

## MELTON BOROUGH COUNCIL SCRUTINY WORK PROGRAMME 2022/23

### 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	<ul style="list-style-type: none"> <li>Review of the options and identification of objectives and projects which could be funded from capital receipts (e.g. Housing Company.)</li> <li>Review the social and economic benefits/impacts of any change (if any).</li> </ul> <p>It was agreed at the workshop that Officers should create options, based on the steer of Members, and then present those options at a second workshop, in summer 2022, for scrutiny. <i>(It has since been confirmed by Officers that the second Workshop would take place in September.)</i></p> <p>Members: R Child, P Chandler, C Evans, E Holmes and P Posnett.</p>	22 December 2020 meeting – Proposed by Chairman and approved by Committee	December 2020 (Original)  N/A – There will be no final report but comments will be fed into plans.
Climate Change	Pranali Parikh Director for Growth and Regeneration  Member Lead – TBC	TBC	A workshop will be held in November to give Scrutiny the opportunity to review and discuss any plans. This may include a presentation from the Climate Change Officer.	Agreed by the Chairman on 28 January 2022.  22 February 2022 meeting – Proposed by Chairman and approved by Committee.	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	May 2022 (Original)  New date – TBC	<p>Through a workshop, Scrutiny will review and discuss the Health, Leisure and Wellbeing plans.</p> <p>This workshop will include the leisure contract with WLC and the upgrading of the site to MV16. Plus Health and Leisure Park Development.</p> <p><b>(11 July – AG has enquired about readiness of Officers for second workshop.)</b></p>	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.
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.

Tourism	Pranali Parikh Director for Growth and Regeneration  Member Lead – TBC	TBC	Following concerns raised with how the tourism offer is being promoted by Melton Borough Council, it was decided to schedule a one-off workshop with the Tourism Officer to discuss concerns. The workshop will take place in October.	Scrutiny Workshop, June 2022	N/A – There will be no final report, however there is expected to be comments to feed back to Cabinet and the service.
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) Consultancy Spend	One-off	Portfolio Holder for Corporate Governance, Finance and Resources  Director for Corporate Services	July 2022	The report will outline what monies the Council has spent on consultancy fees in the last five years and will include any information on any monies the Council has committed to spend on consultants in the future.	Scrutiny Committee, 22 February 2022	Yes
(2) Crime and Disorder	Annual item	Portfolio Holder for People and Communities (Deputy Leader)  Director for Housing and Communities	September 2022	Two topics: <ul style="list-style-type: none"> <li>Victim Support Services</li> <li>Impact of rural crime and efforts to address</li> </ul>	N/A	Yes
(3) Asset Development Programme, Outline Business Case	One-off	Portfolio Holder for Corporate Governance, Finance and Resources  Director for Growth and Regeneration	September 2022	The outline business case for the Asset Development Programme is to be presented to Scrutiny.	N/A	Yes
(4) Debt Management Report	Annual item	Portfolio Holder for Corporate Governance, Finance and Resources  Revenues & Benefits Manager	September 2022	The report will cover the following: <ol style="list-style-type: none"> <li>An overview of the Council's historic debt and recommendations on approach to resolution.</li> <li>Assurance of the Council's current arrangements for debt management and recovery.</li> <li>An outline of all outstanding debt, broken down by service, at 1 April 2021.</li> <li>Value of debt written off each month.</li> </ol>	Invitation for investigation made by the Portfolio Holder for Corporate Governance, Finance and Resources / June 2021	Yes
(5) HRA Asset Management Plan	One-off	Portfolio Holder for Corporate Governance, Finance and Resources  Director for Housing and Communities	October 2022	The HRA Asset Management Plan will be considered by Scrutiny before being presented to Cabinet and Council.	N/A	Yes

(6)	Leader's Annual Presentation	Annual item	Leader Chief Executive	November 2022	Summary of delivery of the Corporate Strategy 21/22 and objectives for 22/23.	Scrutiny Workshop, June 2022	TBC
(7)	Budget	Annual item	Portfolio Holder for Corporate Governance, Finance and Resources  Director for Corporate Services	January 2023	Scrutiny of the Budget (All Members) <b>One item only agenda</b>	N/A	Yes
(8)	Scrutiny Annual Report	Annual Item	Scrutiny Officer  Chairman of Scrutiny Committee	March 2023	Report detailing the work of the Scrutiny Committee over the previous 12 months	N/A	Yes

<b>PENDING ITEMS</b> These items are awaiting further discussion or additional research before being added to the work programme				
<b>Suggested Topics (One-off or Review Item?)</b>	<b>Officer and Member Lead</b>	<b>Date</b>	<b>Notes</b>	<b>Requested by (Member)/ Date agreed for addition by Scrutiny Chairman</b>
(1) Changes to housing regulatory framework	Michelle Howard, Director for Housing and Communities	TBC	The Director for Housing and Communities suggested presenting an one-off report to the Scrutiny Committee outlining the regulatory changes to the housing sector.  Item is pending as no date has been confirmed for the Committee to receive the report.	Scrutiny Workshop, June 2022
(2) Update on MMDR	Chief Executive	TBC	At the Scrutiny Work Programme Workshop in June 2022, Members requested an update report on the MMDR project.  Item is pending as no date has been confirmed for the Committee to receive the report.	Scrutiny Workshop, June 2022
(3) Youth Provision	Michelle Howard Director for Housing and Communities	TBC	Members requested a review of youth provision in the Borough of Melton.	Scrutiny Workshop, June 2022

## **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 work programme. 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 programme 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.