

 Overview and Scrutiny Committee – 29 July 2014		Agenda Item No. 7
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	1 July 2014	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality and Sustainability Impact Assessment Undertaken	No
n/a	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
n/a		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2014/2015 (Appendix 1) and of the current Forward Plan - mid-July to November 2014 (Appendix 2).
- 1.2 In compliance with procedure rules for the Health Scrutiny Sub-Committee, the draft minutes from the Sub-Committee's last meeting 8 July are attached (Appendix 3) and the Sub-Committee's Work Programme is attached (Appendix 4) for approval.
- 1.3 The Health Scrutiny Sub-Committee seeks to increase its delegated powers in respect of setting and approving its own Work Programme.

2. **Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
 - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
 - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
- 2.4 The draft minutes from the Health Scrutiny Sub-Committee meeting held on 8 July be noted;
- 2.5 The Health Scrutiny Sub-Committee's Work Programme for 2014/2015 be approved; and
- 2.6 Point 8 of the Health Scrutiny Sub-Committee Procedure Rules "Work Programme" agreed on 10 June 2014 be amended so that the Sub-Committee no longer requires approval from the Overview & Scrutiny Committee.

The paragraph that reads:

"The Health Scrutiny Sub-Committee will be responsible for drafting its work programme which must then be approved by the Overview & Scrutiny Committee before any work on the programme can take place."

Will now say:

"The Health Scrutiny Sub-Committee will be responsible for drafting and approving its work programme."

3. Reasons for the Recommendations

- 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.
- 3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of executive decisions and to feed into policy development.
- 3.2 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.
- 3.4 In respect of Recommendations 2.4 and 2.5, this is a requirement under the agreed procedure rules for the Health Scrutiny Sub-Committee agreed on 10 June 2014.
- 3.5 Recommendation 2.6 – The Overview & Scrutiny Committee has seen the Health Scrutiny Sub Committee's Work Programme set for the coming months in this report (Appendix 4). The Sub-Committee, under procedure rules agreed, is obliged to present meeting minutes to Overview and Scrutiny Committee so Members of the Committee will be kept informed when changes are made to the Sub-Committee's Work Programme. Sub-Committee Members felt that because the Sub-Committee's meetings are not set in step with the Overview and Scrutiny Committee's meetings during the trial year, waiting until the Committee approved changes to the Sub-Committee's Work Programme risked delaying work the Sub-Committee could achieve. Additionally, six of the Members on the Sub-Committee are Members of Overview and Scrutiny.

4. Policy Framework

- 4.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.

5. Budgetary Framework

- 5.1 All work for the Committee has to be carried out within existing resources. Therefore, there is a limit to the time available that officers will have to assist Members, so the Committee may wish to prioritise areas of investigation.

6. **Risks**

- 6.1 This Committee contributes to the effective minimisation of risk by fulfilling its duties in a timely manner and scrutinising the work undertaken by the Executive.

7. **Alternative Options Considered**

- 7.1 The only alternative option is not to undertake this aspect of the overview and scrutiny function.

8. **Background**

- 8.1 There are five main roles of overview and scrutiny in local government. These being:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.

- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.

- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.

- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.

- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.

- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report

detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.
- 8.10 Following discussions with the Code of Conduct Working Party and indicative timetable was agreed for completing the review of the Code of Conduct for Councillors and the documents/processes associated with this.

The working party members are: Councillor Brookes, Councillor Cooke (representing Town & Parish Council's) Councillor Mrs Falp, Councillor Pratt, Councillor Mrs Syson and Councillor Wilkinson.

The time line was as follows:

- Working Party meets next week either Tuesday 8 July or Wednesday 9 July.
- Standards Committee consider draft ideas (end of July early August)
- The draft proposals are then sent to All Parish and Town Councillors, Jane Pollard, Peter Oliver, all Warwick District Councillors for comments by 8 September 2014
- Working Party meet on the afternoon of 9 September 2014
- Goes to WDC Executive for support in November 2014
- Goes to Standards Committee on 16 December 2014
- Adopted by Council from 28 January 2015 to come into force from 11 May 2015
- Copies sent to all Parish & Town Councils asking them to adopt from 11 May 2015.

However it was not possible for the Group to meet until Monday 14 July 2014. This has meant that the draft work cannot make the Standards Committee arranged for 21 July 2014 for consideration, the final draft arrangements are being checked by the Group. This will mean the draft ideas go to Standards Committee in September followed by consultation in September & October. With Executive and Standards Committee considering them in December."