

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
Asset Development Programme	Pranali Parikh Director for Growth and Regeneration Scrutiny Chairman	23 March 2022	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
Climate Change	Pranali Parikh Director for Growth and Regeneration Member Lead – TBC	TBC	A workshop will be held to give Scrutiny the opportunity to review and discuss any plans.	Agreed by the Chairman on 28 January 2022. Will need to be formally agreed by the Committee to add to the Work Programme at the meeting on 22 February 2022.	N/A – There will be no final report but comments will be fed into plans.
Health, Leisure and Wellbeing	Pranali Parikh Director for Growth and Regeneration Scrutiny Chairman	26 April 2022	Through a workshop, Scrutiny will review and discuss the Health, Leisure and Wellbeing plans. This workshop will include the leisure contract with WLC and the upgrading of the site to MV16. Plus Health and Leisure Park Development.	Originally requested at Scrutiny Workshop, June 2021. Requested by Scrutiny Chairman on 25 January 2022.	N/A – There will be no final report but comments will be fed into plans.
Housing Revenue Account (HRA) Business Plan	Michelle Howard Director for Housing and Communities (Deputy Chief Executive) Scrutiny Chairman	7 December 2021 2nd meeting – 15 March 2022	A one-off workshop was formed so that Scrutiny could be consulted, at an early stage, in the development of a business plan for the HRA. It was agreed at the Members: Councillors R Child, P Chandler, J Douglas, C Evans, P Posnett and J Wilkinson.	9 November 2021 meeting – Proposed by Chairman and approved by Committee.	N/A – There will be no final report, however comments will feed into the development of the business plan.
Lifeline	Michelle Howard Director for Housing and Communities (Deputy Chief Executive) Scrutiny Chairman	TBC	A one-off workshop is to be formed so that Scrutiny can be consulted, at an early stage, on the options.	9 November 2021 meeting – Proposed by Chairman and approved by Committee.	N/A – There will be no final report, however comments will feed into the development of any plans.
Town Centre Masterplan	Pranali Parikh Director for Growth and Regeneration Member Lead – TBC	22 February 2022	A one-off workshop is formed so that Members can contribute to the development of a Town Centre Masterplan.	Agreed by Chairman on 2 February 2022. Will need to be formally agreed by the Committee to add to the Work	N/A – There will be no final report, however comments will feed into the development of the masterplan.

			Members: Councillors P Chandler, J Douglas, M Glancy, P Posnett and M Steadman.	Programme at the meeting on 22 February 2022.	
Waste Strategy	Michelle Howard Director for Housing and Communities (Deputy Chief Executive) Scrutiny Chairman	TBC	Having received an update report on the progress of the Leicestershire Waste Strategy at the meeting held on 5 October 2021, it was agreed that the item should be added to the work programme in order to keep a watch brief on the topic.	9 November 2021 meeting – Proposed by Chairman and approved by Committee.	N/A – There will be no final report, however there will be comments which will be fed back to the Cabinet.

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) Update on allotments	One-off	Portfolio Holder for Growth and Prosperity Director for Growth and Regeneration	22 February 2022	The purpose of the report is to establish the following: <ul style="list-style-type: none"> • Are they being used appropriately? • Does the Council need more? • What income is being generated? • What is the maintenance cost to the Council? 	Councillor P Chandler / 5 October 2021	Yes
(2) 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
(3) HRA Business Plan	One-off	Portfolio Holder for Council Homes and Landlord Services Assistant Director for Housing	5 April 2022	Scrutiny Committee are to receive the final HRA Business Plan.	Review agreed: 9 November 2021 Agenda item agreed at workshop: 7 December 2021	Yes
(4) Crime and Disorder	Annual item	Portfolio Holder for People and Communities (Deputy Leader) Director for Housing and Communities	July 2022	Two topics: <ul style="list-style-type: none"> • Victim Support Services • Impact of rural crime and efforts to address 	N/A	Yes
(5) Debt Management Report	Annual item	Portfolio Holder for Corporate Governance, Finance and Resources Revenues & Benefits Manager	TBC	The report will cover the following: <ol style="list-style-type: none"> 1) An overview of the Council's historic debt and recommendations on approach to resolution. 2) Assurance of the Council's current arrangements for debt management and recovery. 3) An outline of all outstanding debt, broken down by service, at 1 April 2021. 4) Value of debt written off each month. 	Invitation for investigation made by the Portfolio Holder for Corporate Governance, Finance and Resources / June 2021	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	Overview of portfolio and objectives for 21/22. (Presentation has taken place)
(6) Portfolio Holder Questions- People and Communities	Director for Housing and Communities	April 2022	Overview of portfolio and objectives for 22/23.

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) Communication – Including front desk enquiries at Parkside.	Portfolio Holder for People and Communities Director for Housing and Communities	TBC		Scrutiny Workshop – June 2021
(2) 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
(3) 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
(4) 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
(5) 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
(6) Dog Warden contract	Portfolio Holder for Climate, Access and Engagement Director for Growth and Regeneration	TBC	Would be subject to the timing of contract renewal.	Scrutiny Workshop – June 2021
(7) 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

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.