

<h1>BRIEFING</h1>	<b>TO:</b>	Overview and Scrutiny Management Board
	<b>DATE:</b>	15 July 2020
	<b>LEAD OFFICER:</b>	Janet Spurling Governance Advisor, Assistant Chief Executive's Directorate 01709 254421
	<b>TITLE:</b>	Update on Work Programme for 2020-21
<b>1. Background</b>		
<b>1.1</b>	Members of the Overview and Scrutiny Management Board (OSMB) held a virtual work planning session on 27 May 2020 to consider items for inclusion in the Board's work programme for the 2020-21 municipal year.	
<b>1.2</b>	<p>The aims of the session were as follows:</p> <ul style="list-style-type: none"> <li>● to review the items requested during 2019-20 for further scrutiny in 2020-21</li> <li>● to consider the priorities for the work programme in 2020-21 in light of the Covid-19 pandemic</li> <li>● to reflect on the balance to be struck between: <ul style="list-style-type: none"> <li>- pre-decision scrutiny and general more in-depth scrutiny or reviews</li> <li>- scrutiny-led and Cabinet-led agendas</li> <li>- proactive work in policy and service development compared with reactive work such as financial or Council plan performance monitoring</li> <li>- exception reporting v routine reporting</li> <li>- strategic v operational focus</li> </ul> </li> <li>● to discuss approaches to scrutiny and key principles</li> </ul>	
<b>2. Key Issues</b>		
<b>2.1</b>	The work programme needs to address principal policy agendas, with clear emphasis on adding value by leading to improved outcomes for the people of Rotherham. It should also be clearly focused on issues Scrutiny will be able to influence at a strategic level.	
<b>2.2</b>	<p>Established working practices to ensure delivery of an effective work programme are anticipated to continue in 2020-21. In summary these are:</p> <ul style="list-style-type: none"> <li>- Members, in conjunction with officers, will scope the terms of reference for a review and determine the most appropriate approach to ensure an effective outcome - e.g. workshop session; spotlight review; in-depth piece of work; task and finish group.</li> <li>- Each Select Commission Chair and Vice Chair will meet with the relevant portfolio holder(s) periodically to discuss policy and performance issues, any emerging issues within their portfolio, and planned and on-going scrutiny reviews.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Liaison will take place between the relevant Link Officer(s) and the Governance Advisor in relation to the work programme for each scrutiny committee and with regard to the papers/information required for items under scrutiny.</li> <li>- For performance monitoring, financial monitoring and pre-decision scrutiny of Cabinet reports, each Chair and Vice Chair will lead on questioning for areas in relation to the remit of their commission</li> </ul> <p><b>2.3</b> The work programme should be realistic in what may be achieved and also retain a degree of flexibility to allow for scrutiny of any policy changes or emerging issues in year. Any such issues or urgent matters which may arise could necessitate a review and reprioritisation of the work programme during the year.</p> <p><b>2.4</b> More specifically, the programme will need to take account of the response to and recovery from the Covid-19 pandemic. This work has already commenced with scrutiny of the Council's response to the pandemic by OSMB on 28 April 2020 (see minutes of that meeting in the agenda pack for issues explored by Members). Pre-decision scrutiny of proposals for financial support for older people's residential care homes and for learning disability day opportunity providers was undertaken on 7 May 2020. The Select Commissions have also initiated their scrutiny of issues related to Covid-19 during June.</p> <p><b>2.5</b> This important scrutiny work will encompass not only the immediate response to the pandemic and any lessons learned but also the broader impact and implications for the Council and its partners and for the community. For example, the repercussions of any delay in planned transformation work; financial, economic and health and wellbeing impacts; and capacity to meet potential increased demand for certain services in the coming months.</p> <p><b>2.6</b> As many services are being delivered very differently as a result of the pandemic, it also presents an opportunity to consider how things might be done in the future rather than a resumption to former ways of working or delivering services. Scrutiny will have a critical role in helping to shape the future in Rotherham and to ensure compliance with correct decision-making processes when changes are implemented.</p> <p><b>2.7</b> Previous discussion on the timing of pre-decision scrutiny has highlighted how Scrutiny would have greater scope to influence policy or seek assurances if it were to take place much earlier than immediately prior to the decision by Cabinet. Linking this in with points 2.5 and 2.6 above, potentially means pre-decision scrutiny could become more direct work in policy development and transformation, from an early stage.</p> <p><b>2.8</b> Following the announcement of a further relaxation of lockdown measures, the Chief Executive confirmed that the Council would continue to take a considered approach to re-opening services based on the detailed guidance from Government once received. A set of guiding principles is under development for how services will operate in the future and will form a framework for managers to consider before resuming or changing services. These principles will seek to ensure that the Council continues to promote public health messages, keeps the public and staff safe and learns from the experiences of managing the pandemic.</p>
<b>3. Key Actions and Timelines</b>	
<b>3.1</b>	It was agreed at the planning session that the overall priority for the Overview and Scrutiny Management Board Work Programme 2020-21 would be scrutiny of issues arising from the Covid-19 pandemic.
<b>3.2</b>	An in-depth workshop session on the budgetary and financial implications of the pandemic will be held shortly. This will look at the impact on previously agreed savings,

income generation and reserves. Following from this it is likely that OSMB will wish to scrutinise the budget proposals for 2021-22 and the Medium Term Financial Strategy.

- 3.3** OSMB had previously determined to retain oversight of the Customer and Digital Programme as an important cross-Council budget proposal. This will remain a key area to explore given the current changes to ways of working and delivering services following the rapid and necessary channel shift away from face-to-face to on-line and virtual.
- 3.4** Besides financial matters and channel shift, other areas for possible scrutiny emerged at the planning meeting in relation to Covid-19 recovery and restart which will require further discussion and prioritisation by the Board:
- Future services – priority and non-priority/reconfiguration
  - Impact on local economy, businesses and employment
  - Council estate and assets
  - Impact of social distancing – productivity/working patterns/workspaces
  - Lessons learned from setting up the Community Hub/its future role?
  - Flexible and remote working – impact on staff and community/will this become the new norm?
  - Ways to build on the new relationship between Council and residents and develop public involvement/links to neighbourhoods
  - Delivery of Government requirements
  - Communications and dissemination of information
- 3.5** Enhancing public participation in scrutiny should be developed further to capture a wider and representative spectrum of resident and service user views and experiences, across all topics in the final work programme.
- 3.6** Timescales for various aspects of standard performance reporting have been affected by the emergency, such as the year-end report on the Council Plan performance. However, regular detailed data reports have been produced for Gold Group to monitor and manage the impact of Covid-19. This data will form a crucial part of the evidence base to inform future plans.
- 3.7** A number of items previously requested for further monitoring during 2020-21 have been included in the initial programme at Appendix 1; some with a longer timeframe than originally planned, due to the impact of the pandemic, such as Social Value.
- 3.8** The Board is asked to consider a number of items which have featured in the work programme for several years (see Appendix 2), or been suggested for 2020-21, and to decide which will be retained.
- 3.9** An indicative headline work programme for the three Selection Commissions is included at Appendix 3, subject to final discussion by the committees and approval by OSMB. With a focus on improving outcomes, three suggested core principles underpin the work programme:
- reducing inequalities
  - ensuring holistic approaches to policy development and service delivery from the Council and partners
  - having meaningful opportunities for resident and service user voice and influence to inform policies and services

## 4. Recommendations

- 4.1** That the Overview and Scrutiny Management Board:
- 1) Agree that scrutiny of the response to and recovery from the Covid-19 pandemic be the overarching priority for 2020-21.
  - 2) Approve the initial items scheduled in the work programme for 2020-21 as set out in Appendix 1.
  - 3) Determine which items in Appendix 2 should be retained in the work programme.
  - 4) Endorse the indicative headline work programme for the Select Commissions.
  - 5) Note that should any urgent items emerge during the year this may necessitate a review and re-prioritisation of the work programme.
- 4.2** That Scrutiny Chairs and Vice Chairs meet with Cabinet to discuss scheduling major initiatives for scrutiny by OSMB during 2020-21 to inform the final work programme.
- 4.3** That discussion take place between the Chair of OSMB and the Leader on pre-decision scrutiny and the role of Scrutiny in policy development in the recovery and restart from Covid-19.

**Appendix 1**

**Overview and Scrutiny Management Board Initial Work Programme 2020-21**

Key:

- Meetings scheduled before Cabinet are shaded in pale lemon
- Agenda items shaded in pale blue are pre-decision scrutiny items

Date	Agenda Item
28 April 2020	Update on the Council Response to the Covid-19 Emergency
7 May 2020	Financial Support for Older People's Residential Care Homes during the Covid-19 Pandemic
	Financial Support for Learning Disability Day Opportunity Providers during the Covid-19 Pandemic
10 June 2020	Autism Strategy
	Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach
	Finance Update and Budget Monitoring Report
	Covid-19 Discretionary Business Grants Scheme
	Children's Commissioner's Takeover Challenge (CCTOC) 2020 - Hate Crime Review Report
15 July 2020	Community Energy Switching Scheme
	Financial Outturn 2019/20
	Consultation on Public Spaces Protection Orders - Town Centre and Borough Wide Dog Fouling
	Scrutiny Annual Report
	Update on Work Programme for 2020-21

Date	Agenda Item
29 July 2020	TBC
Date tbc	Workshop – Covid-19 Impact: Budget and Previous Savings Proposals
2 Sept 2020	Adult Care Budget <i>(requested from 2019-20)</i>
	CYPS Budget <i>(from work programme planning meeting)</i>
	Response to recommendations from Sickness Absence Workshop
16 Sept 2020	TBC - see <i>Appendix 4 Extract from Forward Plan of Key Decisions (FPKD)</i>
	Advice Services Review <i>(Requested from 2019-20 and on FPKD)</i>
14 Oct 2020	TBC
	Council Plan Performance 2019-20 Quarter 4 <i>(provisional date, not pre-decision)</i>
	Response to CCTOC 2019 - Young Carers
	Response to CCTOC 2020 - Hate Crime
4 Nov 2020	Adult Care - restructure and pathway development <i>(requested from 2019-20)</i>
	Customer and Digital Programme <i>(from 2019-20 as agreed to keep on scrutinising)</i>
	Safer Rotherham Partnership Annual Report
18 Nov 2020	TBC

Date	Agenda Item
2 Dec 2020	TBC
	Implementation of Recommendations from the Scrutiny Review of Agency, Consultancy and Interim Staff <i>(from 2019-20)</i>
16 Dec 2020	TBC
20 Jan 2021	TBC
10 Feb 2021	Budget, Council Tax and MTFS proposals for 2021-22
	TBC
24 Feb 2021	Social Value Policy <i>(requested from 2019-20)</i>
	TBC
March Date tbc	Children's Commissioner's Takeover Challenge 2021 TBC
17 March 2020	TBC

## Appendix 2 Other Issues for Consideration/Scheduling



Regular items	
1	Complaints and Compliments Annual Report <i>(see note below)</i>
2	Council Plan <i>(see note below)</i>
3	Financial Monitoring in-year
4	Budget Consultation
5	Budget Proposals for 2021-22
6	Children's Commissioner's Takeover Challenge 2021
Exception reporting	
7	Forge Island
8	Council Plan Performance – red measures/negative direction of travel <i>(Q4 2019-20 report to Cabinet in Sept on FPKD)</i>
From 2019-20	
9	New HR and Payroll System Implementation – rationalisation of data held by HR/Finance
10	Hate Crime Strategy - update on addressing Hate Crime and pre-decision scrutiny <i>(timescale tbc)</i>

*Note: As staff in Policy, Performance & Intelligence team in Assistant Chief Executive's Department are deployed in the Community Hub this will impact on capacity in relation to these items.*



**Appendix 3**

**Indicative Headline Work Programme for Select Commissions 2020-21**

Health Select Commission	Improving Lives Select Commission	Improving Places Select Commission
		
Local Response to Marmot Review: 10 Years On	Safeguarding – Children and Adults	Homelessness and Rough Sleeper Prevention Strategy 2019-2022
Intermediate Care and Reablement	Implementation of recommendations from SEND Peer Review	Housing Repairs and Maintenance
Autism Strategy and Pathway	CYPS Workforce Strategy	Employment and Skills Strategy
Public Health	Looked After Children Sufficiency Strategy	Flood Management Plans
Care Homes	Elective Home Education	Allotments Self-Management
Respiratory Services	Rotherham Education Strategic Partnership	Major Incident Plan
Local Authority Declaration – Healthy Weight	Re-referrals and Repeat Child Protection Planning	Implementation of Rotherham's Cultural Strategy 2019 – 2026
Depression and Mental Health	Youth Offending Team	Town Centre Master Plan
Carers Strategy	Education Performance	Review of Re-Deployable CCTV
Learning Disability Transformation	Counter Extremism Work in Schools and Prevent Duty	Housing Strategy and Housing Revenue Account
Transformation of Primary Care	CYPS Performance Monitoring	“Pollinator Friendly” Green Spaces
Joint Health Scrutiny – SYDNo	Children Missing from Education and Missing from Care and Home	Code of Practice for Highway Inspection and Assessment
		

*Note – subject to further discussion by the Select Commissions*

**Appendix 4**

**Extract from Forward Plan of Key Decisions for September**

<b>KEY DECISIONS TO BE TAKEN ON 21 SEPTEMBER 2020 OR LATER</b>			
Annual Housing Development Report	To determine the annual programme of new housing development and acquisitions enabled by the Council	Adult Care, Housing and Public Health	Borough-wide
July 2020/21 Financial Monitoring	To note the current revenue and capital monitoring position and agree any required actions	Finance and Customer Services	Borough-wide
Neighbourhood Road Safety Fund Programme	Approval of the programme following Ward Member engagement.	Regeneration and Environment	Borough-wide
Town Centre Public Spaces Protection Order, and a Dog Control Public Spaces Protection Order	To receive proposals for Town Centre Public Spaces Protection Order, and Dog Control Public Spaces Protection Order following consultation and agree the way forward.	Regeneration and Environment	Boston Castle
Towns Fund – Town Investment Plan	To approve the submission of the Town Investment Plan	Regeneration and Environment	Boston Castle, Rawmarsh, Rotherham East, Rotherham West, Wingfield
Council 12 Month Plan 2020/21**	To approve a twelve month plan for the Council during 2020/21.	Assistant Chief Executive's	Borough-wide
Voluntary Sector Infrastructure	To approve arrangements for co-design and completion of the three-year service level agreement and grant(s) for voluntary sector infrastructure services for the years 2021/22, 2022/23 and 2023/24.	Assistant Chief Executive's	Borough-wide
Advice Review and Advice Services SLA	To approve arrangements for co-design and completion of the three-year service level agreement and grant(s) for voluntary sector advice services for the years 2021/22, 2022/23 and 2023/24 and alignment and referrals to advice services.	Assistant Chief Executive's	Borough-wide
<b>NON-KEY DECISIONS TO BE TAKEN ON 21 SEPTEMBER 2020 OR LATER</b>			
Transport and Highways Capital Programme 2020-21	To approve the Transport and Highways Capital Programme 2020-21.	Regeneration and Environment	Borough-wide
Response to recommendations from CCTOC – Young Carers	To respond formally to the recommendations arising from the 2019 Children's Commissioner Takeover Challenge	Children and Young People's Services	Borough-wide
Response to recommendations from CCTOC – Hate Crime	To respond formally to the recommendations arising from the 2020 Children's Commissioner Takeover Challenge review of Hate Crime	Children and Young People's Services	Borough-wide
Council Plan Q4 2019/20 Performance Report	To report on the Council's performance against the Corporate Plan for quarter 4 in 2019/20.	Assistant Chief Executive's	Borough-wide

*\*\* Note this is a plan for the Council not a refreshed Council Plan*