

Agenda Item No: 5



Report to Overview and Scrutiny Committee

[Overview and Scrutiny Work Programme Review 2021/22]

The Overview and Scrutiny Committee is asked:

1. Agree the Overview and Scrutiny Committee's work programme for 2021/2022 municipal year.
 2. To raise any other issues or topics that would benefit from a scrutiny review.
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Date of O&S meeting: 13th April 2021

Chair of O&S Committee: Cllr Ovenden

Relevant Portfolio(s): -

Summary: The Overview and Scrutiny Committee reviews its work programme annually. Members have been asked to consider any topics for the scrutiny programme. Topics have been assessed using the Topic Selection Matrix.

The report details the draft work programme for 2021/22, including any annual reports/updates expected to the Committee at various points in the year.

Exempt from Publication: NO

Background Papers: N/A

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Report Title: Overview and Scrutiny Work Programme Review 2021/22

Introduction and Background

1. The Overview and Scrutiny Committee adopts a new work programme each year (Appendix A). Members have been asked to suggest topics that they think would benefit from scrutiny. Topics suggested so far have been assessed by the scrutiny team and the Chairman via the Topic Selection Matrix (Appendix B). Currently there are only two Task and Finish Group topics listed, however, these should take most of the year to carry out and complete outside of the Committee Meetings. The council's Management Team have also been consulted over the work programme and support the future work of the Committee.
2. Details of the Task Groups and annual reports expected this year are outlined in this report. Members are asked to consider any other topics for the main Committee's work programme that can be brought forward as a presentation or written report.

Overview of Topics

S106 process

3. Following requests from Members, a report regarding the S106 process was presented to the Committee in March 2021. Due to the scale of the topic, Members felt that there was scope for further scrutiny and asked this to be examined by a topic specific Task and Finish group. In particular, Members were interested in learning about how Members and Parish Councils could have more involvement in the process.
4. Committee Members expressed that they would like to proceed imminently with setting up this review and the prioritisation of this topic is supported by its high score on the Topic Selection Matrix.

Consultation and Engagement

5. Consultation and Engagement has been an area of interest to the Committee throughout the last year. The Committee are able to include this within the work programme for 2021/22.
6. A Member raised concerns over the restrictions to the Planning consultation process with Parish Councils. It has been recommended that this topic could be covered within the scope of the Consultation and Engagement Task Group.

Mental Health and Wellbeing of Young People

7. Concerns for the mental health and wellbeing of young people in the Borough were raised at the last Full Council meeting in March 2021. Members supported the idea that the Overview and Scrutiny Committee could help to examine this issue and it was agreed that further research was required to deal with this issue properly. The Topic Selection Matrix suggests that this represents a key issue for local people and scrutiny is likely to lead to an effective outcome.

Carbon Neutrality Action Plan and Strategy

8. Last year, the Committee agreed that the Carbon Neutrality Action Plan and Strategy would benefit from scrutiny. Members can expect the Action Plan and Strategy to be presented to the Committee at a later point in 2021 when the policy is at its consultation stage.

Annual Reports – Overview and Scrutiny, Performance, Sickness, Safeguarding and the Community Safety Partnership

9. The Committee will expect to receive five annual reports in the coming year;
 - Overview and Scrutiny Annual Report – A summary of all the work carried out by the Committee during the last year, including any recommendations.
 - Corporate Performance Reports – These are quarterly reports detailing the council's performance and an annual report is also produced to give an overview of the council's performance and achievements during the last year.
 - Annual Sickness Report – A report providing the Committee with annual sickness information for the recent year.
 - Safeguarding – This report provides the Committee with the council's annual safeguarding update. The report pays particular regard to the council's obligation to work in partnership to protect children, young people and adults at risk from abuse or neglect, preventing impairment of their health and development.
 - Community Safety Partnership (CSP) - This report provides the Committee with the community safety annual update. The report pays particular regard to the council's statutory obligation to work in partnership to reduce crime and disorder, this work being progressed through the Ashford CSP.

Budget Scrutiny

10. A review of the Budget Scrutiny process is being considered this year. Research will be conducted to see what models are used by other local authorities and will then be presented to the Committee for discussion to consider whether any changes should be made to the process for the coming year. The council's Management Team will also be consulted on any potential changes to the format of budget scrutiny. Following the review, any changes to the scrutiny process could be implemented to scrutinize the draft budget for 2022/23.

Conclusion

11. The Overview and Scrutiny Work Programme for 2021/22 so far looks to prioritise two extensive reviews that will require most of the year to complete. In addition, there are a number of annual reviews expected to the Committee at various points in the year regarding the council's performance, levels of sickness, and also updates on safeguarding and community safety.
12. This report seeks approval of the work programme for 2021/22 and asks Members to recommend any further topics for consideration in the future. It should be noted that Members are able to make suggestions for scrutiny at any point throughout the year by raising the issue at a meeting or by contacting the Chairman or Policy and Scrutiny Officer.

Contact and Email

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Overview and Scrutiny Committee

Report Tracker – Current Work Programme for 2021/22

Current Work Programme			
Report Title	Date due to O&S	Reporting Service	Scope of what is to be scrutinised
Funding Voluntary Organisations	April 2021	Culture	A review of the grant funding process and policies.
Overview and Scrutiny Work Programme 2021/22	April 2021	Corporate Policy, Economic Development and Communications	To consider the current topics on the report tracker and discuss new ideas to be put forward for the work plan for 2021/22
S106 Process	<i>Start date</i> April 2021	Planning and Development	Members felt that there was scope for further scrutiny of this topic and asked this to be examined by a topic specific Task and Finish group. The scope of this review is to be determined shortly.
Overview and Scrutiny Annual Report	June/July 2021	Corporate Policy, Economic Development and Communications	Annual report of the Overview and Scrutiny Committee outlining work carried out by the Committee in during the last year.
Annual Performance Report	June/July 2021	Corporate Policy, Economic Development and Communications	A report to outline the council's performance and achievements during the last year.
Mental Health and Wellbeing of Young People	TBC	Community Safety & Wellbeing Culture	A report to research and examine the issues surrounding young people's mental health and wellbeing in the Borough.
Carbon Neutrality Action Plan and Strategy	TBC; Later 2021	Corporate Policy, Economic Development and Communications	A review of the council's Carbon Neutral Strategy and action plan.
Annual Sickness Report	Later 2021	HR and Customer Services	A report providing the Committee with annual sickness information for the recent year.
Consultation and Engagement	Later 2021	Corporate Policy, Economic Development and Communications	Set up of a Task and Finish group to examine the council's involvement and engagement of the public and look at the consultation process for corporate issues.

Budget Scrutiny Review	Later 2021	Corporate Policy, Economic Development and Communications Finance and IT	A review of the budget scrutiny process.
Safeguarding	Early 2022	Community Safety and Wellbeing	This report provides the Committee with the council's annual safeguarding update.
Community Safety Partnership	Early 2022	Community Safety and Wellbeing	This report provides the Committee with the community safety annual update.

<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
S106 Process	4	5	4	4	4	5	3	3	32	<i>1</i>	TG
Youth Mental Health and Wellbeing	5	3	3	4	4	3	4	5	31	2	R
Consultation and Engagement	5	3	4	4	3	2	3	3	27	3	TG

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