

Scrutiny Committee

23 July 2019

Report of:

**DIRECTOR FOR LAW AND
GOVERNANCE**

ESTABLISHMENT OF TASK AND FINISH GROUP - HOUSING VOIDS MANAGEMENT AND TEMPORARY ACCOMMODATION

1.0 Summary:

- 1.1 It is proposed that Scrutiny Committee set up a Task and Finish Group to undertake a review into Housing Voids Management and Temporary Accommodation and approve Terms of Reference to enable work to begin.

2.0 Recommendations

- 2.1 That Scrutiny Committee establishes a Task and Finish Group to review Housing Voids Management and Temporary Accommodation. The review will support the organisational review of service quality and will give Members the opportunity to understand the systems thinking methodology currently being deployed for service improvement.
- 2.2 That Scrutiny Committee approves the Terms of Reference (which includes the scope of the review) at Appendix One but notes that revisions may be proposed to the next Scrutiny Committee as scheduled in the Annual Calendar of Meetings once a Scoping Document has been completed by the Group. Any revisions shall not inhibit the Group from commencing the review.
- 2.3 That Scrutiny Committee note that the Scoping Document shall include a timetable for completion of the review and shall be presented to the next Scrutiny Committee as scheduled in the Annual Calendar of Meetings.
- 2.4 That Scrutiny Committee approves the membership of Task and Finish Group to be no more than four members which shall include the Chair of Scrutiny Committee and three other members as determined by the Chair (one place to be offered to the Opposition Group).

3.0 Report Detail

- 3.1 On 18th June 2019, Scrutiny Committee reviewed its annual work plan and areas which it felt would benefit from review. Any review items are added to the work plan following the Chair of Scrutiny Committee determining that they meet the considerations contained within 6.3 of the Scrutiny Functions and Procedure Rules.

- 3.2 Committee members have provided comments to the Chair of Scrutiny on the work plan and she has proposed that a Task and Finish Group is established to review Housing Management Voids and Temporary Accommodation.
- 3.3 The area for review has been proposed as it has been raised by elected members as an area of concern and a review would have a positive impact on the service to which it relates. It can also be completed within a proportionate time. Officers welcome the review and will positively engage with the Group to ensure that recommendations are useful as possible. The review supports the wider organisational review into service improvement and should adopt a systems thinking methodology to ensure the voids process can be reviewed 'end to end' and to give Members the opportunity to understand the methodology being utilised to support organisational service improvement.
- 3.4 It is suggested that membership of Task and Finish Group be no more than four members which shall include the Chair of Scrutiny Committee and three other members as determined by the Chair (one place to be offered to an Independent Group member). This will enable the review to be undertaken in good time which is essential as recommendations may help to inform work undertaken on the new Corporate Strategy and improvement work being considered within the Housing service.
- 3.5 Members not appointed to the task and finish group will still have the opportunity to provide evidence and make submissions for consideration by the group as well as asking questions when the group provides update reports to the Scrutiny Committee.
- 3.6 Once membership has been established, the Group will have a preliminary scoping meeting to decide whether the Terms of Reference require further revision. They will also agree a timetable for the review which will include a date of completion. The revised Terms of Reference and timetable will then be brought back to the Scrutiny Committee for approval.
- 3.7 Once the review is complete, a report will agreed by Scrutiny Committee before recommendations are submitted to Cabinet.

4.0 **Consultation and Feedback**

- 4.1 Stakeholders to be interviewed during the review shall be established during the Scoping exercise.
- Scrutiny Members who are not members of the Group shall be updated on progress regularly.

5.0 **Next Steps**

- 5.1 If approved, Democratic Services shall set up an initial scoping meeting for the Group and develop a timetable for completion. Revision shall be made to the Terms of Reference if required and approved at the next scheduled Scrutiny Committee.

6.0 **Financial Implications**

- 6.1 Clerical support for the group will be provided by the Democratic Services Team

and can be contained within existing resources.

7.0 Legal and Governance Implications:

7.1 There is no legal provision for Task and Finish groups. This group will therefore operate within the rules set out in the Constitution.

The Task and Finish Group does not have decision making powers, therefore any decision (on the wording of the final report, for example) should be undertaken through consensus, not by a vote. Any recommendations arising from the group will be subject to comment and endorsement by the Scrutiny Committee and approval by Cabinet.

8.0 Equality and Safeguarding Implications:

8.1 There are no equalities implications in establishing a Task and Finish Group.

9.0 Community Safety Implications:

9.1 There are no equalities implications in establishing a Task and Finish Group.

10.0 Other Implications

10.1 There are officer resource implications with Scrutiny reviews and these shall be considered by members during any scoping exercise to ensure that the Council can support the review and its requirements.

11.0 Risk & Mitigation:

11.1 There are no implications associated with establishing a Task and Finish Group.

Background Papers:

Scrutiny Work Plan

Appendices


Appendix 1 - Terms of Reference

Report Timeline:

Equalities Check & Challenge	N/A
SLT Sign off	N/A
Previously Considered by Cabinet	N/A
Director Approval	
Chief Finance Officer Sign Off	
Monitoring Officer Sign Off	

Report Author & Job Title

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