

## 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):

<b>Corporate Overview and Scrutiny Commission</b>	<b>Community and Partners Overview and Scrutiny Commission</b>	<b>Organisation and Improvement Overview and Scrutiny Commission</b>
<ul style="list-style-type: none"> <li>○ Governance – Internal and External Audit, Statement on Internal Control, Risk Management</li> <li>○ Corporate Performance – Corporate Plan/Strategy, Service and Corporate Review Programme, Corporate Resource Plan</li> </ul>	<ul style="list-style-type: none"> <li>○ Culture</li> <li>○ Housing</li> <li>○ Public Protection/Community Safety</li> <li>○ Taxation and Benefits</li> </ul>	<ul style="list-style-type: none"> <li>○ Public Health/Health Improvement</li> <li>○ Local Environment</li> <li>○ Highways and Traffic</li> <li>○ Local Economy</li> <li>○ Managing the Council/Corporate Services</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>
---	---	---

## 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>
---	--	--

## 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?	

3. 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 Commission's current work programme is attached for information.