

## SCRUTINY WORKPLAN 2019/20

### 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 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.

<b>Suggested Topics</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>	<b>Portfolio Holder/Chief Officer consulted on date of report</b>
Housing Voids Management	Portfolio Holder for Housing and Communities  Deputy Chief Executive (Director for People and Communities)  Director for Growth and Regeneration	Task and Finish Group August 2019 – January 2020	To consider the Voids Process using a systems thinking methodology, which will review the process end to end  To consider current performance  To understand costs associated with void properties  To understand the Councils duties to provide accommodation to those who present as homeless.  To understand the cost of providing		

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			<p>temporary homeless accommodation</p> <p>To consider whether the provision of temporary accommodation provides best value</p> <p>To understand the impact of the Homelessness Reduction Act</p>		
<p>Temporary Accommodation and best value</p>	<p>Portfolio Holder for Housing and Communities</p> <p>Deputy Chief Executive (Director for People and Communities)</p> <p>Director for Growth and Regeneration</p>	<p>Task and Finish Group August 2019 – January 2020</p>	<p>To understand the Councils duties to provide accommodation to those who present as homeless.</p> <p>To understand the cost of providing temporary homeless accommodation</p> <p>To consider whether the provision of temporary accommodation provides best value</p> <p>Impact of Homelessness Reduction Act</p>		

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### **FORWARD PLAN ITEMS**

Items may be referred to Scrutiny by Cabinet for pre scrutiny or as a consultative body. Not all items will be considered by Scrutiny but it will be beneficial for some items to have Scrutiny involvement.

<b>Suggested Topics</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>	<b>Portfolio Holder/Chief Officer consulted on date of report</b>
Corporate Debt and Income Maximisation Policy	Portfolio Holder for Growth & Regeneration  Deputy Chief Executive (Director for People and Communities)	23 <sup>rd</sup> July 2019	In October 2019, Cabinet will consider the Corporate Debt and Income Maximisation Policy. Consultation will be undertaken prior to consideration. Scrutiny to provide comments as a consultative body to feed into decision making considerations by Cabinet.		
Community Grants Review	Portfolio Holder for Corporate Governance, Access and Engagement  Deputy Chief Executive and Director for People and Communities	17 <sup>th</sup> September 2019	Scrutiny to receive a presentation on the proposals to revise the policy on allocation of Community Grants in order to provide comments on feedback and to feed into decision making considerations by Cabinet.		

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<b>ONE OFF ITEMS</b> These are dealt with at scheduled meetings of the Committee. The following are suggestions for when particular items may be scheduled.					
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
Implementation of Workforce Strategy	Portfolio Holder for Corporate Finance and Resources  Director for Corporate Resources	12 <sup>th</sup> November 2019	Following approval by Council in March 2018, Scrutiny to receive an update on the implementation of the Policy and the impact it has had on the organisation.		
Report of the Voids Management and Temporary Accommodation Task and Finish Group	Chairman of Scrutiny Committee	7 <sup>th</sup> January 2020	To receive the recommendations from the Task and Finish Group for approval and referral to Cabinet.	Task and Finish Group	Yes
Services Charges		7 <sup>th</sup> January 2020 - TBC	To consider the timeframes and proposals for incorporating changes to Service Charges to include provision to cover	R Browne 12.11.19	Yes

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			Compliance checks.		
Melton Lottery	Portfolio Holder for Corporate Governance, Access and Engagement	7 <sup>th</sup> January 2020	To receive a report on the financial position of the Lottery.	P Cumbers 12.11.19	Yes AF-J/KK
Budget Scrutiny	Portfolio Holder for Corporate Finance and Resources	21 <sup>st</sup> January 2020	To play a full and active part in the development of the 2019-20 budget. To review/feedback on the Corporate Strategy Consultation	Annual Item	N/A
Crime and Disorder Scrutiny		3 <sup>rd</sup> March 2020	To consider actions undertaken by the responsible authorities on the community safety partnership.  To make reports or recommendations to the local authority with regard to those functions.  To consider Councillor Calls for Action  To consider actions undertaken by the responsible authorities on the partnership  The role of the panel should be as a 'critical friend' of the partnership providing constructive challenge at a strategic rather than operational	Statutory Function	

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			level.  Draft CSP Strategy – Scrutiny Consultation		
Housing Repairs	Portfolio Holder for Housing and Communities  Director for Growth and Regeneration	July 2020	A systems review has been commissioned and will be undertaken in the coming months. Scrutiny to receive an update on work being undertaken to improve performance.  To be delivered in the Portfolio Holder also opportunity to respond to Task and Finish Group Report in that review	P Cumbers	
Annual Report	Scrutiny Officer  Chairman of Scrutiny Committee	3 <sup>rd</sup> March 2020	Report detailing the work of the Scrutiny Committee over the previous 12 months		

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<b>PORTFOLIO HOLDER UPDATES</b>				
Portfolio Holder Questions-Growth and Prosperity	Portfolio Holder for Growth and Prosperity  Director for Growth and Regeneration	23 <sup>rd</sup> July 2019	Portfolio Holders to update Scrutiny on their portfolios on an annual basis	
Portfolio Holder Questions-Governance, Access and Customer Engagement	Portfolio Holder for Corporate Governance, Access and Engagement  Director for Law and Governance	17 <sup>th</sup> September 2019 – <b>DEFERRED</b>	Portfolio Holders to update Scrutiny on their portfolios on an annual basis	
Portfolio Holder Questions-Corporate Finance and Resources	Director for Corporate Services	12 <sup>th</sup> November 2019	Portfolio Holders to update Scrutiny on their portfolios on an annual basis	
Leader	Chief Executive	21 January 2020	Budget and Corporate Strategy	
Portfolio Holder for Environment and Regulatory Services	Director for Governance and Regulatory Services	TBC	Portfolio Holders to update Scrutiny on their portfolios on an annual basis	

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Portfolio Holder Questions-Housing and Communities	Portfolio Holder for Corporate Resources  Director for Housing and Communities	3 <sup>rd</sup> March 2020	Portfolio Holders to update Scrutiny on their portfolios on an annual basis	



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PENDING ITEMS These items are awaiting further discussion/addition to the work plan				
Suggested Topics (One-off or Review Item?)	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman
Cattle Market Income Stream ONE OFF/REVIEW ITEM	Director for Growth and Regeneration  Portfolio Holder for Growth and Prosperity	TBC	Consideration of income stream.	Councillor Child
Rent arrears and the link to universal credit and Me and My Learning. REVIEW ITEM	Portfolio Holder for Housing and Communities  Director for People and Communities (Deputy Chief Executive)	TBC	To understand how the Council collects income and the arrears management process.  To understand internal signposting services.  To understand how Universal Credit is explained to customers.  To understand what methods of communication we use to engage with our customers.  To understand what impact Universal Credit has on customers and colleagues	Rent arrears and the link to universal credit and Me and My Learning.

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			To understand what support is available to our most vulnerable customers.	
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	
Community Engagement including review of Community Forums REVIEW ITEM	Portfolio Holder for Corporate Governance, Access and Engagement  Deputy Chief Executive (Director for People and Communities)  Director for Law and Governance	TBC	Access to local democracy  To understand how Melton engages with its community  Engaging with hard to reach residents- equalities considerations  Voting and elections  Tools for engagement, e.g.- consultation	

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<p>Housing Allocations- Application of Process and Procedure ONE OFF ITEM</p>	<p>Portfolio Holder for Housing and Communities  Deputy Chief Executive (Director for People and Communities)</p>	<p>TBC</p>	<p>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</p>	
<p>Health Profile ONE OFF ITEM</p>	<p>Portfolio Holder for Housing and Communities  Deputy Chief Executive (Director for People and Communities)</p>	<p>TBC</p>	<p>To look at the Health Profile of the Borough with a focus on services provided in relation to health and physical activity particularly for older people.</p>	<p>17/9/19 – Scrutiny Committee</p>
<p>Debt Management Policy</p>	<p>Portfolio Holder for Corporate Finance and Resources  Director for People and Communities</p>	<p>Summer 2020</p>	<p>Scrutiny to receive an update after 4 months as to how the Policy has been implemented and whether this is having an impact on debt management.</p>	
<p>Implementation of Intensive Housing Management</p>	<p>Portfolio Holder for Housing and Communities</p>	<p>TBC</p>	<p>Scrutiny to receive an update following a restructure in 2018.</p>	

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Support	Director for People and Communities (Deputy Chief Executive)			
Enforcement ONE OFF ITEM	Director for Governance and Regulatory Services  Portfolio Holder Environment and Regulatory Services	TBC	To review the improvements made to enforcement following changes to directorate	Raised at meeting 17.09.19

### ADVICE ON WORKPLAN

#### What is a Work Plan?

The Scrutiny Work Plan 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 plan 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 plan so as to allow relevant issues to be dealt with as and when they arise.

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### Sources of Work Plan 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 Plan Topic

The Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible workplan 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

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- 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 workplans.

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.