

Agenda Item No: 5



Report to Overview and Scrutiny Committee

Update to the Scrutiny Matrix and Work Programme 2020/21

The Overview and Scrutiny Committee is asked:

1. To approve the updated Scrutiny Matrix and accept the proposed changes to the Work Programme.
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Date of O&S meeting: 11 August 2020

Chair of O&S Committee: Cllr N Ovenden

Relevant Portfolio(s): N/A

Summary: During the last meeting, the Committee suggested several more topics that may benefit from scrutiny. New topics have been assessed using the Scrutiny Matrix and this report outlines the results. Some proposals for the O&S Work Programme have been made based on the scoring.

Exempt from Publication: **NO**

Background Papers: **N/A**

Contact: Abi.moffatt@ashford.gov.uk – Tel: (01233) 330394

Report Title: Update to the Scrutiny Matrix and Work Programme 2020/21

Introduction and Background

1. The Overview and Scrutiny Committee have recently reconvened for the first time since the start of the COVID-19 crisis and discussions were had over the future scrutiny schedule. As a result of Covid-19, some issues that were relevant earlier this year have been postponed to later in the year and 2021 such as:
 - Carbon Neutral Strategy
 - Economic Development Strategy
 - Corporate Plan
2. The postponing of topics has created some capacity in the Committee's timetable for the remainder of this year. At the last meeting, the Committee suggested several more topics that may benefit from further scrutiny. These have been assessed using the Scrutiny Topic Selection Matrix and the Chairman and council's Management Team have been consulted on the changes to the programme.

Recently Requested Topics

High Scoring Scrutiny Topics

Recovery Plan

3. The Overview and Scrutiny Committee wishes to review the Recovery Plan prior to its adoption by Full Council in October. Therefore, this enables the Committee to make further recommendations to Full Council if they feel necessary. This topic is the highest scoring on the matrix and the Committee would like to consider the Plan over the course of the next two meetings in August and September 2020.

Future Plans for East Kent College

4. This was first suggested during the Committee meeting in March 2020. The Committee would like to receive an update on the position with Ashford College after it had entered administration and some courses on offer had been withdrawn. It was suggested at the time that a presentation from an East Kent College representative would be beneficial for the Committee and provide Members with the opportunity to ask questions. The topic scores highly on the matrix as the college presents a key issue to education available for local people.

5. The Committee should note that this is a topic that could be of interest to all Members, so it has been proposed that a briefing is held in the Autumn that is open to all Members.

Lower Scoring Scrutiny Topics

Decision Making over new Lorry Site

6. This issue was raised at the recent Committee meeting and Member's felt that a review was needed regarding the government's decision to proceed with a custom's clearance lorry park at the MOJO site. Although the scrutiny matrix shows that this topic is a key issue for the council and the local community, it has also highlighted that scrutiny of this topic is unlikely to lead have any significant impact at the present time. For this reason, it is recommended that this topic is not scheduled for scrutiny in the 2020/21 year.

S106 Decision Making Process

7. The Committee requested a report regarding the S106 negotiations process and how the spending of contributions was decided. It was felt that S106 allocations were more frequently spent on wider Borough areas as opposed to being contained within the area of development. There was concern that this seemed to counteract the idea that S106 was there to mitigate the impact of new housing developments.

The matrix shows that this topic scores mid-range and may not be timely as other scrutiny work relating to the Planning Service is already scheduled for this year. It is proposed that this topic remains on the tracker with the aim of being brought forward to the Committee during early 2021.

Objectives of the Property Company

8. The Committee felt that more clarity was needed regarding the objectives of the Property Company. Members suggested that the role of the Property Company in a post COVID-19 society could be reviewed. This is a low scoring topic on the matrix which indicates this is unlikely to be reviewed by the Committee this year. Also, the Committee has received information regarding the Property Company during scrutiny of the budget earlier this year.

Next Steps

9. The Overview and Scrutiny Committee is asked to approve the Scrutiny Topic Selection Matrix and proposals for the Work Programme.

Contact and Email

10. Abi.moffatt@[ashford.gov.uk](mailto:abi.moffatt@ashford.gov.uk) 01233 330394

<u>Scrutiny Topic Selection Matrix</u>	1. Represents a key issue for local people.	2. The issue is strategic and significant.	3. The topic falls within a community or corporate priority area.	4. Scrutiny of the issue will lead to effective outcome.	5. Had the topic been covered elsewhere? <i>(Yes = low score No = high score)</i>	6. Represents an issue of concern to stakeholders and partners.	7. The issue is of community concern or there is a high level of dissatisfaction with one or more services.	8. The scrutiny activity is timely.	Score	Rank	Review Type
Recovery Plan	3	5	5	4	3	4	3	5	32	1	R
Homelessness	5	5	5	4	3	2	4	2	30	2	MB
Digital Transformation	4	5	4	4	2	2	3	4	28	3	TG
Consultation and Engagement	5	3	4	4	3	2	3	3	27	4	TG
Recruitment and Retention in Legal and Planning Services	4	4	3	3	3	4	3	3	27	5	R
Future plans for East Kent College	4	4	4	3	2	4	3	3	27	6	O
S106 Decision Making Process	4	4	3	3	4	3	3	2	26	7	R
Decision Making over new lorry site	5	5	5	0	0	5	5	0	25	8	NFA
External Contract Procurement	2	3	2	4	3	5	2	3	24	9	MB
Objectives of the Property Company	2	2	2	3	1	1	1	3	15	10	R

Each of the topics are scored for degree of 'fit', e.g. 1 (low) to 5 (high). The reviews with the best fit achieve the highest score.

1. Represents a key issue for local people.
2. The issue is strategic and significant.
3. The topic falls within a community or corporate priority area.
4. Scrutiny of the issue will lead to effective outcomes.
5. Has the topic been covered elsewhere in other services? (Yes = low score No = high score)
6. Represents an issue of concern to stakeholders and partners
7. The issue is of community concern or there is a high level dissatisfaction with one or more services.
8. The scrutiny activity is timely.

Review Type:

Each topic has an indicated review type: Task Group (TG), One-off report (R), Member Briefing (B), Other (O)

Score	What the score means
31 to 40	The issue/item has a high likelihood of entering the Scrutiny Work Programme but should be prioritised according to score
20 to 30	Item/issue has less chance of gaining a place on the Scrutiny Work Programme and should be held in abeyance
Under 20	Item/issue should not normally gain a place on the Scrutiny Work Programme

Overview and Scrutiny Committee

Report Tracker – 11th August 2020

Current Work Programme			
Report Title	Date due to O&S	Reporting Service	Scope of what is to be scrutinised
Digital Transformation	Ongoing (Final Report due September 2020)	HR and Customer Services Corporate Policy, Economic Development and Communications.	Recommended for the work programme by the Budget Scrutiny Task Group to examine how far digital transformation has progressed in all services.
Council's response to Covid-19 and Recovery Plan	August and September 2020	Corporate Policy, Economic Development and Communications	Presentation on the council's draft recovery plan prior to its adoption in October. Reports on the council's response to Covid and the lessons learnt.
Annual Sickness Report including Recruitment and Retention	September 2020	HR and Customer Services	An annual report to O&S regarding staff sickness in the council. This will also include a wider 'Corporate Health' analysis that will also have a focus on recruitment and retention in services.
Homelessness	October 2020	Housing	Briefing on the impact of the Homelessness Reduction Act (2017) and how the council has responded.
External Contract Procurement	November 2020	Corporate Property and Projects	A presentation on the procurement process for external contracts and determine where scrutiny could be beneficial.
Consultation and Engagement	Later 2020	Corporate Policy, Economic Development and Communications	Involvement and engagement of the public with the consultation process for corporate issues.
S106 Decision Making Process	Early 2021	Planning and Development	A report regarding the S106 negotiations process and how the spending of contributions is decided.
Update on Vicarage Lane Project	TBC	Corporate Property and Projects	A summary of the council's current position regarding the appointment of a Project Manager for the Vicarage Lane Project.