

MELTON BOROUGH COUNCIL SCRUTINY WORK PROGRAMME 2024/25

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.

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 workshop
Customer Journey Framework	Director for Housing and Communities	27 June 2024	Workshop session. To shape future policy framework for customer journey and service delivery across the organisation.	Agreed by Scrutiny Committee Chair, 26 March 2024	Yes
Budget Scrutiny	Director for Corporate Services Assistant Director for Resources	10 December 2024	A Budget Scrutiny Workshop is proposed to give Members an opportunity to view key changes to the budget prior to the publication of the budget papers at January’s formal Budget Scrutiny Committee meeting. The Workshop gives Members an opportunity to raise queries or concerns with any proposals before they are finalised.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
Developing a Youth Strategy	Director for Housing and Communities	July 2024	This is a corporate strategy commitment and a key area of focus in 2024/25. Members have the opportunity to shape policy scope, development and focus. Scrutiny input to be facilitated via an initial workshop followed by a task and finish group of the committee working with lead officers and portfolio holder.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
Waste Strategy and Contract Delivery	Portfolio Holder for Governance, Environment and Regulatory Services Director for Housing and Communities	November 2024	Review of the Council’s Waste Strategy to support its refresh and review of waste contract delivery and Performance, including Street Cleansing. Scrutiny input to be facilitated by an initial workshop followed by an invitation to the waste contract provider to meet with committee Members.	Scrutiny Committee, 23 November 2023	Yes
Asset Development (Review of formal business case for GP Surgery)	Director for Growth and Regeneration	To be confirmed (Oct-Dec 2025)	Key part of the Asset Development Programme. Opportunity via a workshop session to review and scrutinise business case and consider interdependencies ahead of Cabinet consideration.	Scrutiny Work Programme Workshop, 10 June 2024	-

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 Scrutiny Report	Annual Item	Scrutiny Committee Chair Senior Democratic Services and Scrutiny Officer	27 June 2024	Report detailing the work of the Scrutiny Committee over the previous 12 months.	N/A	Yes
(2) Crime and Disorder	Annual Item	Portfolio Holder for Corporate Finance, Property and Resources Director for Housing and Communities	5 September 2024	The Scrutiny Committee is to discharge it's duties as the Council's Crime and Disorder Committee.	N/A (Statutory Function)	Yes
(3) Cleaner, Greener Melton (Environmental quality)	One-off	Portfolio Holder for Governance, Environment and Regulatory Services Director for Housing and Communities	17 October 2024	This will bring together strands of work across teams and directorates.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(4) Mid-Year Work Programme Review	Annual Item	Scrutiny Committee Chair Senior Democratic Services and Scrutiny Officer	28 November 2024	The Scrutiny Committee is to carry out it's mid-year review of the Scrutiny Work Programme.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(5) Social Housing Allocation	One-off	Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	28 November 2024	Bidding Process and Housing Allocations Policy/Arrangements. Members to review in order to have clarity on the policy, process, allocations arrangements in action and customer journey (including for specific user groups).	Scrutiny Committee, 23 November 2023	Yes
(6) Budget	Annual Item	Portfolio Holder for Corporate Finance, Property and Resources Director for Corporate Services	23 January 2025	Scrutiny of the Budget. <i>All Members are invited to participate.</i>	N/A	Yes
(7) Landlord Assurance Board Annual Report	Annual Item	Portfolio Holder for Housing and Landlord Services	23 January 2025	The Scrutiny Committee will receive the Landlord Assurance Board's Annual Report.	Scrutiny Committee, 25 April 2024	Yes

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
		Director for Housing and Communities				
(8) Food Waste Collection Requirements (Implementation)	One-off	Director for Housing and Communities	25 February 2025	Food waste collection is a legal requirement from 2026. This report will provide an overview of the requirements and preparatory work being undertaken to deliver on this requirement.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(9) Health and Well-being Outcomes	One-off	Portfolio Holder for Communities, Health and Well-being Director for Housing and Communities	25 February 2025	Health and Well-being outcomes of the Borough's residents will be scrutinised.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(10) Developing a Cyber Security Strategy	One-off	Portfolio Holder for Corporate Finance, Property and Resources Director for Corporate Services	20 March 2025	A report detailing the options for the development of a Cyber Security Strategy.	Scrutiny Work Programme Workshop, 10 June 2024	-
(11) Regulatory compliance in housing including TSM review 2024/25	One-off	Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	20 March 2025	The Scrutiny Committee will be presented with the opportunity to review and scrutinise compliance, complaints performance and tenant satisfaction improvements.	Scrutiny Work Programme Workshop, 10 June 2024	Yes
(12) Leader's Annual Presentation (Delivery against the Corporate Strategy)	Annual Item	Leader of the Council Chief Executive	29 April 2025	The Leader is invited to deliver his annual presentation to the Scrutiny Committee. In doing so the Leader will explain how the Council has delivered it's Corporate Strategy.	Scrutiny Work Programme Workshop, 10 June 2024	-
(13) Work Programme Reflections	Annual Item	Scrutiny Committee Chair Senior Democratic Services and Scrutiny Officer	29 April 2025	The Committee are to reflect on 2024/25 Work Programme and areas of focus for 2025/26.	To be agreed.	-

PENDING ITEMS These items are awaiting further discussion or additional research before being added to the work programme.

Topics (One-off or Review Item?)	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman
(1) Connected with our Rural Communities	Director for Housing and Communities Director for Growth and Regeneration Scrutiny Lead: TBC	2025/26	Workshop session proposed. It is recommended that the Leicestershire and Rutland Association of Local Councils is invited.	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(2) Homelessness Strategy	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Committees	2025/26	Scrutiny Committee review of the draft homelessness strategy will add value and will enable feedback and / or recommendations to cabinet for consideration. In this context, the Committee would be well placed to fulfil a consultative function.	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(3) Supporting an aging population	Director for Housing and Communities Scrutiny Lead: TBC	2025/26	Workshop session proposed.	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(4) Lightbulb Future Delivery Proposals	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Communities	2025/26	Scrutiny committee involvement in the development of the five-year business plan will be advantageous for the whole partnership. It will also enable the committee to provide feedback to cabinet on the opportunities and constraints for Lightbulb as a service (e.g. eligible spend guided by legislative framework and ringfence, leading to underspend). <i>This is a partnership piece of work.</i>	Scrutiny Work Programme Workshop, 15 June 2023 (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)
(5) Future Leisure Provision	Director for Growth and Regeneration Scrutiny Lead: TBC	2025/26	Workshop session proposed.	SLT suggested this should be a workshop instead of a Policy Development Group in 2023/24. (Date revised at Scrutiny Work Programme Workshop, 10 June 2024)

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.