



Title: **Overview and Scrutiny Work Programme 2011/2012**

Public Agenda **Yes**

Item:

Wards **All**

Affected:

To: **Overview and Scrutiny Board** On: **29 June 2011**

Key Decision: **No**

Change to **No**
Budget:

Change to **No**
Policy
Framework:

Contact Officer: **James Dearling, Acting Overview and Scrutiny Manager**

☎ Telephone: **01803 207035**

✉ E.mail: **james.dearling@torbay.gov.uk**

1. What we are trying to achieve and the impact on our customers

1.1 To ensure that the Overview and Scrutiny Work Programme for 2011/2012 is robust, realistic, but also flexible enough to enable emerging issues of concern to be addressed. This will help ensure that overview and scrutiny is driving service improvement and playing a key role in the policy development process. A successful scrutiny function would have a positive impact on our customers as the community would be involved in the work being undertaken and the outcomes of that work would be focused on the community's needs.

2. Recommendation(s) for decision

2.1 That the draft Work Programme set out in Appendix 1 be considered, amended as necessary, and approved.

2.2 That any Overview and Scrutiny Review Panels required be established comprising 4 members of the Conservative Group, 2 members of the Liberal Democrat Group and either 1 member of the Non-Coalition Group or the Labour councillor.

2.3 That at least one topic for immediate investigation through an Overview and Scrutiny Review Panel be identified.

3. Key points and reasons for recommendations

- 3.1 The Constitution requires that, early in each Municipal Year, the Overview and Scrutiny Board will co-ordinate the production of a Work Programme for the function as a whole.
- 3.2 The draft Work Programme attached at Appendix 1 has been prepared taking account of views expressed by councillors, commissioners, partner organisations, community groups, and members of the public.
- 3.3 An amount of the Work Programme is based around a limited number of in-depth reviews which will be undertaken by Review Panels, usually chaired by the appropriate Scrutiny Lead Member. The exact timings of these reviews have yet to be determined.
- 3.4 Alternatives to traditional Review Panels have been used by Overview and Scrutiny including undertaking initial research to determine if there is a need for a detailed review and shorter reviews using desk based research and briefings to Scrutiny Lead Members followed by consultation and report back to the Overview and Scrutiny Board.
- 3.5 The latter part of the Annual Programme is relatively free to enable councillors to respond in a timely manner to issues which arise during the course of the year. One of the principles of good scrutiny is that it is carried out by 'independent minded governors' who lead and own the scrutiny process. Therefore, throughout the year members will be encouraged to identify agenda items for the meetings of the Overview and Scrutiny Board and the Health Scrutiny Board. Sources for items could include the Forward Plan, ward matters, Community Partnerships, performance information, the news media, and the Council's research and consultation findings (for example, the Viewpoint survey). Scrutiny Leads will agree future agenda items at monthly briefing meetings.
- 3.6 A draft work programme for the Health Scrutiny Board has been developed having regard to the forthcoming possible substantial variations which officers are aware of. Torbay LINK also has the power to refer matters to the Health Scrutiny Board although no referrals have been received to date. Full details of the Health Scrutiny Work Programme will be agreed at the next meeting of the Health Scrutiny Board (scheduled for 7 July 2011). For information the Health Scrutiny Board's draft work programme is attached as Appendix 2.
- 3.7 In undertaking the Work Programme, Members are asked to reaffirm that Overview and Scrutiny meetings and events are held in alternative venues (to the Town Hall) whenever practicable.
- 3.8 In the 2010/11 municipal year Overview and Scrutiny aimed to complete its programme by the April 2011 meeting of the Board due to the local elections in May 2011. Consequently, a smaller number of issues than is usual have been carried over from last year's Work Programme.
- 3.9 Overview and scrutiny is member-led. Accordingly, members should add to, delete, or change any of the items within the draft Work Programme.

For more detailed information on this proposal please refer to the supporting information attached.

**Mark Bennett
Executive Head (Business Services)**

Supporting information

A1. Introduction and history

A1.1 The draft Work Programme set out in Appendix 1 has been prepared taking account of the views expressed by the Overview and Scrutiny Co-ordinator, Scrutiny Lead Members, the Mayor and all other Members of the Council, the co-opted members of the Overview and Scrutiny Board, senior Council officers, and members of the public.

A2. Risk assessment of preferred option

A2.1 Outline of significant key risks

A2.1.1 The exact nature and timing of the Reviews that have been identified will need to be agreed by members through the scoping process. In order to deliver successful reviews, members will need to ensure that they are clear about what they wish to review (and indeed what they will be excluding from the review). The timings of each review will also be critical to ensure that as little 'bunching' as possible occurs. The timeline for each individual review should be adhered to – this will help ensure that all the reviews can be delivered within the resources available.

A2.1.2 A critical success factor will be members' commitment to these reviews – members need to be sure that these issues are matters which can make a difference to the community of Torbay and that they are willing to commit time and energy into identifying consultees and key questions, meeting and discussing issues with other members, officers and consultees, reading and challenging the information presented to them and, finally, drawing conclusions, considering options appraisals and risk assessments, and formulating evidence-based recommendations.

A2.1.3 Members also need to receive support from officers within service departments and within relevant partners. Whilst the Scrutiny Support Team can provide day-to-day support (including research, consultation and analysis), detailed information will need to be provided through Executive Heads especially at the scoping, options appraisal, and risk assessment stages.

A2.1.4 If members are not committed to the topics within the proposed Work Programme and to making overview and scrutiny a worthwhile mechanism to improve the lives of the community of Torbay (and if they do not receive adequate support from service departments), then there is a risk that no or few positive outcomes can be shown to have been achieved by Overview and Scrutiny.

A2.1.5 Co-ordination with the various work programmes of the Council's Policy Development Groups is necessary to ensure there is not duplication of Overview and Scrutiny's role and workstreams and vice versa.

A2.2 Remaining risks

A2.2.1 Further reductions in the Council's Overview and Scrutiny Support Team.

A3. Other Options

A3.1 Members may wish to add to, delete, substitute, or change any of the items within the draft Work Programme.

A4. Summary of resource implications

A4.1 The proposed draft Work Programme can be delivered within the resources available provided that members are willing to give their time and energy.

A5. What impact will there be on equalities, environmental sustainability and crime and disorder?

A5.1 Each review will take account of these issues.

A6. Consultation and Customer Focus

A6.1 The draft Work Programme has been prepared taking account of the views expressed by the Overview and Scrutiny Co-ordinator, Scrutiny Lead Members, the Mayor and all other Members of the Council, senior Council officers, and members of the public.

A6.2 Suggested topics for review include those derived from consultation results with members of the public.

A6.3 Each review will aim to involve the community through consultation and possible co-option.

A7. Are there any implications for other Business Units?

A7.1 The Council's Commissioners have indicated previously that relevant Executive Heads should be more involved in review work especially at the scoping, options appraisal, and risk assessment stages. This approach will be continued. Previously, in-depth reviews identified within the Overview and Scrutiny Work Programme have been specified as the only workstream within the Authority for these topics.

Appendices

Appendix 1 Draft Work Programme for 2011/12

Documents available in members' rooms

None

Background Papers:

The following documents/files were used to compile this report:

Viewpoint, Resident Panel Survey Results (Consultation and Research Team, Torbay Council)

APPENDIX ONE: OVERVIEW AND SCRUTINY WORK PROGRAMME 2011/12

Purpose of meetings of the Overview and Scrutiny Board

- To manage the business of overview and scrutiny
- To review the performance (including financial performance) of the Authority and make recommendations accordingly
- To consider reports from the Review Panels, adopt them (with or without amendments) and to forward them to the appropriate decision maker
- To monitor the progress made in implementing recommendations from overview and scrutiny

Date of Meeting	29 June	28 July	21 Sept	26 Oct	16 Nov	25 Jan	15 Feb	11 Apr	23 May
Time of Meeting	5.30 p.m.	5.30 p.m.	5.30 p.m.	5.30 p.m.	5.30 p.m.	5.30 p.m.	5.30 p.m.	5.30 p.m.	5.30 p.m.
Agenda Items	Bathing Water Quality, and the revised Bathing Water Directives – update Revenue Outturn 2010/11 and the Capital Plan Outturn 2010/11 Work Programme 2011/12	Active Ageing Strategy Torbay Economic Development Company Business Plan 2011/12 Performance Overview and Monitoring (Q1 11/12)	Affordable Housing Review – Update on agreed actions	Annual Review of the Corporate Capital Strategy and Asset Management Plan tbc Medium Term Resources Plan tbc Review of Reserves 2012/2013 tbc Priorities and Resources Review – Interim Report tbc	Performance Overview and Monitoring (Q2 11/12)] Key Stage 2 Review – Progress Monitoring	Priorities and Resources Review – Final Report	Performance Overview and Monitoring (Q3 11/12)	Overview and Scrutiny Annual Report	

POTENTIAL REVIEW PANELS

Purpose of Review Panels

- To undertake in-depth policy development reviews (in relation to strategic matters of importance) on behalf of the Council as a whole

Timescale	Topic	Provisional Objective of Review	Scrutiny Lead Member	Sign-off by parent body	Deadline for response from decision makers
tbc	Anti Social Behaviour	To review anti-social behaviour issues, particularly in relation to housing, private sector landlords, and Houses in Multiple Occupation (HMOs)	Scrutiny Lead tbc	tbc	tbc
tbc	Priorities and Resources	To review the emerging priorities of the Council for 2012/2013 and the associated resource implications	Overview and Scrutiny Co-ordinator	tbc October 2011 (Possible Interim Report)	tbc December 2010
				25 January 2012 (Final Report)	tbc March 2012
tbc	Residential Care	To review the supply and sustainability of residential care in the Bay	Scrutiny Lead tbc	tbc	tbc
Autumn	Changes to CCTV/Street Lighting Provision	To review the impact of the budget savings identified in respect of street lighting and CCTV as agreed for the 2011/12 Revenue Budget	Place Scrutiny Lead	tbc	tbc

POTENTIAL ISSUES TO BE ASSESSED FOR REVIEW

Purpose

- The following topics have been identified by councillors as issues that they would like to review. The relevant Scrutiny Lead Member, in consultation with the Overview and Scrutiny Co-ordinator, will determine how the review will be progressed (either at a meeting of the Overview and Scrutiny Board, by establishing a review panel, by fast-track review, or an alternative method).

<ul style="list-style-type: none">▪ Job Creation /Youth Unemployment▪ 'Closing the Gap' [project to tackle inequalities within Torbay]▪ Castle Circus Regeneration Project▪ Income possibilities for Torbay Council [Productivity Improvement Programme (PIP)]▪ NHS Reforms – impact on the Bay▪ Police Blueprint [the police change programme and resulting model of services in Torbay]	<ul style="list-style-type: none">▪ Child protection/safeguarding▪ Day Care & Bed Blocking▪ TOR2 performance▪ English Riviera Tourism Company▪ Opportunities arising from Localism Bill▪ Management of Buildings at Risk Register and Pavor House Update▪ Local Democracy Week [maximising involvement of Councillors]▪ Closure of Community Pubs
--	--

APPENDIX TWO: HEALTH SCRUTINY BOARD WORK PROGRAMME 2011/12

Meeting Date (Town Hall, Torquay)	Thursday 7 July '11 (2.30 pm)	Thursday 22 Sept '11 (2.30 pm)	Thursday 15 Dec '11 (2.30 pm)	Thursday 22 March '12 (2.30 pm)
Agenda Items	Health Overview and Scrutiny Work Programme 2011/12 Personalisation of Care Update Commissioning Short Breaks for Children and Young People with Physical and Learning Disabilities Occombe House	Personalised Community Based Services – proposals [Domiciliary Care] tbc Brixham Hospital Site Development – Proposals	Torbay Care Trust: Consultation on Foundation Trust application tbc	Quality Account commentaries tbc

In addition, it is expected that there will be agenda items considering changes proposed for Specialised Services and appropriate visits undertaken by Health Scrutiny Board members to local NHS bodies