

MELTON BOROUGH COUNCIL SCRUTINY WORKPLAN 2021/22 - DRAFT (To be updated following Scrutiny Workshop 10 June 2021)

SCRUTINY REVIEWS

These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. There should only be a maximum of three reviews considered annually and review topics may be changed throughout the year as topical issues arise. Once considered, these issues will be subject to further development and scoping.

Should there not be sufficient capacity to cover items which are brought to the attention of Scrutiny they could instead be addressed through a “one-off” item at a scheduled meeting of the Committee.

Suggested Topics	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman	Portfolio Holder/Chief Officer consulted on date of report
Response & Recovery Task and Finish Group – Helping People	Director for Housing and Communities Scrutiny Chairman	September 2020 – July 2021	Group to consider current and emerging issues in relation to the Covid-19 Pandemic impact in relation to unemployment, mental & physical health and wellbeing (including Director for Public Health Report on Covid-19 impact on BAME), homelessness, universal credit and debt. Group to look at response, evaluate outcomes and provide recommendations.	Scrutiny Workshop July 2020	SLT 4/8/20
Response & Recovery Task and Finish Group – Shaping Places	Pranali Parikh Director for Growth and Regeneration Scrutiny – Vice-Chairman	September 2020 – June 2021	Group to consider current and emerging issues in relation to the Covid-19 Pandemic impact in relation to town centre, retail, leisure centres, hospitality and tourism. Group to look at response, evaluate outcomes and provide recommendations.	Scrutiny Workshop July 2020	SLT 4/8/20
Melton Business Improvement District	Pranali Parikh Director for Growth and Regeneration Scrutiny Chairman	Scoping - February Final Report – June/July 2021	The Group to identify the preferred standards of Governance for UK BID Companies and to make recommendations to the Melton BID company to consider their way forward, towards the Ballot in 2021. 2/3 members short focused review Put back to allow time for Response and Recovery T&F's 09/10/20 Agreed with PC Delay in BID Ballot resulted in final report being put back to June/July 2021 – agreed with PC January 2021	Scrutiny Workshop July 2020	SLT 4/8/20
Asset Development Programme	Pranali Parikh Director for Growth and Regeneration Scrutiny Chairman	June 2021 - TBC	Review of the options and identification of objectives and projects which could be funded from capital receipts (e.g. Housing Company.) Review the social and economic benefits/impacts of any change (if any)	22 December 2020 meeting – Proposed by Chairman and approved by Committee	December 2020

ONE OFF ITEMS/FORWARD PLAN(PRE-DECISION)/ANNUAL ITEM

These are dealt with at scheduled meetings of the Committee. The following are suggestions for when particular items may be scheduled.

Suggested Topics	FORMAT	Portfolio Holder/Officer	Meeting Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman	Portfolio Holder/Chief Officer consulted on date of report
(1) Response and Recovery Task and Finish Group (Place) – Final Report	One off item – Final Report for Recommendation to Cabinet/Council	Portfolio Holder for Growth and Regeneration Director for Growth and Regeneration	14 June 2021	To consider the findings and recommendations of the Response and Recovery Task and Finish group (Place)	Scrutiny Workshop July 2020	Yes
(2) Response and Recovery Task and Finish Group (People) – Final Report	One off item – Final Report for Recommendation to Cabinet/Council	Portfolio Holder for People and Communities Director for Housing and Communities	1 July 2021	To consider the findings and recommendations of the Response and Recovery Task and Finish group (People)	Scrutiny Workshop July 2020	Yes
(3) Melton Business Improvement District Task and Finish Group	Final Report and Recommendations to the Committee	Portfolio Holder for Growth and Regeneration Director for Growth and Regeneration	1 July 2021	Report of the Task and Finish Group established in November	Chair/Vice Chair review of Draft Work Plan Aug 2020	Yes
(4) Performance Report 2020/21 (Q4)	Quarterly Performance Report	Portfolio Holder for Corporate Governance, Finance and Resources Director for Corporate Services	1 July 2021	Details to be confirmed	Scrutiny Chairman Approval required	
(5) Performance and Risk Framework	One off item	Portfolio Holder for Corporate Governance, Finance and Resources Director for Corporate Services	1 July 2021	Details to be confirmed	Scrutiny Chairman Approval required	
			2 September 2021			
			5 October 2021			
			2 November 2021			
(6) Budget	Annual item	Portfolio Holder for Corporate Governance, Finance and Resources Director for Corporate Services	25 January 2022	Scrutiny of the Budget (All Members) One item only agenda	N/A	Yes

(7) Crime and Disorder	Annual item	Portfolio Holder for People and Communities Director for Housing and Communities	1 March 2022	One item only agenda	N/A	Yes
(8) Scrutiny Annual Report	Annual Item	Scrutiny Officer Chairman of Scrutiny Committee	5 April 2022	Report detailing the work of the Scrutiny Committee over the previous 12 months	N/A	Yes
(9) Task and Finish Group Report on Housing Voids Management and Temporary Accommodation	One off item – response to Scrutiny Recommendations	Portfolio holder for Housing and Communities Director for Council Homes and Landlord Services	2021/22 (Date TBC)	To provide a full report to the Scrutiny Committee on the recommendations approved by Cabinet in January 2020 including any evidence regarding the impact of improvements– agreed to move this item to April 2021 PC 26/01/21 Agreed to move to June re New Assistant Director 25.02.21 PC	Scrutiny approved the Task and Finish Group Recommendation	
(10) Melton Lottery	Report to inform Scrutiny of impact of recommendations from January 2020	Portfolio Holder for Climate, Access and Engagement Director for Housing and Communities	2021/22 (Date TBC)	Further to the recommendation from Scrutiny Committee 7 January 2020 update report to be presented to Scrutiny Committee	Scrutiny 7/1/20 Cabinet approved review in June 2020	

PORTFOLIO HOLDER ANNUAL PRESENTATION– Topic to be confirmed in advance through Scrutiny Chairman

(1) Leader	Chief Executive	June 2021	Summary of delivery of the Corporate Strategy 20/21 and objectives for 21/22
(2) Portfolio Holder Questions- Corporate Governance Finance and Resources	Director for Corporate Services	July 2021 - TBC	Details to be confirmed
(3) Portfolio Holder Questions-Growth and Prosperity (Deputy Leader)	Director for Growth and Regeneration	September 2021 - TBC	Details to be confirmed
(4) Portfolio Holder Questions- Council Homes and Landlord Services	Director for Housing and Communities	October 2021 - TBC	Details to be confirmed
(5) Portfolio Holder Questions- Climate, Access and Engagement	Assistant Director for Governance & Democracy	November 2021 - TBC	Details to be confirmed
(6) Portfolio Holder Questions-People and Communities	Director for Housing and Communities	March 2022 - TBC	Crime and Disorder

PENDING ITEMS These items are awaiting further discussion/addition to the work plan

Suggested Topics (One-off or Review Item?)	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman
(1) Empty Homes ONE OFF ITEM	Portfolio Holder for Growth and Prosperity Director for Growth and Regeneration	TBC	To understand the extent and impact of empty homes in Melton and raise awareness. To identify the Council's priority objectives for tackling empty properties in Melton and whether these have been met. To identify what resources and funding is available to tackle empty homes in Melton. To identify best practice used elsewhere in tackling empty homes which can be used in Melton Included in Housing Strategy	
(2) Housing Allocations- Application of Process and Procedure ONE OFF ITEM	Portfolio Holder for Housing and Communities	TBC	To understand the role and purpose of social housing in Melton To understand the current position on housing allocations To ensure the criteria for the allocation of housing is clear and easy to understand, including a consideration of different ways of offering choice To consider types of tenure	Awaiting draft of Revised Allocations Policy
(3) Community-led Council	One off item	Portfolio Holder for Climate, Access and Engagement Director for Governance and Regulatory Services	Post June 2021	Pre-development work to support approach to engagement and community involvement Engagement considered as part of Response and Recovery Task and Finish Groups – agreed to move this item to April 2021 PC 09/10/20 Delay n final reports from R&R Task and Finish – agreed to move to next Municipal Year 21/22 – PC 17/3/21

ADVICE ON WORKPLAN

What is a Work Plan?

The Scrutiny Work Plan outlines the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council's Scrutiny Committee and any Working Groups convened for review work.

Topics added to the work plan should have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of lives of Melton's residents.

It is recognised that there is a need for flexibility in the work plan so as to allow relevant issues to be dealt with as and when they arise.

Sources of Work Plan Ideas

Numerous sources of information can help to inform topic selection, including:

- Concerns that have been raised by the public relating to Council delivered services

- Issues of community concern – not necessarily services delivered by the Council
- Issues that have been flagged up by reviews, audits or inspections (past and present).
- Issues relating to Councils outcomes, objectives and priorities
- Consultations and interviews
- Underperformance
- “Stakeholders” concerns – raised by the Council’s partners or the users of services
- Partnership objectives
- Cabinet Members, Chief Executive or Directors presentations about the pertinent issues that are emerging and any opportunities or threats on the horizon
- Central government priority changes
- Improvement Plans
- Forward Plan
- Budgetary analysis.

Scrutiny is also encouraged to think about external Scrutiny and the monitoring of other public bodies, and how its activities will engage partner organisations, the media and the public.

Selecting a Work Plan Topic

The Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible workplan for Scrutiny. This means looking at the sources of information that may help and using them to choose the right topics.

This involves:

- Drawing out and discussing what matters most to Councillors and to the community at large
- Finding out about any research that has been completed or that is planned
- Prioritising topics
- Considering what added value is expected as a result of Scrutiny involvement
- Considering whether the topic is already being reviewed elsewhere

It is also important to note that Scrutiny has limited time and resources and therefore workplans need to be manageable. It is not possible to include every topic suggested by Members, Directors or the Public in the workplan. In addition Officer capacity may be diverted from projects if a review is added to the workplan without considering the impact on Officer resource and this should be a consideration in adding to workplans.

Successful Scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

Risks

A common pitfall for Scrutiny can be the inclusion of topics on the work plan that are unmanageable, of limited interest to the community, purely for informational purposes, have few outcomes and fail to ‘add value’ to the work of the Council or the wellbeing of the community. As such the selection and prioritisation of topics is critical to the effectiveness of Scrutiny as such processes can ensure clearer focus, particularly in poor or weak areas of performance or major issues of concern to the wider community.