Report of the Chief Executive

To the Economy, Environment and Place Scrutiny Committee

Thursday 20 June 2019

WORK PROGRAMME PLANNING 2019/20

1. Members are asked to consider the contents of their Work Programme for 2019/20. To assist, a Work Programme template is attached to this report. The template details those service areas which fall within the purview of this Committee (essentially mirroring the remits of the Cabinet Members for Environment and Recycling, and Planning and Growth). The template also lists a number of issues identified as potential carry forward agenda items from the former Scrutiny Committee structure.

2. Topics for consideration can be generated in a number of ways including requests from Cabinet for support in policy formulation, pre-decision scrutiny of Cabinet reports, items proposed by Committee members/Chair perhaps in response to representations from the public or in response to concerns at the performance of a service. In addition, the call-in of Cabinet decisions is dealt with by the Scrutiny Committee for the service area concerned.

3. When considering suitable areas for scrutiny, matters to consider include:

- Is the topic an identified priority for the Council, a Partner or the local community?
- Does the topic have a weak trend in performance or dissatisfaction?
- Is the topic the subject of external concerns e.g. by Inspectors or Auditors?
- What outcome is sought?
- When would be the most appropriate time to conduct a scrutiny review?
- What resources are available to conduct and support a scrutiny review?

4. Scrutiny can be carried out in a variety of ways – by the full Committee, a Scrutiny Review Working Group, a Task and Finish Group, an Inquiry Day or by an individual member on behalf of the Committee. In order to maintain a manageable workload for members and the support resources, the Terms of Reference detailed elsewhere on this agenda limit the number of scrutiny exercises at any one time to three.

5. I have included a diagram of the process which is suited to all scrutiny reviews whichever format that review takes:

PLAN – decide the scope and plan the steps needed

DO – be engaged in activity, collect information and listen to people

REFLECT/LEARN – look back on what has been learned, discuss impartially

DRAW CONCLUSIONS – link ideas and experiences, see opportunities

RECOMMEND IMPROVEMENTS – and learn for the future