

## 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
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	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.
Homelessness	Michelle Howard Director for Housing and Communities (Deputy Chief Executive)  Scrutiny Chairman	TBC	Following a concern expressed at the potential for an increase in homelessness as a result of the cost-of-living crisis, the Committee decided to review homelessness within the Borough.	18 October 2022 meeting – Proposed by Chairman and approved by Committee	TBC
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.
Planning Service	Pranali Parikh Director for Growth and Regeneration  Scrutiny Chairman	16 February 2023	Following concerns from Members regarding the Planning Service, it was decided that the topic should be added to the Work Programme.	Agreed by the Chairman on 5 September 2022.	N/A – There will be no final report, however there is expected to be comments to fed back to Cabinet and the service.

**COMPLETED REVIEWS**

These reviews have been completed this Municipal Year.

It must be noted that what is meant by completed is that Scrutiny involvement is complete. The topics may still require consideration by the Cabinet, Council or External Body.

Topic	Notes
Asset Development Programme (ADP)	A Working Group consisting of Cllrs Child, Chandler, Evans, Holmes and Posnett met on 23 March 2022 and again on 3 November 2022. A series of options were presented and Members gave feedback so Officers can further develop the ADP. The next step is that the ADP, with Scrutiny comments included, will be presented to the Cabinet for consideration.
Budget	Members held a workshop on 3 January 2023 in order to scrutinise the proposed budget prior to the public release of for the agenda of the Scrutiny Committee meeting to be held on 24 January 2023.
Crime and Disorder	Members met with Leicester, Leicestershire and Rutland Police and Crime Commissioner (PCC) on 20 October 2022 for a question-and-answer session on his aims and objectives with a focus on the Borough of Melton. The feedback from the meeting was presented to the Cabinet by the Scrutiny Chairman at the Cabinet meeting held on 16 November 2022.
Leisure Procurement Strategy	Members received a draft copy of the Leisure Procurement Strategy at a workshop held on 5 January 2023 and comments on the recommendations were provided to Officers. All suggested improvements will be considered by the Cabinet before they are added to the strategy.
Strategic Partnership (Collaboration)	The Committee considered the business case for the Strategic Partnership between Melton Borough Council and Harborough District Council at the meeting held on 22 November 2022. All comments made by Members were presented to the Cabinet when they considered the business case at a meeting held on 6 December 2022.
Tourism Service	At the meeting on 18 October 2022, the Committee received a report and presentation about tourism in the Borough and what the tourism service does to promote tourism. Members provided feedback which was presented to the Cabinet by the Scrutiny Chairman at the Cabinet meeting held on 16 November 2022.
Waste Strategy	The Committee received the final draft of the Leicestershire Resources and Waste Strategy. The strategy will be considered by Cabinet at their meeting to be held on 25 January 2023. Members provided feedback on the strategy and that feedback will be presented to the Cabinet by the Scrutiny Chairman at the meeting.

**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) Budget	Annual item	Portfolio Holder for Corporate Governance, Finance and Resources  Director for Corporate Services	24 January 2023	Scrutiny of the Budget (All Members) <b>One item only agenda</b>	N/A	Yes
(2) Leader's Annual Presentation	Annual item	Leader  Chief Executive	14 March 2023	Summary of delivery of the Corporate Strategy 21/22 and objectives for 22/23.	Scrutiny Workshop, June 2022	TBC
(3) Scrutiny Annual Report	Annual Item	Scrutiny Officer  Chairman of Scrutiny Committee	18 April 2023	Report detailing the work of the Scrutiny Committee over the previous 12 months	N/A	Yes
(4) Sundry Debt, Rent Arrears and Garage Arrears	One-off item	Portfolio Holder for Corporate Governance, Finance and Resources  Interim Revenues & Benefits Manager  Tenancy Services Manager	18 April 2023	Following the consideration of the debt management update report at the Scrutiny meeting on 11 January 2023, Members requested an update report on sundry debt, rent arrears and garage arrears.	11 January 2023 meeting	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.