

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Scrutiny and Overview Committee  
**AUTHOR/S:** Scrutiny Development Officer

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5 November 2009

### SCRUTINY WORK PROGRAMME

#### Purpose

- 1 To update the committee on progress made on past and ongoing scrutiny work.
- 2 To enable the committee to plan its work programme for the coming months.

#### Options

- 3 The Committee may agree the work programme at **Appendix A**, subject to changes agreed at this meeting.

#### Existing Task and Finish Groups

- 4 The Committee is in the process of setting up a task & finish group to review young people's services and a verbal update on progress will be made at the meeting. A scoping document is attached at **Appendix C**.
- 5 The Finance task & finish group has now reconvened, as requested at the last meeting. They are continuing to monitor the recommendations made in their interim report, and have begun a review of the Council's record on value for money. A verbal update may be made at the meeting.

#### Progress on past recommendations and decisions

- 6 The committee had agreed to revisit the complaints handling process at this meeting. However, the Chairman has been tracking progress on this and would prefer to wait until a full year's data is available. That will allow more robust comparisons to be made, given the low volume of complaints received.
- 7 At the meeting of 3 October, the Committee agreed to consider how to add value to decisions about the Planning Chairman's Delegation Process. At the subsequent Planning Committee meeting of 7 October, the Committee resolved to develop a revised delegation procedure and then abolish the current Chairman's Delegation Meetings. This was scheduled for further discussion at the Planning Committee meeting of 4 November 2009. A verbal update may be made at this meeting.
- 8 Also at the meeting of 3 October, the Committee recommended that more publicity be given to Hardship Rate Relief for businesses. An article will appear in the winter edition of *South Cambs magazine*, to be delivered in December.
- 9 The Committee also recommended holding a workshop to train Members on how to use CorVu. The Finance task and finish group has arranged a session at the start of their next meeting, on 11 November in the Council Chamber, to which all Members have been invited.

## Planning the 2009/10 work programme

- 10 The current work programme is at Appendix A.
- 11 The Council's Forward Plan for November 2009 will also be available at the meeting.
- 12 In choosing topics for the work programme, Members are reminded of the agreed selection criteria as shown at **Appendix B**. Members will also wish to consider any impact on the Sustainable Community Strategy's priorities and targets as at [www.cambridgeshire.gov.uk/NR/rdonlyres/774C1C91-75A0-4D6C-8B5D-419380255C7D/0/ReworkedLAA\\_text2withcover.pdf](http://www.cambridgeshire.gov.uk/NR/rdonlyres/774C1C91-75A0-4D6C-8B5D-419380255C7D/0/ReworkedLAA_text2withcover.pdf)

## 13 Implications

Financial	None
Legal	The Constitution states that the Committee will set its own work programme
Staffing/ capacity	The committee is supported by one scrutiny officer. Each item selected for scrutiny would require support by at least one lead officer. Capacity for scrutiny work is also dependent on the number of elected members available and willing to participate
Risk Management	The potential burden on the organisation of supporting scrutiny work must be balanced against the potential value it could add. External scrutiny carries the risk of affecting the Council's relationship or credibility with partners
Equal Opportunities	None

## Consultation

- 14 Cabinet, elected members, senior officers and residents have been invited to suggest potential topics. Parish councils continue to be consulted during the year, especially when the Committee meets in their locality.
- 15 Ongoing consultation, for example to explore joint scrutiny activities, is undertaken via the county scrutiny network.

## Effect on Corporate Objectives

- 16 The Committee's selection criteria ensure that any topic selected for scrutiny will contribute to at least one of the Council's priorities.

## Recommendation

- 17 That this report be used as a basis for agreeing a work programme for the remainder of 2009/10.

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**Draft Work Programme 2009/10**

	<b>Topics</b>	<b>Portfolio</b>	<b>Venue</b>
3 Dec	<ul style="list-style-type: none"> <li>Youth Participation Strategy</li> <li>Planning and setting the budget</li> <li>Environmental Services portfolio holder presentation</li> </ul>	New Communities Finance Env Services	Haslingfield - Wisbey's Yard Sheltered Housing
7 Jan 2010	<ul style="list-style-type: none"> <li>Leader's presentation</li> </ul>	Leader	Great Shelford Memorial Hall
4 Feb preceded by self- evaluation session	<ul style="list-style-type: none"> <li>Budget</li> <li>Policy Development, Improvement and Communications and ICT portfolio holder</li> <li>Re-visit Call for Action process</li> <li>Re-evaluate off-site meetings/public participation</li> </ul>	Finance Policy, Improvement, Comms and ICT	Cambourne
4 March	<ul style="list-style-type: none"> <li>Choice Based Lettings</li> <li>Draft Annual scrutiny report</li> <li>Housing portfolio holder presentation</li> </ul>	Housing  Housing	Linton Village College
1 April	<ul style="list-style-type: none"> <li>Revisit Complaints process ?</li> </ul>	Customer Service	Foxton



## PAPER Analysis



When considering whether to adopt an item onto its agenda programme, the Committee will score the item using the following criteria:

1. **Public Interest:** the concerns of local people should influence the issues chosen for scrutiny  
(1= low public interest, 2=medium public interest, 3=high public interest)
2. **Ability to change:** priority should be given to issues that the Committee can realistically influence  
(1= little chance of changing, 2=reasonable chance, 3=good chance)
3. **Performance:** priority should be given to the areas in which the Council, and other agencies, are not performing well.  
(1= good performance, 2=moderate performance, 3=low performance)
4. **Extent:** priority should be given to issues that are relevant to all or large parts of the District.  
(1= only one ward, 2= multi-ward issue, 3=the entire District)
5. **Replication:** work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort.  
(1= already well covered, 2=already partly covered, 3=not already covered)

Also of major importance is the extent to which any potential scrutiny issue has implications for the Council's priorities, as well as the overall vision:

"To make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation. We will be a listening Council, providing a voice for rural life and first-class services accessible to all."

## SCRUTINY ENQUIRY SCOPING DOCUMENT

Parent Scrutiny Committee	Scrutiny & Overview Committee (SOC)
Enquiry name	<b>Partnership working for young people</b>
Terms of reference	To review how effectively the Council works with partners to meet the needs of young* people and recommend areas for improvement * young people = up to 19 years (or 25 if special needs)
Summary of enquiry	<ul style="list-style-type: none"> <li>• Of the partnerships we belong to, which are aimed at providing services for young people?</li> <li>• How effectively do these partnerships influence the quality of services for young people?</li> <li>• How well do our policies include the role of partners? (e.g. Youth Participation Strategy)</li> <li>• How could we work more efficiently and effectively within these partnerships to better meet the needs of young people?</li> </ul>
Reason for enquiry	Suggested in 2009/10 programme planning
Potential outcome/s	<ul style="list-style-type: none"> <li>• Wider awareness amongst officers and Members regarding the use of partnerships to meet the needs of young people</li> <li>• Mechanism for more effective communication between partners and partnerships</li> <li>• Mechanism for partnerships to more effectively influence services for young people</li> <li>• Improved access for young people to services and information</li> </ul>
What will not be included:	Re-scrutiny of the Comprehensive Equalities Policy
Relevant corporate and/or community strategy/ies	Being a listening council, providing first class services accessible to all
Portfolio holders	Cllrs Bard, Bygott and Howell
Members conducting the scrutiny	Task and finish group chair: Cllr B Smith Cllrs Roberts and Waters and others awaited
Key stakeholders	Young residents, parish councils, LSP partners, SCDC Members and officers
Officer involvement	Lead officer: Steve Hampson Gemma Barron, Kathryn Hawkes, Susannah Harris
Expert witnesses	Best practice council(s); Partner representatives
Start date	December 2009
Proposed completion date	March 2010?