

**FUTURE ITEMS OF WORK**

Items of future work relevant to a particular Commission can be proposed at any meeting of that Commission by the following:

- Members of the public
- Other organisations
- Any councillor

*It should be noted that any Councillor can attend a meeting of a Commission of which he/she is not a member to propose an item for consideration*

**WHAT ARE THE OVERVIEW AND SCRUTINY COMMISSIONS RESPONSIBLE FOR?**

The three Overview and Scrutiny Commissions have the following areas of responsibility (more detail is provided in the Members handbook):

<i>The Council Resources Overview and Scrutiny Commission</i>	<i>The Community Services Overview and Scrutiny Commission</i>	<i>The Environment Overview and Scrutiny Commission</i>
<ul style="list-style-type: none"> <li>• Managing The Council</li> <li>• The Use of Information and Communication Technology</li> <li>• Taxation and Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Culture</li> <li>• Housing</li> <li>• Community Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Public Health and Protection</li> <li>• Local Environment</li> <li>• Highways and Traffic</li> <li>• Local Economy</li> </ul>

**WHAT CAN OVERVIEW AND SCRUTINY COMMISSIONS DO?**

<p><b>They can undertake the following:</b></p> <ul style="list-style-type: none"> <li>• Scrutinise the work of the Executive</li> <li>• Challenge the decisions of the Executive</li> <li>• Hold Executive Members and chief officers to account for their actions, performance and the way in which they implement policy</li> <li>• Receive requests from the Executive or the full Council to review services, functions, external organisations or Council policy</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutiny of partner organisations</li> <li>• Scrutinise and hold to account other prominent local organisations</li> <li>• Undertake reviews of a Council service, function or policy</li> <li>• Review the Executive's plan of work, policies and decisions in accordance with the constitution of the council</li> </ul>	<ul style="list-style-type: none"> <li>• Be consulted by the Executive in the development of draft policies</li> <li>• Receive and review the reports and action plans from Best Value Reviews</li> <li>• Refer Findings to the Executive or the full council, as appropriate</li> <li>• Agree Findings that are evidence based</li> <li>• <b>INVOLVE LOCAL PEOPLE</b></li> </ul>
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**SOURCES OF WORK**

The overview and scrutiny process provides the opportunity for councillors to examine the various functions of the council, to ask questions on how decisions have been made and

to consider whether service improvements can be put in place. It also provides the opportunity to pursue issues of local concern to residents. Items of work may therefore arise from the following sources:

<ul style="list-style-type: none"> <li>• Cabinet agenda and items in the Forward Plan</li> <li>• Issue identified by members as key issue for public (through member surgeries and other contact with constituents)</li> <li>• Poor performing service (evidence from performance indicators/ benchmarking)</li> <li>• Council corporate priority area</li> </ul>	<ul style="list-style-type: none"> <li>• Public interest issue covered in media</li> <li>• High level of budgetary commitment to the service/policy area</li> <li>• Pattern of budgetary overspends</li> <li>• New government guidance or legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Service ranked as important by Council's community (e.g. through surveys/citizen's panels)</li> <li>• Central government priority area</li> <li>• Issues raised by Internal/District Audit</li> <li>• Key reports or new guidance provided by external organisations</li> </ul>
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## WHAT TO CONSIDER WHEN PROPOSING ISSUES FOR REVIEW

### 1 Public Interest

Overview and Scrutiny provides the key mechanism for involving the public and so one of the first considerations must be if the issue is of concern to the public. Indeed experience has shown that the public will only attend and be involved in scrutiny processes if issues are of local concern.

### 2 Rationale for selection

Why should we do this? Where has the pressure come from? Is the request for review addressing a real need or responding to someone's whim? Any review should 'add value' to the work of the authority and this should be a major consideration when proposing issues for review.

### 3 Evidence

This is evidence gathered to support the need for a review, what are the facts? Poor performing service (performance indicators) How many members of the public have complained? How many letters have been received? Etc (See table above).

### 4 Desired Outcome

What are we seeking to achieve by undertaking this review? This is not determining the outcome of the review but making it fairly clear from the outset what the review should be seeking to achieve as an outcome, this could include:

- Ensuring appropriate consultation
- Improve service delivery
- Addressing corporate priorities
- Addressing a need
- Review policy
- Making an impact

## SUMMARY REVIEW PROPOSAL PROFORMA – Form A

To aid in the process of proposing items for review a proposal proforma process has been developed. It has been agreed that potential items for review will only be considered by the Commission if this process has been completed. The first part in this process is the completion of Form A. This form requires the review definition to be detailed and the identification of the source of the topic.

**Name of Person/Organisation/Member Proposing Review:**

.....

**1 Definition of review:**

.....

.....

.....

**2 Please identify from the following criteria the source of the review topic**

Potential Criteria for Selecting Items	Please Tick
• Items in the Forward Plan	
• Poor performing service (evidence from performance indicators/ benchmarking)	
• Issue identified by the public (Issue identified by members as key issue for public through member surgeries and other contact with constituents)	
• Public interest covered in the local media	
• The Cabinet Agenda	
• Council Corporate Priority Area	
• High level budgetary commitment to the service/policy area	

• Pattern of budgetary overspends	
• New government guidance or legislation	
• Service ranked as important by Council's community (e.g. through surveys/citizen's panels)	
• Central government priority area	
• Issues raised by Internal/District Audit	
• Reports or new guidance provided by external organisations on key issues	
• High level of user/general public dissatisfaction with service (eg through market surveys/citizens panels)	
• Others?	

Please note that the following Criteria will be used by the Commission as possible reasons for Rejection and should be considered when proposing potential review items.

Considerations before proceeding	Please Tick
• Issue being examined by the Cabinet	
• Issue being examined by an Officer group: Changes imminent	
• Issue being examined by another internal body	
• Issue will be addressed as part of a Best Value review within the next year (or more?)	
• New legislation or guidance expected within the next year	
• Others?	

When completed please contact the Chairman of the Commission to complete Form B

Additional information and assistance with proposed items for review can be obtained from:

**Mark Codman**  
**Scrutiny Officer**  
**Tel: 01423 556153**  
**e-mail: [mark.codman@harrogate.gov.uk](mailto:mark.codman@harrogate.gov.uk)**

A copy of the Commissions current work programme is attached for information.

**Overview and Scrutiny Commissions**  
**List of major Issues identified by Departments for Consideration in Commission Work Programmes 2005/06**

Department of Resources				
Commission R/E/C	Item of Work	TIMESCALE		Comment
		Start	Start	
R	Medium Term Financial Strategy	July 2005	Oct/Nov 2005	Resources Commission September 2005
R	New Financial Management System			Tight timescale possibly best O&S contribution post implementation review (evaluation)
R	Gershon Issues	May 2005	March 2006	O&S contribution to be developed
R	Elections	To be identified	To be identified	Prominent issue within the Department O&S may want to become involved
R	Licensing	To be identified	To be identified	Significant area of change (DCS) O&S may want to become involved
R	Single Status Job Evaluation	May 2005	March 2006	Linked with recruitment and retention
R	Recruitment and Retention	Linked to O&S Review		Review ongoing will include single status
R	People Management and Development Strategy	To be identified	To be identified	O&S contribution to be developed
R	Access to Services (CRM etc)	May 2005	March 2006	Tight timescale possibly best O&S contribution post implementation review (evaluation)
R	IT Strategy and Development	To be identified	To be identified	Linked to ATS S Metcalfe to prepare briefing paper
R	IT Strategy and Compliance	To be identified	To be identified	O&S contribution to be developed
Department of Community Services				
Commission R/E/C	Item of Work	TIMESCALE		Comment
		Start	Start	
R	Recruitment and Retention	Linked to Res OSC Review		Linked to Res O&S Review

HIC/CEXEC				
Commission R/E/C	Item of Work	TIMESCALE		Comment
		Start	Start	
C/R	Royal Hall	June 2005	March 2006	Community use part of Business case agreed with Comm Ser OSC Involvement with overall project to be agreed.

**Department of Development Services**

Commission R/E/C	Item of Work	TIMESCALE		Comment
		Start	Start	
R	Recruitment and Retention	Linked to Res OSC Review		Linked to Res O&S Review
R/E	Accommodation	Not Identified		No resources identified

**Department of Corporate Policy and Improvement**

Commission R/E/C	Item of Work	TIMESCALE		Comment
		Start	Start	
R	Civil Contingencies and Emergency Plan	June 2005	Jan 2006	Prominent issue within the Department O&S may want to become involved
R	Diversity Policy (Equalities)	July 2005	Jan 2006	Prominent issue within the Department O&S may want to become involved
R/C	Community Engagement (3 Year strategy and engagement with 'hard to reach groups')	June 2005	March 2006	O&S Involvement to be identified
R/E/C	Corporate Action Plan (Strategic Plan)	July 2005	July 2005	O&S Involvement to be identified
R	Procurement (Strategy, etc)	June 2005	Oct 2005	O&S Involvement to be identified
R	Media and Communication Strategy	June 2005	Dec 2005	Prominent issue within the Department O&S may want to become involved

**Council Resources Overview and Scrutiny Commission  
Work Programme 2005/06**

Meeting No and Date		Major Item of Work	Items of Work (Each Meeting)		Comment
1	13 June 2005 (Audit Committee)	Rec and Ret  Priority 1  ↓	1	Introduction to Audit Committee/Statement of Internal Control/Draft Statement of Internal Control	- Introduction to the role of the Audit Committee and consideration of the Draft Statement of Internal Control
			2	Internal Audit Outturn Work Plan 2004/05 and Work Plan 2005/06	- Consider Outturn 2004/05 Work Plan - Consider management response to Internal Audit advice and recommendations - Consider proposed 2005/06 Work Plan and use for monitoring - Report to Cabinet
			3	Audit Commission Annual Plan 2005/06	- Consider Audit Commission work for 2005/06 based on assessment of risks - Forms basis of management letter - Report to Cabinet
			4	Corporate Action Plan (CAP) Year End Report	- Consider year end report and use to identify poor performance - Initiate work/response regarding poor performance - Report to Cabinet
2	18 July 2005	↓	1	Corporate Planning Process 2005/6	- Consider involvement in Corporate Planning Process 2005/06

			2	Major Construction Schemes – Project Management Code of Practice	<ul style="list-style-type: none"> <li>- Report back to Commission on the work progress on the Findings from the HIC Breakout Space Panel (Agreed by Cabinet 2 Feb 2005)</li> <li>- Includes how construction project management procedures have been amended and complied with eg Royal Hall</li> </ul>
3	19 September 2005		1	Benefits and Local Taxation Best Value Service Improvement Plan – Implementation Progress Review	<ul style="list-style-type: none"> <li>- Commission to consider progress on the delivery of the Service Improvement Plan</li> <li>- Report to Cabinet</li> </ul>
			2	CPA Value for Money Self Assessment Initial Draft	<ul style="list-style-type: none"> <li>- Commission to consider the report to be submitted to the Audit Commission</li> <li>- Report to Cabinet</li> </ul>
			3	Medium Term Financial Strategy 2006/7 to 2008/9 and Strategic Plan	<ul style="list-style-type: none"> <li>- Commission to consider the MTFS and the Strategic Plan</li> <li>- Report to Cabinet</li> </ul>
			4	HBC Year-end Performance Indicator (PI) data report	<ul style="list-style-type: none"> <li>- Consider year end report and use to identify poor performance</li> <li>- Initiate work/response regarding poor performance</li> <li>- Report to Cabinet</li> </ul>
			5	Qtr 1 PI Corporate Basket Report	<ul style="list-style-type: none"> <li>- Consider Qtr 1 Performance and use to identify poor performance</li> <li>- Initiate work/response regarding poor performance</li> <li>- Report to Cabinet</li> </ul>

			6	CAP Top Priority Actions – 2005/06 Quarter One Update	<ul style="list-style-type: none"> <li>- Consider Qtr 1 progress on top priority CAP actions</li> <li>- Initiate work/response regarding poor performance</li> <li>- Report to Cabinet</li> </ul>
4	31 October 2005		1	Audit Committee Training	- Commission to undertake training in the role of an Audit Committee
			2	Diversity Framework Group	- Nomination to Steering Group requested
			3	Cabinet Reports	- Commission to receive response from Cabinet on recent Scrutiny reports
5	12 December 2005 (Audit Committee)	↓	1	Audit Commission Report on Internal Audit	<ul style="list-style-type: none"> <li>- Consider Audit Commission opinion in letter for HBC based on risks identified previously and reflected in plan</li> <li>- Report to Cabinet</li> </ul>
			2	Internal Audit Work Plan 2005/06 Progress	<ul style="list-style-type: none"> <li>- Consider progress on Work Plan 2005/06</li> <li>- Consider changes in Plan and implications</li> </ul>
			3	Audit Commission Interim Audit	<ul style="list-style-type: none"> <li>- Consider Audit Commission opinion in letter for HBC</li> <li>- Report to Cabinet</li> </ul>
			4	Audit Commission Planning 2006/2007	<ul style="list-style-type: none"> <li>- Consider Audit Commission opinion in letter for HBC</li> <li>- Report to Cabinet</li> <li>-</li> </ul>

			5	Half year (Qtr 2) PI Corporate Basket Report	<ul style="list-style-type: none"> <li>- Consider Qtr 2 Performance and use to identify poor performance</li> <li>- Initiate work/response regarding poor performance</li> <li>- Report to Cabinet</li> </ul>
			6	Half year CAP Report	<ul style="list-style-type: none"> <li>- Consider half year report and use to identify poor performance</li> <li>- Initiate work/response regarding poor performance</li> <li>- Report to Cabinet</li> </ul>
6	9 January 2006	↓	1	Budget (Departments)	<ul style="list-style-type: none"> <li>- Consider budgets for Departments within Resources remit</li> <li>- Agree response</li> </ul>
7	17 January 2006		1	Budget (Combined O&S Response)	<ul style="list-style-type: none"> <li>- Consider budget as a whole</li> <li>- Coordinate responses from all three Commissions</li> <li>- Report to Cabinet</li> </ul>
			3	Performance Plan (First Draft)	<ul style="list-style-type: none"> <li>- Consider first draft of Plan</li> <li>- Report to Cabinet</li> </ul>
8	6 March 2006	↓	1	Qtr 3 Corporate Basket Report	<ul style="list-style-type: none"> <li>- Consider Qtr 3 Performance and use to identify poor performance</li> <li>- Initiate work/response regarding poor performance</li> <li>- Report to Cabinet</li> </ul>
			2	Comparative National BVPI 03/04 Report	<ul style="list-style-type: none"> <li>- Consider comparative performance information</li> <li>- Compare with HBC performance</li> <li>- Report to Cabinet</li> </ul>
			3	Corporate Risk Management Strategy 2005-2008	<ul style="list-style-type: none"> <li>- Commission to consider the report</li> </ul>

9	15 April 2006	REPORT	1	Recruitment and Retention Panel – Final Report	FREE
			2		FREE

\*Council run nursery not included at present