutiny Panel	Meeting #4 January 2020	Draft General Fund and HRA Budgets (and Capital Plan if appropriate)	Consideration of draft report for submission to Cabinet (via SMB) as part of the budget setting process.	Part of process for effective scrutiny of Council's budget.	Lead Member/ S. Jackson	<p>Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019.</p> <p>See note re amendment to process agreed by Panel on 26th June 2018.</p> <p>Note: Capital Plan part of process for budget scrutiny in 2020/21 (every two years).</p>	2

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Overview Scrutiny Group	11 th March 2019 (standing item)	OSG Pre-decision scrutiny – Cabinet Response	A report of Cabinet, setting out the response of Cabinet to recommendations by the Overview Scrutiny Group on pre-decision scrutiny items.		N. Ansari (report) Lead Officer (meeting)		1
Overview Scrutiny Group	11 th March 2019 (standing item)	Work Programme	To agree and schedule items to be considered at future meetings.	To allow the Group to identify items, including the scrutiny of forthcoming Key Decisions, pre-decision scrutiny and the scrutiny of external public service providers and partners.	N. Ansari (report) Lead Officer (meeting)		1
Overview Scrutiny Group	11 th March 2019 (standing item)	Cabinet items for pre-decision scrutiny			To be confirmed	Items may be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda.	1

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Overview Scrutiny Group	11 th March 2019 (if applicable, standing item)	Pre-decision scrutiny of any specific financial matters to be considered by Cabinet.		Pre-decision scrutiny of any out-turn reports, virements and in-year service pressures, particularly when they are related to additional costs arising from decisions by other agencies to reduce services.	To be confirmed	Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019).	2
Overview Scrutiny Group	11th March 2019	Local Development Scheme		Pre-decision scrutiny of Cabinet report.	R. Bennett	Added by SMB 23 January 2019.	1
Overview Scrutiny Group	June 2019	Capital Plan Outturn 2018/19		Cabinet item for pre-decision scrutiny.	T. Stankley	Added by SMB 08 August 2018 (see min 14.3).	2

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(4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

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Overview Scrutiny Group	June 2019	General Fund and HRA Revenue Outturn 2018/19 and Carry Forward of Budgets		Cabinet item for pre-decision scrutiny.	T. Stankley	Added by SMB 08 August 2018 (see min 14.3).	2
Overview Scrutiny Group	As required	Capital Plan Amendment Reports		Cabinet Report for Pre-decision Scrutiny.	T. Stankley	Agreed by OSG at its meeting on 13th November 2017, with the item to be included when the Chair and Vice-chair identify that there are particular issues that require scrutiny in that quarter's report.	2

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(4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
<p>Note: Over the next 12 months, meetings of the Overview Scrutiny Group will be held as follows:</p> <p>8 April 2019 3 June 2019 1 July 2019 5 August 2019 16 September 2019 14 October 2019 11 November 2019 9 December 2019</p>							

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	19 February 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Panel to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	N. Conway/ A. Ward		2, 3, 4

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	19 February 2019 (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaint's procedure.	The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaint's procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these.	Cllr Mercer / P. Oliver	<p>Quarterly Report considered at the same time annually.</p> <p>Agreed by SMB 18 June 2014 following recommendation of PSG.</p> <p>Scheduled by PSP 08 July 2014.</p> <p>Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.</p> <p>Agreed at 12 December 2017 that a six-monthly update be received.</p>	3

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	19 February 2019 (Regular Item)	Tenancy Support	Performance information in relation to tenancy support, including statistics around tenancy sustainment and the number of unsuccessful tenancies and their causes, to be reported as key performance figures.	It is important to ensure the situation with unsuccessful tenancies is monitored. To include additional information identified by PSP at its meeting 14 February 2017.	Cllr Mercer / P. Oliver	Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 5 April 2016. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 46.2) and to include information regarding recorded amount of rental income generated.	3

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	19 February 2019 (Regular Item)	Supporting Leicestershire Families Programme	To scrutinise the performance of the new Programme for Supporting Leicestershire Families	Performance of the Programme was last scrutinised by the Policy Scrutiny Group in November 2013. With contributions agreed for a further three years coming to an end, the Panel agreed it would be appropriate to monitor the delivery of the Programme via the new service.	Cllr Taylor / C. Traill/ J. Robinson/ S. Coupe	Recommended by the Cabinet 22 October 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 5 April 2016. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 44.2) Agreed by PSP 19 February 2019 to review new scheme, (minute 54.1	4

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	19 February 2019 (Period 9 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Cllr Barkley / T. Stankley	Three reports to be considered through the year. Reports to be considered at the same time annually. Agreed by PSP 23 August 2016 to receive Revenue Monitoring Report in February 2017 to receive current data in line with other monitoring schedules (see PSP min 19.4)	2

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Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	19 February 2019 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarterly Report considered at the same time annually. To include, in accompaniment to performance information in relation to KI4 (Percentage of household waste sent for reuse, recycling and composting), details of the number of new build properties that had signed up for the garden waste collection service in the past 12 months (see PSP min 53.3, 5 April 2016). Agreed by PSP on 13 December 2016 min 39.1 that the issue of Delivery against Target Housing Mix for New Housing (to be set out in Council's Housing Supplementary Planning Document) be included as part of the quarterly Performance Monitoring report as part of its existing monitoring of new housing delivery and be scheduled once the method of monitoring concerned has been developed.	2, 3 and 4

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	18 June 2019	Charnwood Lottery	To monitor the performance of the Charnwood Lottery six clear months after commencement of the scheme	to scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes.	Cllr Taylor / C. Traill	Agreed by SMB 28 March 2018 (Min 46.1) (following request from PSP 14 February 2018). Scheduled PSP 16 April 2018 (min 57.3) Rescheduled PSP 22 Jan 2019 (min 44.1)	4

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	18 June 2019 (yearly)	Housing Rent Arrears – Internal Mechanisms	To detail the Council's internal mechanisms for reporting and taking action in relation to housing rent arrears.	<p>SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value.</p> <p>Additional information requested to be included in Housing rent arrears regarding universal credit.</p>	Cllr Mercer / P. Oliver	<p>See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016.</p> <p>Regular six-monthly update reports agreed by PSP on 23 August 2016.</p> <p>Re-scheduled by PSP on 14 February 2017 (minute 49.3).</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017. Agreed at the meeting to revert to its routine six-monthly cycle.</p> <p>Agreed to review housing rent arrears on an annual basis PSP 16 April 2018 (min 55.4)</p>	3

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	18 June 2019 (annual item)	Capital Monitoring including Outturn	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Cllr. Barkley / T. Stankley	Annual report.	2
Performance Scrutiny Panel	18 June 2019 (annual item)	Revenue Monitoring (General Fund and HRA) Outturn	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Cllr Barkley / T. Stankley	Quarterly Report considered at the same time annually.	2
Performance Scrutiny Panel	18 June 2019 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarterly Report considered at the same time annually.	2, 3 and 4

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	18 June 2019 (Regular Item)	Online Customer Service	Progress update regarding performance data relating to online customer service functions, including tracking the increase in use of online services and the number of failed online interactions.	To monitor progress regarding online customer service functions interfacing with Council customers work and development.	Cllr Rollings / S. Jackson	<p>Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015.</p> <p>Scheduled by PSP 15 December 2015.</p> <p>Agreed by PSP on 16 February 2016 that an update be received in 6 months and that a Project Board member should attend.</p> <p>Agreed by PSP on 23 August 2016 that an update be received.</p> <p>Agreed by PSP 04 July 2017 and at 12 December 2017 that a six-monthly update be received.</p>	2

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Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	20 August 2019 (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaint's procedure.	The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints' procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these.	Cllr Mercer / P. Oliver	<p>Quarterly Report considered at the same time annually.</p> <p>Agreed by SMB 18 June 2014 following recommendation of PSG.</p> <p>Scheduled by PSP 08 July 2014.</p> <p>Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.</p> <p>Agreed at 12 December 2017 that a six-monthly update be received.</p>	3

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Performance Scrutiny Panel	20 August 2019 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarterly Report considered at the same time annually.	2, 3 and 4

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Performance Scrutiny Panel	08 October 2019	Empty Homes Strategy - Monitoring of Action Plan	Monitoring the action plan associated with the Empty Homes Strategy.	To enable monitoring of the action plan to take place.	Cllr Mercer / A. Simmons	<p>Added by SMB 14th June 2017.</p> <p>To be programmed after the final version of the Strategy has been agreed by Cabinet.</p> <p>Scheduled at PSP 04 July 2017. Agreed in consultation with the Chair and Vice-chair to be deferred from 14 February 2018 meeting and be rescheduled to coincide with annual strategy review in July 2018. Rescheduled by the Panel on 23 July 2018.</p>	3

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Performance Scrutiny Panel	08 October 2019	Progress against actions in the Housing Strategy	To scrutinise progress against the actions in the Housing Strategy.	See Policy Scrutiny Group 26 September 2017, Minute 16, Resolution 3. The Group considered that, although good progress in delivering the Strategy had taken place, it might be useful to continue to monitor the situation.	Cllr Mercer / A. Simmons	Added by SMB 25 October 2017, see min 26.1. Scheduled by the Panel on 12 December 2017. Rescheduled by the Panel on 23 July 2018.	3
Performance Scrutiny Panel	08 October 2019 (annual item)	Climate Local Action Plan	Monitoring of the Climate Change Strategy Action Plan	Monitoring of progress on Action Plan.	Cllr Vardy / M. French / D. Pendle	Yearly update on Plan.	3

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Performance Scrutiny Panel	08 October 2019 (Period 4 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Cllr Barkley / T. Stankley	Three reports to be considered through the year. Reports to be considered at the same time annually. Re-scheduled by PSP 14 February to its August meeting to correlate with Council's budget monitoring schedule, (see minute 49.4) Reporting changed from period 3 (August) to period 4 (October) to align with new 2018-19 committee dates and finance schedules.	2
Performance Scrutiny Panel	19 November 2019 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarterly Report considered at the same time annually.	2

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Performance Scrutiny Panel	22 January 2020 (Period 7 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Cllr Barkley / T. Stankley	<p>Three reports to be considered through the year. Reports to be considered at the same time annually.</p> <p>Re-scheduled by PSP 14 February to its December meeting to correlate with Council's budget monitoring schedule, (see minute 49.4).</p> <p>Reporting changed from period 6 (December) to period 7 (January) to align with new 2018-19 committee dates and finance schedules.</p>	2

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Performance Scrutiny Panel	To be scheduled as required	Five Year Housing Land Supply	If the Council's housing land supply falls below 5.5 years, a quarterly report to be provided to the Panel and the Lead Member to attend to explain what actions are in place to return the five-year housing supply to a satisfactory level.	To ensure that, when necessary, the figures are scrutinised by the Performance Scrutiny Panel on a regular basis and any actions can be identified if required	Cllr Vardy / R. Bennett	Agreed by SMB on 24 October 2018 (min 25.3) in response to a recommendation by the Five-Year Housing Land Supply Scrutiny Panel.	3

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- (2) Corporate Services Scrutiny Committee
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Policy Scrutiny Group	09 April 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	M. Hopkins (agenda) Lead Officer (meeting)	To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16).	1
Policy Scrutiny Group	09 April 2019 (standing item at every meeting)	Progress with Panel Work	To consider updates on the work of scrutiny panels.	Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board.	M. Hopkins (agenda) Lead Officer (meeting)		1
Policy Scrutiny Group	09 April 2019	ICS Strategy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr. Poland K. Barnshaw A. Khan	Agreed by SMB 13 June 2018.	2
Policy Scrutiny Group	09 April 2019	Customer Service Strategy		To enable the Group to scrutinise the strategy approximately half-way through its period of operation.	Cllr Rollings / K. Barnshaw	Agreed by SMB on 24 October 2018 (min 24.3). Scheduled by Chair and Vice-chair in December 2018.	2

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Policy Scrutiny Group	09 April 2019	Housing Acquisition Policy		<p>In the light of the issues identified by the Performance Scrutiny Panel (see min 27.1, 9 October 2018), to enable further scrutiny of the matter to take place to determine whether the policy remained fit for purpose.</p> <p>To include whether there were alternative options for acquiring properties other than on the open market as reported in the Housing Strategy Progress report considered by PSP and the Council's criteria for acquiring housing.</p>	Cllr Mercer/ A. Simmons	<p>Agreed by SMB on 24 October 2018 (min 24.3).</p> <p>Scheduled by Chair and Vice-chair in January 2019.</p>	3

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Policy Scrutiny Group	To be scheduled	Local Plan	<p>To enable the Group to scrutinise the development of the Local Plan.</p> <p>The focus of the Group's scrutiny at this meeting will be on how conclusions from the first phase of consultation had been incorporated into the consultation documents for the second phase and how the value of the two additional stages of consultation set out in the Council's Statement of Community Involvement could be demonstrated.</p>	To ensure appropriate scrutiny of the development of the Local Plan.	Cllr Vardy/ R. Bennett D. Pendle C. Clarke	<p>Agreed by SMB 15 June 2016.</p> <p>Last considered by the Group on 10 July 2018 at which the results of the consultation were considered (min 6).</p> <p>Rescheduled from 25 September 2018 to 5 February 2019 by Chair and Vice-chair in August 2018.</p> <p>Changed to be Scheduled by Chair and Vice-chair in December 2018</p>	3

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Scrutiny Management Board	06 March 2019 (standing item at every meeting)	Scrutiny Work Programme and Issues Arising from Scrutiny Groups and Panels	Includes issues arising from scrutiny groups and panels since last meeting, latest Key Decision Notice, annual Procurement Plan and Quarterly Updates (Cabinet reports) and current work programme.	To enable the Board to determine the Scrutiny Work Programme. To report back on any recommendations submitted to the Cabinet, if applicable.	L. Strong (agenda) Lead Officer (meeting)	For 06 March 2019 meeting, see also item below.	1
Scrutiny Management Board	06 March 2019	Allocate items on Scrutiny Work Programme to new Scrutiny Structure		Report of the Head of Strategic Support. To clearly state, for each item, a recommendation as to the new scrutiny committee it is most appropriately allocated to.	A. Ward/K. Widdowson	Agreed by SMB 23 January 2019. Subject to Council agreeing new scrutiny structure at its meeting on 25 February 2019.	N/A

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested	Recommended allocation to Responsible Body (*)
Scrutiny Management Board	06 March 2019 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, in the form of a briefing given by the Lead Member for Community Safety, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored	To ensure effective scrutiny of the work of the Community Safety Partnership.	Cllr. Taylor (Lead Member & CSP Chair) / C. Traill / J. Robinson / T. McCabe		4
Scrutiny Management Board	06 March 2019 (annual item)	Draft Annual Scrutiny Report 2018-19	To report on the activities of Scrutiny and look forward to the forthcoming year.	To agree on the content of a report to Council on the workings of scrutiny over the past year.	Dem. Services Manager		1

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Scrutiny Management Board	06 March 2019 (annual item)	Budget Scrutiny Processes	To review the Budget Scrutiny Panel processes.	To enable the Board to consider if and how the processes could be improved to facilitate effective scrutiny of the Council's draft budget for 2020/21.	S. Jackson		N/A
Scrutiny Management Board	06 March 2019	Business Plan 2019/20		Scrutiny of report due to be considered by Cabinet on 14 March 2019.	Cllr. Morgan/ G. Parker	Added by SMB 23 January 2019.	2, 3 and 4
Scrutiny Management Board	06 March 2019	Revenues and Benefits Future Service Delivery Options		Scrutiny of report due to be considered by Cabinet on 14 March 2019. <u>Exempt</u>	Cllr. Harper-Davies/K. Barnshaw	Added by SMB 23 January 2019.	2

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Scrutiny Management Board	06 March 2019	Meeting Affordable Housing Needs		<p>Briefing note setting out actions the Council is taking and plans to take to meet affordable housing needs in the Borough.</p> <p>To assist in deciding whether more detailed scrutiny of the matter would be useful and add value.</p>	Cllr Mercer/ E. Mallon	Added by SMB 23 January 2019 (see Minute 30.7).	3
Scrutiny Management Board	August 2019 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, in the form of a briefing given by the Lead Member for Community Safety, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership.	Cllr. Taylor (Lead Member & CSP Chair) / C. Traill / J. Robinson / T. McCabe		4

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Scrutiny Management Board	August 2019 (annual item)	The Corporate Plan – Annual Report	To review delivery of the Corporate Plan.	To review how effectively the Council, both corporately and through individual services was delivering the themes set out in the Plan.	Relevant Cabinet Lead Members & Heads of Service A. Ward & H. Gretton		2, 3 and 4
Scrutiny Management Board	January 2020	Budget Scrutiny Panel	To consider the findings and recommendations of the Budget Scrutiny Panel		BSP Chair	Scheduled on the assumption that the same budget process is followed as in previous years.	2

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Scrutiny Management Board	To be programmed	Five Year Housing Supply Scrutiny Panel - Update	Update on implementation of Cabinet decisions resulting from recommendations of Five-Year Housing Supply Scrutiny Panel	To ensure that implementation is monitored.	To be confirmed	Decisions taken by Cabinet 15 November 2018 were reported to SMB 23 January 2019. Update on implementation is usually considered by Board six months after Cabinet decisions.	3

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Scrutiny Management Board	Originally due to be additional meeting for purpose in March or April 2018. <i>Postponed pending outcome of review of Council's scrutiny function by CfPS</i>	Topics for Scrutiny in 2018/19 Council Year	To identify and plan potential topics for scrutiny in the forthcoming year.	To enable the Board to undertake its role in setting the work of scrutiny more effectively, and in a more forward thinking and planned way. That process would be assisted by the Leader (and other Cabinet Lead Members should the Leader wish them to attend) informing the Board of the Executive's priorities for 2018/19, although topics for scrutiny remained a matter for the Board to decide.	G. Parker/ Leader/ Dem. Services Manager	Agreed by SMB 25 October 2017 (see min 26.8). Leader, together with, at the Leader's discretion, other members of the Cabinet, to be invited to attend to assist the Board. SMB 28 March 2018 decided to postpone this matter/additional meeting pending outcome of review of Council's scrutiny function by CfPS.	1

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Scrutiny Management Board	To be scheduled	Partnership Arrangement	To review the current effectiveness of partnership working and how this impacts on the delivery of the Corporate Plan and Sustainable Community Strategy	1. To discover from partners (e.g. parish councils and the LSP) their satisfaction with the Council and partnership working arrangements. 2. To ensure that the infrastructure to support partnership working is in place.	TBC	Originally agreed at SMB 23 May 2012 to programme this item at its July 2012 meeting. Scheduling was then deferred to be considered following the Empowering Communities Panel report. 14 August 2013 SMB agreed to defer consideration again – revisit January 2014.	1

Scrutiny Panels

Due to officer capacity there is an agreement that no more than four scrutiny panels should be convened during any given period. Currently, there are no established scrutiny panels.

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