



**ST HELENS**  
BOROUGH COUNCIL

# Overview and Scrutiny Commission

**5<sup>th</sup> October 2020**

<b>Report Title:</b>	<b><i>Overview and Scrutiny Commission Work Programme</i></b>
<b>Cabinet Portfolio</b>	Finance and Governance
<b>Cabinet Member</b>	Cllr Bond
<b>Exempt Report</b>	No
<b>Reason for Exemption</b>	N/A
<b>Key Decision</b>	No
<b>Public Notice issued</b>	N/A
<b>Wards Affected</b>	All
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<b>Borough priorities</b> <b>Please mark X for any priority supported by this report</b>	Ensure children and young people have a positive start in life	X
	Promote good health, independence and care across our communities	X
	Create safe and strong communities for our residents	X
	Support a strong, diverse and well-connected local economy	X
	Create a green, thriving and vibrant place to be proud of	X
	Be a modern, efficient and effective Council	X

## 1. Summary

This cover reports informs the Commission about the work programme setting process. Managing the work programme is an important part of an efficient and effective Overview and Scrutiny Function.

## 2. Recommendations

Overview and Scrutiny Commission is recommended to review the items listed within the work programme document and agree priorities and timescales.

## 3. Purpose of this Report

To present the Commission with the new Work Programme document for review to prioritise items for future consideration.

## 4. Background

- 4.1 A comprehensive work programme is fundamental to the effectiveness of the Overview and Scrutiny Commission and Scrutiny Committees as it enables them to plan and manage their workloads to make best use of the available time and resources, to add the most value to the performance of the Council and outcomes for residents.
- 4.2 The attached work programme document is designed to record and monitor the activity and plans for the Commission to effectively manage the workload and plan for future meetings. Each column of the work programme table provides key information about each item including a description of the issue and purpose of bringing it to the Commission. The document lists each of the items that fall within the remit of the Commission or Panel that were recommending for retention by the previous Overview and Scrutiny Commission on 20<sup>th</sup> July prior to the recent changes to the Scrutiny Committee Structure.

## **5. Reviewing the Work Programme**

- 5.1 When reviewing the work programme, new items can be added and items that no longer require scrutiny or are not considered to be a priority for action or monitoring can be removed.
- 5.2 When considering whether to add, remove and prioritise items for consideration Members should be mindful of the following:
- Would the Committee be able to add value through its work on the issue?
  - Is the issue linked to a Corporate Priority for the Council?
  - Is the issue a priority/concern for partners, stakeholders and the public?
  - Is the issue related to poorly performing services?
  - Is there a pattern of budgetary overspends?
  - Are there significant levels of public/service user dissatisfaction with the service?
  - Has there been media coverage of the issue?
  - Is the issue related to new Government guidance?
  - Would consideration of the issue be timely?
  - Are there sufficient resources to effectively consider the issue at this time?
  - Would the Panel be duplicating work being undertaken elsewhere?
  - Is the matter subject to judicial review (sub judice)?
- 5.3 The Work Programme Prioritisation Aid attached to this report is designed to assist members in considering whether a suggested addition to the work programme is suitable and meets the necessary criteria. If members, consider that a suggestion would not be suitable for scrutiny the Commission could choose to refer the matter elsewhere. If an item is considered to be an important issue but not a priority at this time an item may be added to the end of the work programme to be monitored for further consideration in the future.

## **6. Conclusions**

- 6.1 The Commission is requested to discuss its work programme and set priorities for future Commission meetings and agree any review work (i.e. task and finish) to be commenced in the near future or scheduled for a later date.
- 6.2 The Commission is also responsible for monitoring the work programmes of the Scrutiny Committees. As the Scrutiny Committees have not yet considered their work programmes they will not be considered by the Commission at this point however they will be including with the Commission Work Programme at future Commission meetings.

## **7. Implications**

### **7.1 Financial Implications**

- 7.1.1 What are the financial implications – Revenue & Capital? Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget?

### **7.2 Legal Implications**

- 7.2.1 None

### **7.3 Staffing/HR Implications**

7.3.1 None

7.4 Impact on our customers/residents

7.4.1 None

7.5 Community Impact Assessment

7.5.1 None

7.6 Asset / Property Implications

7.6.1 None

7.7 Environmental implications

7.7.1 None

7.8 Policy Framework Implications

7.8.1 None

7.9 Risks

7.9.1 Failure to effectively manage the work programme could lead to inefficient use of the Committee's time and resources, negatively affecting the Committee's ability to add value and help the Council achieve its priorities. By examining the work programme regularly and following the prioritisation aid as recommended by this report the Committee should minimize the risk of using time and resources on ineffective items.

7.10 Link to council's priorities

7.10.1 Collectively the Overview and Scrutiny Commission and Scrutiny Committee are responsible for monitoring and contributing to the achievement of all of the Council's Priorities.

## **8. Background papers**

None

## **9. Appendices**

Work Programme Prioritisation Aid

Overview and Scrutiny Commission Work Programme

## Appendix 1

### Overview and Scrutiny Work Programme Prioritisation Aid



