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):

The Council Resources Overview and Scrutiny Commission	The Community Services Overview and Scrutiny Commission	The Environment Overview and Scrutiny Commission
- Managing The Council - The Use of Information and Communication Technology - Taxation and Benefits	- Culture - Housing - Community Safety	- Public Health and Protection - Local Environment - Highways and Traffic - Local Economy

WHAT CAN OVERVIEW AND SCRUTINY COMMISSIONS DO?

They can undertake the following:		
- Scrutinise the work of the Executive - Challenge the decisions of the Executive - Hold Executive Members and chief officers to account for their actions, performance and the way in which they implement policy - Receive requests from the Executive or the full Council to review services, functions, external organisations or Council policy	- Scrutiny of partner organisations - Scrutinise and hold to account other prominent local organisations - Undertake reviews of a Council service, function or policy - Review the Executive's plan of work, policies and decisions in accordance with the constitution of the council	- Be consulted by the Executive in the development of draft policies - Receive and review the reports and action plans from Best Value Reviews - Refer Findings to the Executive or the full council, as appropriate - Agree Findings that are evidence based - *INVOLVE LOCAL PEOPLE*

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:

• Cabinet agenda and items in the Forward Plan	• Public interest issue covered in media	• Service ranked as important by Council's community (e.g. through surveys/citizen's panels)
• Issue identified by members as key issue for public (through member surgeries and other contact with constituents	• High level of budgetary commitment to the service/policy area	• Central government priority area
	• Pattern of budgetary overspends	
• Poor performing service (evidence from performance indicators/ benchmarking)		• Issues raised by Internal/District Audit
	• New government guidance or legislation	
• Council corporate priority area		• Key reports or new guidance provided by external organisations

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**

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

HARROGATE BOROUGH COUNCIL

BV/CPA: 2004-2005 Annual Audit and Inspection – Action Checklist Organisation Improvement and Environment Overview and Scrutiny Commission

BV/CPA Issue	Plan Reference	2006/2007 Action	2006/2007 Target	Responsible Officer	Member(s)
(a) Priority service performance on: • **waste recycling** • **planning application processing**	Corporate Service Action Corporate Service Action	Improved BVPI Performance Improved BVPI Performance	Quarterly Monitoring Quarterly Monitoring	Simon Johnson (DCS) Tim Richards (DDS)	CM/E/CPP CM/E/CPP
(c) Impact of key service improvement actions in the local community	Strategic Plan and individual Service Plans.	Include in 2006/2007 Council plans at a corporate and service level.	Corporate compliance check on key 2006/2007 plans.	Relevant Directors and Heads of Service to action in respect of the 2006/2007 plans. Mike Simpson (DCPI) to monitor corporately.	C/ All Commissions/ CPP
(d) Impact of key corporate improvement actions within the Authority	Corporate Improvement Plan and DCPI Departmental Business Plan.	Impact assessment on improvement actions on procurement, efficiency, performance management, risk management, community engagement, governance, partnership – working, communications, overview & scrutiny and the corporate restructure.	Impact assessment is part of 2006/2007 CIP and DCPI actions.	• Mick Walsh to review the impact of the corporate restructure. • Relevant officers to assess in respect of their 2006/2006 improvement actions. • Involve and train the Audit Committee on risk management – Andrea Hirst-Gee (DCPI).	C/ All Commissions/ CPP/GP
(e) Community Leadership – Members **Officers**	SA 11 CIP 4.7.2	Member leadership training programme. Officer leadership training programme.	Implement from June 2006. PM & DS action in 2006/2007.	Kevin Douglas (DCPI) John Sowden (DR)	C/ E C/E
(g) Diversity and Equality	CIP3.2 SA10	Equality Standard service impact assessment. Single Status Pay and Grading Review.	Complete by March 2007 Implement the new pay and grading structure by April 2007.	Partnership Development Officer (DCPI) John Sowden (DR)	C/ E
(h) Customer Services	SA8	Customer Services Unit – Phase 1 Services	Operational by June 2006.	Mick Walsh (OCE)	C/ E
(i) People Management and Development (PM&DS)	CIP4.7	• Actions to address training, sickness absence, stress, recruitment/retention etc in the Council workforce. • Employee survey.	See 2006/2007 Action Plan in the PM&DS Undertake in 2006/2007.	Dianne Adams (DR) Kevin Douglas (DCPI)	C/ E

C=Cabinet   CM=Cabinet Member   E=Environment O&S Commission   CO=Community Services O&S Commission   CPP=Corporate Performance Panel
GP=Governance Panel

BV/CPA: 2004-2005 Annual Audit and Inspection – Action Checklist Organisation Improvement and Environment Overview and Scrutiny Comission

BV/CPA Issue	Plan Reference	2006/2007 Action	2006/2007 Target	Responsible Officer	Mem
(k) Best Value	CIP2.1	Service and corporate reviews using the 4C's and principles of Best Value.	3-year programme of reviews agreed by July 2006.	Kevin Douglas (DCPI)	C/CPP/ Relevar Commi
(n) Access to Services and e-government	SA09	IEG, BV157 and AtS agenda. Also linked into CRM in Customer Service Project and e-procurement.	ICT Strategy action plan	John Sowden (DR)	C/CM/C
(o) Waste Management	Corporate Service Action	Vfm and inter-authority partnership issues (see Waste Inspection report 2005).	Waste Management Strategy Action Plan	Simon Johnson (DCS)	C/CM/C
(r) Project Management	CIP4.5	Training and awareness on the Council's new corporate project management guidance.	Complete the training by July 2006.	Kevin Douglas (DCPI)	C/E
(s) Use of Resources/vfm: Financial impact of local factors on service costs	SA02	Part of the Council's Corporate Resource Plan and Use of Resources/vfm agenda.	Adopt the Resource Plan by July 2006.	Kevin Douglas (DCPI) (Mike Simpson to update the Coutil's Use of Resources Action Pla).	C/CPP/ Relevar Commi:
(t) Use of Resources/vfm: Assess the service outcomes achieved against the investment made	SA02	Part of the Council's Corporate Resource Plan and Use of Resources/vfm agenda.	Adopt the Resource Plan by July 2006.	Kevin Douglas (DCPI) (Mike Simpson to update the Coutil's Use of Resources Action Pla).	C/CPP/ Relevar Commi:
(u) Use of Resources/vfm: Integrate financial and operational performance monitoring processes, including Member challenge and budget monitoring	SA02	Part of the Council's Corporate Resource Plan and Use of Resources/vfm agenda.	Adopt the Resource Plan by July 2006.	Kevin Douglas (DCPI) (Mike Simpson to update the Coutil's Use of Resources Action Pla).	C/CPP/ Commi:
(v) Use of Resources/vfm: Corporate procurement which challenges vfm in all Council services and on corporate/service reviews	SA02 CIP2.1	Part of the Council's Corporate Resource Plan and Use of Resources/vfm agenda. • Part of corporate and service reviews (4Cs).	Adopt the Resource Plan by July 2006. 3-year programme of reviews agreed by July 2006	Kevin Douglas (DCPI) (Mike Simpson to update the Coutil's Use of Resources Action Pla). Kevin Douglas (DCPI)	C/CPP/ Commi:
(x) Use of Resources/vfm: Sundry debt collection procedures	Corporate Service Action	Monitor and report the effectiveness of the Council's procedures.	2006/2007 action in Accountancy	John Sowden (DR)	C/CPP/I
(z) Civil Contingencies	Corporate Service Action	Agreed actions to address Civil Contingencies agenda.	2006/2007 action plan.	Roy Firth (DCPI)	C/CPP/I

C=Cabinet   CM=Cabinet Member   E=Environment O&S Commission   CO=Community Services O&S Commission   CPP=Corporate Performnce Panel
GP=Governance Panel

Organisation Improvement and Environment Overview and Scrutiny Commission
Work Programme 2006-2007

Date of Meeting	Panel	Items of work	Comments
19/06/2006	Environment	1. Membership of Yorkshire Tourist Board 2. Overview and Scrutiny Development	
20/07/2006	Environment	1. Car parking Policy	
11/09/2006	Environment	1. HBC Year-end Performance Indicator (PI) data report 2. Qtr 1 PI Corporate Basket Report 3. CAP Top Priority Actions - 2005/06 Quarter One Update	
06/11/2006	Environment	1. Half year (Qtr 2) PI Corporate Basket Report 2. Half year CAP Report	1.a) Consider Qtr 2 Performance and use to identify poor performance b) Initiate work/response regarding poor performance c) Report to Cabinet 2. a) Consider half year report and use to identify poor performance b) Initiate work/response regarding poor performance c) Report to Cabinet
15/01/2007	Environment	1. Budget Financial Management Property Management Business Support (Resources) ITD Legal and Democratic Services Human Resources DCPI Holiday Tourism Marketing EDU	1.a) Consider budgets for Departments within Environment remit b) Agree response to Corporate Commission

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Organisation Improvement and Environment Overview and Scrutiny Commission
Work Programme 2006-2007

18/01/2007	Environment	1. Budget	1.a) Consider budgets for Departments within Environment remit b) Agree response to Corporate Commission

05/03/2007	Environment	1. Qtr 3 PI Corporate Basket Report
		2. Draft Diversity Strategy 2007-2010
		3. Healthcare Commission's Annual Health Check
			1. a) Consider Qtr 3 Performance and use to identify poor performance
			    b) Initiate work/response regarding poor performance
			    c) Report to Cabinet
			2. Diversity Officer to present report
			3. Representatives of Yorkshire Ambulance Service to attend Commission with regard to their 2006-07 self-assessment declaration.

16/04/2007	Environment		

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