

**Work programme – Overview and Scrutiny Management Board UPDATED: 14 July 2021**

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
<b>16 June</b>	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>
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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 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.

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Purpose/ Outcomes</b>	<b>Recommendations</b>
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.	
	Adult Care - restructure and pathway development	Resolved December 2020 to request an update in 6 months.	

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Purpose/ Outcomes</b>	<b>Recommendations</b>
15 September	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 20 September.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
13 October	TBC	Pre-decision scrutiny in advance of Cabinet meeting 18 October.	
	Covid Business Support Grants	Resolved at June meeting 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
13 October	TBC	Pre-decision scrutiny in advance of Cabinet meeting 18 October.	

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Purpose/ Outcomes</b>	<b>Recommendations</b>
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.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
19 January	TBC	Pre-decision scrutiny in advance of Cabinet meeting 13 December.	

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.	

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Purpose/ Outcomes</b>	<b>Recommendations</b>
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:  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	
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#### 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