

**Work programme – Overview and Scrutiny Management Board UPDATED: 15 September 2021**

| Meeting Date | Agenda Item            | Purpose/ Outcomes   | Recommendations   |
|--------------|------------------------|---|---|
| 16 June      | Year Ahead Plan        | Pre-decision scrutiny in advance of Cabinet meeting on 21 June. | <ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That Overview and Scrutiny Management Board members are consulted and involved in the development of both the format and the contents of the new medium-term Council Plan.</li> <li>3. That Overview and Scrutiny Management Board members receive regular updates, at a frequency and in a format to be determined, on performance against the objectives contained in the new medium-term Council Plan.</li> </ol> |
|              | Equality Annual Report | Pre-decision scrutiny in advance of Cabinet meeting on 21 June. | <ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That Overview and Scrutiny Management Board members are provided with the training and information to enable them to provide effective scrutiny and oversight of the equalities agenda at the Council in order to ensure the best equalities outcomes are obtained for both residents and Council employees.</li> </ol>  |
|              | Finance Update         | Pre-decision scrutiny in advance of Cabinet meeting on 21 June. | <ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That a further report be brought to the October 2021 meeting of the Overview and Scrutiny Management Board regarding the allocation of Covid related business support grants.</li> </ol>   |

|  |  |   |  |
|--|--|---|--|
|  | Town Centre Master plan Implementation | Pre-decision scrutiny in advance of Cabinet meeting on 21 June. | <ol style="list-style-type: none"><li>1. That Cabinet be advised that the recommendations be supported.</li><li>2. That Overview and Scrutiny Management Board members are further consulted on the number, location and design of the public seating areas contained in the Town Centre Masterplan.</li><li>3. That in addition to protecting established trees and replacing any unhealthy or dying trees, that consideration be given to increasing the overall number of trees in the Town Centre.</li></ol> |
|--|--|---|--|

| Meeting Date | Agenda Item  | Purpose/ Outcomes   | Recommendations  |
|--------------|--|---|--|
| 14 July      | Financial Outturn 2020/21                                      | Pre-decision scrutiny in advance of Cabinet meeting on 19 July. | 1. That Cabinet be advised that the recommendations be supported.  |
|              | May 2021/22<br>Financial Monitoring                            | Pre-decision scrutiny in advance of Cabinet meeting on 19 July. | <ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That a report be presented at a future meeting of the Overview and Scrutiny Management Board that details how the changes that have been made to how the Council operates and provides services as a result of the pandemic have informed budget management procedures, and whether these changes to how the Council operates have highlighted any new opportunities where future budget savings could potentially be made.</li> <li>3. That further information on the budget processes and on the assumptions used to determine staffing budgets across all directorates be circulated to members of the Overview and Scrutiny Management Board.</li> </ol> |
|              | Local Plan: Adoption of Heritage at Risk Strategy and Register | Pre-decision scrutiny in advance of Cabinet meeting on 19 July. | 1. That Cabinet be advised that the recommendations be supported.  |

| Meeting Date | Agenda Item                                      | Purpose/ Outcomes  | Recommendations  |
|--------------|--|--|--|
| 28 July      | Grange Landfill                                  | Resolved on 18 March that a further report on the latest situation surrounding the Grange Landfill be presented to the Overview and Scrutiny Management Board in three months' time. | <ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That a further report on the current situation regarding the Grange Landfill site be brought to the January 2022 meeting of the Overview and Scrutiny Management Board, or sooner if there are any significant changes regarding the issues relating to the sites operation.</li> <li>3. That the Assistant Director, Community Safety and Streetscene liaises with the Leader of the Council, the Opposition Group Leaders and the Chief Executive on the potential to write a further letter to the Secretary of State for Housing, Communities and Local Government requesting that they use their discretionary powers to either revoke the planning permission granted in 1958 for the Grange Landfill Site or to make a discontinuance order.</li> </ol> |
|              | Adult Care - restructure and pathway development | Resolved December 2020 to request an update in 6 months.   | <ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That the Chair and Vice-Chair of the Overview and Scrutiny Management Board liaise with the Strategic Director – Adult Care, Housing and Public Health and the Assistant Director - Adult Social Care and Integration on the focus of a future report to the Overview and Scrutiny Management Board on how the Adult Social Care service goes over and above statutory levels of service provision.</li> </ol>   |

| Meeting Date | Agenda Item                                     | Purpose/ Outcomes  | Recommendations  |
|--------------|---|--|--|
| 15 September | Year Ahead Plan – Progress Report               | Pre-decision scrutiny in advance of Cabinet meeting on 20 September. | That Cabinet be advised that the recommendations be supported.   |
|              | July Financial Monitoring 2021/22               | Pre-decision scrutiny in advance of Cabinet meeting on 20 September. | <ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That a report be circulated to members of the Overview and Scrutiny Management Board in order to provide members with information and assurance on the specific activities that are being carried out with, and by directorates in order to ensure the timely delivery of previously agreed budgetary savings.</li> </ol>   |
|              | Community Infrastructure Levy Spending Protocol | Pre-decision scrutiny in advance of Cabinet meeting on 20 September. | <ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That further consideration be given to how all elected members can be consulted and engaged with regarding the allocation and prioritisation of Strategic Community Infrastructure Levy funds.</li> <li>3. That an all-member seminar be delivered in order to provide members with information on the Community Infrastructure Levy, Section 106 agreements and on the new processes and protocols for the spending of both Strategic and Local Community Infrastructure Levy funds in their wards.</li> </ol> |

| Meeting Date | Agenda Item | Purpose/ Outcomes | Recommendations |
|--------------|-------------|-------------------|-----------------|
| 13 October   | TBC         | MEETING CANCELLED |                 |

| Meeting Date    | Agenda Item                                | Purpose/ Outcomes  | Recommendations |
|-----------------|--|--|-----------------|
| 3 November 2021 | Safer Rotherham Partnership Annual Report. | Annual item for the Board to receive the Safer Rotherham Annual Report in its role as the Council's Statutory Crime and Disorder Committee, as defined by the Crime and Disorder (Overview and Scrutiny) Regulations 2009. |                 |
|                 | Covid Business Support Grants              | Resolved 16 June that a further report be brought to the October 2021 meeting of the Overview and Scrutiny Management Board regarding the allocation of Covid related business support grants.                             |                 |

| Meeting Date | Agenda Item              | Purpose/ Outcomes   | Recommendations |
|--------------|--------------------------|---|-----------------|
| 17 November  | TBC                      | Pre-decision scrutiny in advance of Cabinet meeting on 22 November. |                 |
|              | Annual Complaints Report | Annual item   |                 |



| Meeting Date | Agenda Item  | Purpose/ Outcomes   | Recommendations |
|--------------|--|---|-----------------|
| 8 December   | TBC  | Pre-decision scrutiny in advance of Cabinet meeting 13 December.  |                 |
|              | Progress Report on the recommendations made by the Overview and Scrutiny Management Board on the use of agency staff | Resolved December 2020 to request an update in 12 months.   |                 |
|              | Adult Care Service Provision   | Resolved 28 July: That the Chair and Vice-Chair of the Overview and Scrutiny Management Board liaise with the Strategic Director – Adult Care, Housing and Public Health and the Assistant Director - Adult Social Care and Integration on the focus of a future report to the Overview and Scrutiny Management Board on how the Adult Social Care service goes over and above statutory levels of service provision. |                 |

| Meeting Date | Agenda Item     | Purpose/ Outcomes  | Recommendations |
|--------------|-----------------|--|-----------------|
| 19 January   | TBC             | Pre-decision scrutiny in advance of Cabinet meeting 13 December.   |                 |
|              | Grange Landfill | <b>Resolved on 28 July:</b> That a further report on the current situation regarding the Grange Landfill site be brought to the January 2022 meeting of the Overview and Scrutiny Management Board, or sooner if there are any significant changes regarding the issues relating to the sites operation. |                 |

| Meeting Date | Agenda Item         | Purpose/ Outcomes  | Recommendations |
|--------------|---------------------|--|-----------------|
| 9 February   | Budget Consultation | Annual item.   |                 |
|              | TBC                 | Pre-decision scrutiny in advance of Cabinet meeting 14 February. |                 |

| <b>Meeting Date</b> | <b>Agenda Item</b> | <b>Purpose/ Outcomes</b>                                | <b>Recommendations</b> |
|---------------------|--------------------|---|------------------------|
| 23 February         | Digital Strategy   | Resolved February 2020 to bring an update in 12 months. |                        |

| Meeting Date | Agenda Item | Purpose/ Outcomes   | Recommendations |
|--------------|-------------|---|-----------------|
| 23 March     | TBC         | Pre-decision scrutiny in advance of Cabinet meeting 28 March. |                 |

| Meeting Date | Agenda Item | Purpose/ Outcomes   | Recommendations |
|--------------|-------------|---|-----------------|
| 6 April      | TBC         | Pre-decision scrutiny in advance of Cabinet meeting 25 April. |                 |

| Meeting Date | Agenda Item | Purpose/ Outcomes   | Recommendations |
|--------------|-------------|---|-----------------|
| 11 May       | TBC         | Pre-decision scrutiny in advance of Cabinet meeting 16 May. |                 |

## Items pending schedule or removal

| Item   | Details  | Status   | Officer  |
|--|--|--|--|
| Hate Crime Strategy  | Further update on steps taken to address hate crime and agreed to be involved in any pre-scrutiny work on the Hate Crime Strategy and its development.   | Timescale TBC as work paused due to Covid-19.  | Assistant Director, Community Safety and Street Scene/ Head of Community Safety, Resilience and Emergency Planning |
| New HR and Payroll System  | Report on the new HR and Payroll System once implemented in phases from June 2019 which will rationalise information on the staffing establishment as at present data is held in HR and Finance.   | To be subject to a one-off sub-group review. Assistant Director of Human Resources and Organisational Development contacted re request.                          | Assistant Director of Human Resources and Organisational Development   |
| Forge Island   | To monitor exception reporting.  | To be scheduled.   | Strategic Director Regeneration and Environment  |
| CYPS - High Needs Block Update and Recovery Plan                   | <p>Scrutiny acknowledged that it was early days in the recovery plan process with steps outlined to reduce the deficit. Overall position.</p> <p>OSMB had other updates on this particular issue and other services within CYPS, but Chair confirmed continuation at work planning meeting on 27 May 2020.</p> | June 2021 – Strategic Director Children’s and Young Peoples Services/Assistant Director – Education/Chair and Vice-Chair to meet to discuss focus of the report. | Strategic Director Children’s and Young Peoples Services   |
| Response to Covid-19 pandemic and plans for post-pandemic recovery | Ongoing monitoring and reporting.  | Overarching item   | Chief Executive and Strategic Directors  |
| Rothercard   |  | To be scheduled  |  |



|                        |   |                 |  |
|------------------------|---|-----------------|--|
| Finance/Budget Setting | Resolved at the 14 July meeting:<br><br>That a report be presented at a future meeting of the Overview and Scrutiny Management Board that details how the changes that have been made to how the Council operates and provides services as a result of the pandemic have informed budget management procedures, and whether these changes to how the Council operates have highlighted any new opportunities where future budget savings could potentially be made. | To be scheduled |  |
|------------------------|---|-----------------|--|

#### Standing items to be scheduled

| Item                                | Details                  | Status   | Officer   |
|-------------------------------------|--------------------------|--|---|
| Council Plan Performance Indicators | Regular monitoring       | To be scheduled quarterly as agreed at 16 December 2020 meeting. | Head of Performance, Intelligence and Improvement |
| Equalities Report                   | Standing bi-monthly item | To be scheduled bi-monthly as required                           | Head of Performance, Intelligence and Improvement |

#### Items to be scheduled during 2021/22

| Item  | Details   | Status   | Officer                       |
|---|---|--|-------------------------------|
| Children's Commissioner Take Over Challenge | Annual Item   | Topic to be determined and meeting scheduled for 2021. | Governance Advisor            |
| REACH Action Plan/Provider Services         | Request received from Strategic Director Adult Care for consideration from OSMB | To be considered for scheduling                        | Strategic Director Adult Care |