

Crawley Borough Council

Report to Overview and Scrutiny Commission 29 October 2018

Overview and Scrutiny Commission Work Programme 2018-2019

Report of the Chair of the Commission, OSC/273

1. Purpose

- 1.1 The Commission is requested to endorse the recommendations developed at the Overview and Scrutiny Commission's (OSC) Workshop held on 3 September 2018 and approve the OSC work programme for 2018-2019.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

That the Commission:

- (i) Note the contents of the report
- (ii) Approve the OSC Work Programme for 2018/2019 as set out in Appendix 1, with an acknowledgement that the Work Programme will remain flexible.

3. Reasons for the Recommendations

- 3.1 The Commission is required to agree an annual OSC work programme. This is to ensure the Overview and Scrutiny Commission's time is effectively and efficiently utilised.
- 3.2 The careful selection and prioritisation of scrutiny work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. The work programme should also be realistic, flexible and retain spare capacity so that additional matters raised during the year can be addressed.
- 3.3 The OSC held its annual Workshop on 3 September 2018, at which it examined the proposed work programme for 201/2019 (Appendix 1) and subsequently formulated this for approval by the Commission.
- 3.4 It is worth noting that items should not be identified for Overview and Scrutiny Commission consideration if a Member's queries could easily be answered by reference to the appropriate Head of Service, relevant Cabinet Member or Service Officer. Scrutiny needs to be able to justify why it chooses the reviews it does and the Commission is accountable for the resources it uses. It is important that Members are aware of adding value and avoiding duplication. Focusing on matters that have been or are already being addressed may not necessarily add value in terms of officer and member time, resources, money and outcome.

4. Background

- 4.1 Whilst the submission of scrutiny suggestions takes place throughout the year, all Councillors were invited to suggest topics for consideration as potential reviews. CMT and the public also have the opportunity to submit suggestions. The Chair discussed the

timescales and process for seeking scrutiny suggestions. There was a general agreement that suggestions could and should be submitted throughout the year.

4.2 Following the submission of the Scrutiny Suggestion Forms the following process usually takes place prior to the OSC Workshop:

1. Democratic Services research the proposal (with the Service Department) to establish if there are any current or future working proposals taking place or a similar nature that would duplicate the scrutiny suggestion / or has the work already taken place.
2. A nominated OSC Member, service officer and Democratic Services Officer will discuss the proposals against the scrutiny selection aid using established, good practice criteria.
3. If it is deemed a potentially good review, a draft scoping framework is produced.
4. All topics are discussed at the OSC Workshop (against the scrutiny selection aid again if applicable). Recommendations to the Overview & Scrutiny Commission are then formulated.

4.3 At the workshop, Members discussed that the lack of scrutiny suggestions submitted prior to the meeting. However this does not preclude the OSC from continuing its work, particularly as a scrutiny panel is already in operation and a scrutiny review may not ultimately be the most effective way to tackle issues that arise. As stated in 3.4 items should not be identified for scrutiny consideration if a Member's queries could easily be answered by reference to the appropriate Head of Service, relevant Cabinet Member or Service Officer. The new Transformation Plan 2018-2020 should influence the work of the OSC as it scrutinises the areas of the organisation going forward. The results of the Ward Boundary Review and Election in 2019 may also impact on the work of Democratic Services in the near future.

4.4 Commission Members considered the OSC provisional work programme and the key rationale behind the initial proposals. The discussions at the Workshop focused on other areas for scrutiny including additional reports from the Forward Plan, service updates (with a particular focus on web and digital services), contractor updates together with Cabinet Member discussions. Other areas for future consideration were highlighted as an update on Streetscene and Community Wardens. However given the CMT restructure that effect on 1 September and subsequent responsibility of services it is recommended these service updates are deferred.

4.5 It was agreed that Cabinet Members would be invited to attend in line with relevant reports. Following these discussions, Members at the Workshop formulated the work programme for approval by the Overview and Scrutiny Commission at its next meeting.

5. Work Programme

5.1 Attached as **Appendix 1** to this report is provisional work programme for the remaining OSC scheduled meetings for 2018/2019, based on:

- Considering the work on the council's Transformation Plan
- Reviewing services from the Transformation Plan 'in depth', including System Thinking review updates (as decided by OSC) and contractor updates
- Cabinet Member and Chief Executive discussions
- Other agency discussions if appropriate
- Items referred from the Forward Plan
- Other items referred under the Scrutiny Procedure Rules

- 5.2 This draft work programme is not definitive as it may be subject to slippage as well as other items being added to it including further items from the Forward Plan being referred/provisionally referred, or further reports being requested by the Commission.

6. Implications

- 6.1 The scrutiny function needs to be able to be responsive and pick up, at short notice, topical issues which might arise. Consequently, it may be necessary for the Commission to further prioritise or reschedule the programme or accept that it may slip.
- 6.2 Under normal circumstances it is recommended that usually no more than three reviews take place at a time to ensure (i) adequate Member availability and capacity to do the work – both in the panels and at the Commission; (ii) adequate resources can be provided, by Democratic Services and other officers of the Council; and (iii) robust and rigorous reviews can be completed more swiftly.
- 6.3 The staffing implications will be dictated by the work programme agreed. In addition to the provision of dedicated support from the Democratic Services Officer, any scrutiny work would require input from staff in the service area concerned. This could impact, in the short-term, on service delivery and approved work plans, but could lead to long-term improvements.

7. Background Papers

None

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OVERVIEW AND SCRUTINY COMMISSION: WORK PROGRAMME 2018 – 2019

The items allocated to date for specific Commission meetings are set out below.

(Cabinet Member Discussions to add dependent on reports and transformation update).

OSC 4 June 2018

Chief Executive Discussion

'provisional' Cabinet 6 June 2018

Proposed War Memorial

Transformation Plan and Future Working

Broadfield Residents' Parking Petition

Appointments –

Establishment of and Appointments to the Scrutiny Panels for 2018-2019

OSC 25 June 2018

'confirmed' Cabinet 27 June 2018

Treasury Management Outturn 2017-2018

Licensing Two Storey Houses in Multiple Occupation

Crawley Growth Programme Update

Review of Outside Bodies Final Report

OSC Workshop – 3 September 2018**OSC 3 September 2018**

'confirmed' Cabinet 5 September 2018

Corporate Priorities

Quarterly Monitoring 2018/2019 (Q1)

Cabinet Member Discussion – The Leader

OSC 24 September 2018

CANCELLED Cabinet 26 September

CANCELLED

OSC 29 October 2018

'confirmed' Cabinet 31 October 2018

Safer Crawley Partnership Performance Review and Future Priorities

Budget Strategy 2019/2020 – 2023/2024

OSC Work Programme

District Heat Network

OSC 19 November 2018

'confirmed' Cabinet 21 November 2018

Treasury Management Mid-Year Review 2018-2019

Public Space Protection Order – Car Cruising

Cabinet Member Discussion – Public Protection & Community Engagement

OSC 7 January 2019

'provisional' Cabinet 9 January 2019

Parkwood Update (Hawth)

Update on Community Infrastructure Levy Governance

ICT Service Update Report

Cabinet Member Discussion – Resources

OSC 4 February 2019

'confirmed' Cabinet 6 February 2019

Treasury Management Strategy 2019-2020

Budget and Council Tax 2019-2020

Statement of Licensing Policy

Cabinet Member Discussion – Environmental Services & Sustainability

Three Bridges Improvement Scheme Final Design

OSC 11 March 2019

'confirmed' Cabinet 13 March 2019