

Summary Sheet

Name of Committee and Date of Committee Meeting

Overview and Scrutiny Management Board – 18 July 2018

Report Title

Work Programme and Prioritisation – Overview and Scrutiny Management Board

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author(s)

Caroline Webb, Senior Adviser (Scrutiny and Member Development)
01709 822765 or caroline.webb@rotherham.gov.uk

Ward(s) Affected

All

Summary

This paper provides Members with an outline work programme for 2018/19.

Recommendations:

1. That OSMB endorses the action points outlined in Paragraph 3.1 as a basis for its work planning.
2. That consideration be given to the prioritised items within the OSMB's work programme 2018/19 as detailed in Paragraph 3.2 and 3.3.
3. That consideration be given to the outline work programmes of the Select Commissions as detailed in Paragraph 3.4.
4. That regular updates are provided to OSMB on the progress of the work programme and further prioritisation as required.

List of Appendices Included

None

Background Papers

Nil

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public
No

Work Programme and Prioritisation – Overview and Scrutiny Management Board

1 Recommendations

- 1.1 That OSMB endorses the action points outlined in Paragraph 3.1 as a basis for its work planning.
- 1.2 That consideration be given to the prioritised items within the OSMB's work programme 2018/19 as detailed in Paragraph 3.2 and 3.3.
- 1.3 That consideration be given to the outline work programmes of the Select Commissions as detailed in Paragraph 3.4.
- 1.4 That regular updates are provided to OSMB on the progress of the work programme and further prioritisation as required.

2 Background

- 2.1 Members of the OSMB held an informal work planning session on May 30, 2018 to consider what items to include in its work programme for the 2018/19 municipal year.
- 2.2 The aims of the session were as follows:
 - Agreement on basic principles and working practices;
 - A preliminary 'long-list' of key areas for inclusion in scrutiny work programme for OSMB and all select Commissions, with a plan for shortlisting and wider consultation;
 - Balance between Pre-decision scrutiny and capacity to undertake other more in-depth review work;
 - Discussion of different approaches to scrutiny;
 - To give a framework to allow for scheduling of the work programme.

3 Key Issues

- 3.1 On the basis of the discussions the following principles were agreed:
 - The work programme should be realistic in what can be achieved however the work programme will need to remain flexible throughout the year to allow for any policy changes or emerging issues which warrant investigation. As a consequence, all work programmes should allow 'headroom' in their planning to ensure there is capacity for this flexibility.
 - Given the pressures on capacity, opportunities to review issues at an earlier pre-decision stage should be explored and it was agreed that further discussions take place with the Leader to ensure that pre-decision items are scheduled earlier in the process.
 - Each select commission will agree its prioritised work programme at their next meeting. The Audit Committee will be mindful of the scrutiny priorities in developing its work plan. The outline work plan will be circulated to OSMB for approval with a summary included in the Annual Report.
 - Once issues for review have been identified, members, in conjunction with officers, will scope the terms of reference and determine the most appropriate style of review to undertake to ensure an effective outcome within the available capacity (e.g. workshop sessions; spotlight reviews; in-depth pieces of work).
 - Each Select Commission Chair and Vice-Chair will meet with the relevant

portfolio holder(s) on a regular basis to discuss policy and performance issues, planned and on-going scrutiny reviews and any emerging issues within their portfolio.

- There will be an informal meeting with chair and vice-chair with their respective Link Officer and Scrutiny Officer to review the work programme and forward plan to ensure appropriate prioritisation and ensure all relevant information is available to members in advance of scrutiny.
- Performance Monitoring/Financial Monitoring – each chair/vice chair will lead on questioning on areas in council plan/financial monitoring which relate to their commission's remit.

3.2 **OSMB Work Programme**

It was agreed that the overall priority for its work remained the ongoing monitoring of the Budget and MTFs. In addition to this, the following issues were raised.

- Impact of roll-out of Universal Credit (cross cutting with other select commissions)
- Feasibility of introducing energy collectives
- Scrutiny of long-term contracts/commissioning
- Action plan arising from the Corporate Health Check

3.3 The following longlist of priorities was agreed. A draft schedule of meetings is attached as Appendix 1:

- Budget and Medium Term Financial Strategy (MTFS)
- Scrutiny of developing 2019/20 Council Budget and MTFs
- In-year monitoring of 2018/19 Revenue Budget with specific focus on achievement of saving and income targets
- Monitoring 2016/17; and 2017/18 revenue budgets with specific focus on achievement of saving and income targets
- In-depth quarterly monitoring and review of Children's and Adults Social Care transformation/savings programmes.
- Council Plan performance monitoring – (any areas warranting further scrutiny will be passed to relevant Select Committee were relevant).
- Crime and Disorder (SRP Annual Report)
- Equality Peer Review – outcomes
- Complaints and Compliments
- Children's Commissioner Takeover Challenge

3.4 **Select Commission Work Programmes**

Members briefly discussed the Select Commission work programmes and outlined the following headline issues. This will be subject to further agreement/prioritisation.

3.4.1 **Improving Lives Select Commission**

- Early Help
- Special Educational Needs and Disability (SEND)
- Safeguarding - Children and Adults

- Domestic Abuse
- Voice of the Child Lifestyle Survey
- CYPS - demand management
- Monitoring Ofsted inspection outcome action plan
- Education Performance
- Child Sexual Exploitation - Post Abuse Support

3.4.2 **Improving Places Select Commission**

- Thriving Neighbourhoods (referred from OSMB)
- Time for Action
- Dignity - Bereavement Services
- Cultural Strategy
- Tenant Involvement
- Rotherham Town Centre
- Home to School Transport
- Modular Housing (Jointly with OSMB)
- Skills Agenda

3.4.3 **Health Select Commission**

- Adult Social Care Development
- Autism Strategy
- Public Health
- Rotherham Integrated Health and Social Care Place Plan
- Respiratory Services tbc
- Social and Emotional Mental Health
- Health and Wellbeing Strategy
- Carers Strategy Implementation
- South Yorkshire and Bassetlaw Integrated Care System

4 **Key Issues**

4.1 OSMB agreed the use of the '**PAPERS**' tools as a framework for prioritising its scrutiny work programme.

- **Public Interest:** the concerns of local people should influence the issues chosen for scrutiny;
- **Ability** to change: priority should be given to issues that the Committee can realistically influence;
- **Performance:** priority should be given to the areas in which the Council and other agencies are not performing well;
- **Extent:** priority should be given to issues that are relevant to all or large parts of the district;
- **Replication:** work programmes must take account of what else is happening in

the areas being considered to avoid duplication or wasted effort;

- **Statutory responsibility**: where an issue is part of a statutory duty to scrutinise or hold to account (or the area under scrutiny is a statutory, high profile responsibility)

4.2 OSMB should be mindful of the timeliness of the matters within its work programme and ensure that it leaves sufficient flexibility within its work programme to undertake any pre-decision scrutiny arising from matters in the Forward Plan of Key Decisions or any items referred to it directly from either the Cabinet or OSMB.

5 Options considered and recommended proposal

5.1 Members of OSMB and the Select Commissions have commenced the process of planning a work programme and this paper is submitted to assist the process of finalisation.

6 Consultation

6.1 In developing its work programme, OSMB should have regard to input from the Cabinet, Senior Leadership Team, partners, service users and the public who may identify issues which may be relevant to its remit.

7 Timetable and Accountability for Implementing this Decision

7.1 OSMB is responsible for the preparation and delivery of its own work programme, with support provided by the Scrutiny Team and designated Link Officer from the council's Strategic Leadership Team.

8 Financial and Procurement Implications

8.1 There are no financial or procurement implications arising from this report.

9 Legal Implications

9.1 There are no legal implications arising from this report.

10 Human Resources Implications

10.1 Members should have regards to the human resources required to undertake the activities within a work programme. In doing so, Members should be mindful of their own commitments as well as the available officer resource to support any activity across the authority.

11 Implications for Children and Young People and Vulnerable Adults

11.1 Good scrutiny is an essential part of providing critical checks and balances to the performance and quality of all aspects of safeguarding. It provides a mechanism to hold the executives and partners to account.

12 Equalities and Human Rights Implications

12.1 In developing a work programme, the Commission should be mindful of the equalities implications of the issues prioritised for scrutiny.

13 Implications for Partners and Other Directorates

13.1 Overview and scrutiny activity will have implications for partners and other directorates. The Commission has been allocated a link officer to work with Members to identify possible implications in the planning of its work programme.

14 Risks and Mitigation

14.1 There are no risks directly arising from this report.

15 Accountable Officer(s)

James McLaughlin, Head Democratic Services and Statutory Scrutiny Officer