



**REPORT TO:** Scrutiny and Overview Committee

11 February 2014

**LEAD OFFICER:** Alex Colyer, Executive Director (Corporate Services)

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## **WORK PROGRAMME 2014**

### **Purpose**

1. To provide the Scrutiny and Overview Committee with an opportunity to plan its work programme for future meetings.

### **Recommendations**

2. That the Scrutiny and Overview Committee agrees upon a work programme for 2014.
3. That Members put forward suggested items for potential consideration at future meetings of the Scrutiny and Overview Committee.
4. That individual Members be appointed to work with officers and draft scoping documentation where necessary.

### **Background**

5. Members of the Scrutiny and Overview Committee attended a training session held by the Centre for Public Scrutiny on 16 January 2014. One of the topics covered at the training session was work programming and the selection or scoping of issues for review.
6. The Chairman has agreed to introduce a new process for prioritising items for inclusion in the committee's work programme as a result of attending the training.

### **Considerations**

#### ***The four principles of effective scrutiny***

7. The Centre for Public Scrutiny works towards four principles of effective scrutiny, these being:
  - to provide 'critical friend' challenge to executive policy-makers and decision-makers;
  - to enable the voice and concerns of the public and its communities;
  - that scrutiny be carried out by 'independent minded governors' who lead and own the scrutiny process;
  - to drive improvement in public services.
8. Members are asked to give due consideration to these principles when carrying out their role on the Scrutiny and Overview Committee.

## **Work Programming**

9. A number of items were put forward at the training session for potential consideration at future meetings of the Scrutiny and Overview Committee. These included the following:
- Budget;
  - Car Parking;
  - Conservation Service Review;
  - Corporate Plan;
  - Customer Contact Centre;
  - Economic Development Service;
  - Organisational Development Strategy;
  - Performance Monitoring;
  - Planning Performance;
  - South Cambs Ltd;
  - Website.
10. Using the work programme prioritisation tool, as attached in **Appendix A**, these items have been categorised to ascertain their priority from the Scrutiny and Overview Committee's perspective. The results of this exercise are as follows:

<b>High Priority</b> (include in work programme)	<b>Low Priority</b> (consider including in work programme)	<b>Leave out</b> of work programme
Customer Contact Centre	Organisational Development Strategy	Car Parking
Economic Development Service	South Cambs Ltd	Website
Planning Performance		

11. Items on the Budget, Conservation Service Review, Corporate Plan and Performance Monitoring are already included on the agenda for this meeting (11 February 2014).
12. Members are encouraged to suggest items or topics for potential consideration at future meetings, which will be assessed using the criteria set out in the prioritisation tool.
13. Scoping documents should be produced for all items included in the work programme following the prioritisation process to aid planning and set out the rationale for the Scrutiny and Overview Committee looking into them. An initial scoping document has been produced for the Customer Contact Centre item, attached at **Appendix B**. The Scrutiny and Overview Committee is asked to consider appointing individual Members to work with officers and produce scoping documents for those other items classified as being high or low priorities.
14. Further items to consider at future meetings may be identified from the Council's Corporate Forward Plan, which is attached as **Appendix C** to this report. Bold text in this document denotes either a new item added or a change in date from a previously published Plan.

15. The Scrutiny and Overview Committee is invited to consider its work programme, taking into account the information set out in paragraphs 9 to 14 above.

### ***Joint Working***

16. Officers from Democratic Services continue to liaise with neighbouring authorities as part of the Cambridgeshire Scrutiny Network, in order to share good practice and identify any potential areas for joint working.

### **Implications**

17. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

### **Consultation responses (including from the Youth Council)**

18. No consultation has taken place on the content of this report.
19. Consultation with children and young people on the work of the Scrutiny and Overview Committee predominantly takes place through the South Cambridgeshire Youth Council. Members of the Youth Council have been invited to attend meetings of the Scrutiny and Overview Committee.

### **Effect on Strategic Aims**

#### **Aim A – We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

20. The Scrutiny and Overview Committee will contribute to this strategic aim as it challenges decision takers and holds them to account as part of its deliberations.

### **Background Papers**

21. No background papers were used in the production of this report.

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