

MELTON BOROUGH COUNCIL SCRUTINY WORK PROGRAMME 2021/22

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
Additional Budget Scrutiny	Dawn Garton Director for Corporate Services Scrutiny Chairman	TBC	A one-off task and finish group is to be formed in order to undertake additional scrutiny of the Council's budget.	TBC	N/A – There will be no final report, however there will be comments which will be fed back to Officers.
Asset Development Programme	Pranali Parikh Director for Growth and Regeneration Scrutiny Chairman	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) Annual Equalities Report	Annual item	Portfolio Holder for People and Communities Director for Housing and Communities	2 November 2021	The report is the annual report on equalities but is caveated in the fact that it will be presented to Scrutiny before the end of the year.	Scrutiny Workshop June 2021	Yes
(2) 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
(3) Crime and Disorder	Annual item	Portfolio Holder for People and Communities Director for Housing and Communities	1 March 2022	Two topics: <ul style="list-style-type: none"> Victim Support Services Impact of rural crime and efforts to address 	N/A	Yes
(4) 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

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. (Presentation has taken place)
(2) Portfolio Holder Questions- Corporate Governance Finance and Resources	Director for Corporate Services	July 2021	Overview of 20/21 and updates to portfolio responsibilities. (Presentation has taken place)
(3) Portfolio Holder Questions- Growth and Prosperity (Deputy Leader)	Director for Growth and Regeneration	September 2021	Overview of portfolio and objectives for 21/22. (Presentation has taken place)
(4) Portfolio Holder Questions- Council Homes and Landlord Services	Director for Housing and Communities	October 2021	Overview of portfolio and objectives for 21/22. (Presentation has taken place)
(5) Portfolio Holder Questions- Climate, Access and Engagement	Assistant Director for Governance & Democracy	November 2021 - TBC	Overview of portfolio and objectives for 21/22.
(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 or additional research before being added to the work programme				
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 <i>Included in Housing Strategy.</i>	
(2) Housing Allocations- Application of Process and Procedure ONE OFF ITEM	Portfolio Holder for Housing and Communities Director 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 People and Communities Director for Housing and Communities	TBC	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
(4) Country Park – Public Spaces Protection Order (PSPO) REVIEW ITEM	Portfolio Holder for Growth and Prosperity (Deputy Leader) Director for Growth and Regeneration	Dec 2021	The review of the PSPO will commence in December 2021. There will be a briefing session about the PSPO process with interest Members.	Scrutiny Workshop – June 2021
(5) Community Grants Scheme	Cllr Donald Pritchett (Co-opted)	TBC	It was confirmed by the Scrutiny Chairman at the Committee meeting on 5 October 2021 that some preliminary work would be carried out before Members decide on whether to formally proceed with the review.	Referred from the Audit & Standards Committee on 28 September 2021.

SUGGESTED ITEMS These items are awaiting further discussion, additional research or volunteers before being added to the work programme				
Suggested Topics (One-off or Review Item?)	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman
(1) Debt Collection	Portfolio Holder for Corporate Governance, Finance and Resources	Dec 2021 / Jan 2022	Profiling work to take place with Scrutiny to be involved at the end of the that work. Profiling will take four to six months.	Invitation for investigation made by the Portfolio Holder for Corporate Governance, Finance and Resources – June 2021
(2) Communication – Including front desk enquiries at Parkside.	Portfolio Holder for People and Communities Director for Housing and Communities	TBC		Scrutiny Workshop – June 2021
(3) Youth Services	Portfolio Holder for People and Communities Director for Housing and Communities	TBC	Councillor Bindloss has agreed to undertake some research before presenting a case to the Committee for further investigation.	Councillor Bindloss – July 2021
(4) Allotments in Melton Mowbray ONE OFF ITEM	Portfolio Holder for Growth and Prosperity (Deputy Leader) Director for Corporate Services	TBC	The purpose of the work is to establish: <ul style="list-style-type: none"> • Are they being used? • Do we need more? • What income is being generated? What is the cost to the Council of maintenance? At the Committee meeting on 5 October 2021, it was agreed that the Committee requests further information on the allotments in Melton Mowbray from the Corporate Assets Manager.	Scrutiny Workshop – June 2021
(5) Car parking charges	Portfolio Holder for Growth and Prosperity (Deputy Leader) Director for Growth and Regeneration	TBC	This topic was raised due to concern over MBC's car parking charges. Councillor Illingworth has agreed to undertake some pre-investigation research.	Scrutiny Workshop – June 2021
(6) Car parking contract	Portfolio Holder for Growth and Prosperity (Deputy Leader) Director for Growth and Regeneration	TBC	Would be subject to the timing of contract renewal.	Scrutiny Workshop – June 2021
(7) Complaints about GPs	The Leader Chief Executive	TBC	At the Committee meeting on 5 October 2021, it was agreed that the Chair and the Director for Housing and Communities would compile a list of questions on the topic of GP services for health professions to respond to.	Scrutiny Workshop – June 2021
(8) Dog Warden contract	Portfolio Holder for Climate, Access and Engagement	TBC	Would be subject to the timing of contract renewal.	Scrutiny Workshop – June 2021

	Director for Growth and Regeneration			
(9) Mayoralty Protocol Document	The Leader Assistant Director for Governance and Democracy	TBC	Aim is to produce a protocol document. Recommend waiting until current incumbent has settled into the role and can then feedback on any issues which need further review. Helpful to wait for the outcome of the Independent Remuneration Panel (due September).	Scrutiny Committee – June 2021
(10) The leisure contract with WLC and the upgrading of the site to MV16. (Plus Health and Leisure Park Development)	The Leader Director for Growth and Regeneration	TBC	Depends on timescales of the contract and development. Important strategic ambition with the establishment of health and leisure park.	Scrutiny Workshop – June 2021
(11) Waste – Recycling Rates	Portfolio Holder for Climate, Access and Engagement Director for Housing and Communities	TBC (Sept 21)	Scrutiny to investigate and provide their findings for the consultation on the Draft Leicestershire Waste Strategy.	Scrutiny Workshop – June 2021

ADVICE ON WORK PROGRAMME

What is a Work Programme?

The Scrutiny Work Programme 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 programme 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 programme so as to allow relevant issues to be dealt with as and when they arise.

Sources of Work Programme 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 Programme Topic

The Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible work programme 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 work programme.

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.