

**OVERVIEW AND SCRUTINY COMMITTEE  
21 JANUARY 2020**

**PUBLIC DOCUMENT**

**TITLE OF REPORT: OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME  
FOR 2019/20**

REPORT OF THE COMMITTEE, MEMBER AND SCRUTINY MANAGER

EXECUTIVE MEMBER: NOT APPLICABLE

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 This report highlights items scheduled in the Overview and Scrutiny Committee's work programme for 2019/20 and includes details of those that have yet to be assigned to a specific meeting.
- 1.2 The work programme includes both items previously agreed by the Committee and those that the Committee is required by the Constitution to consider.

**2. RECOMMENDATIONS**

- 2.1 That the Committee prioritises proposed topics for inclusion in the work programme and where appropriate, determines the high level form and timing of scrutiny input.
- 2.2 That the Committee, having considered the Forward Plan, agrees the list of items to be considered at its meeting on 17 March 2020.
- 2.3 That the Committee review the Task and Finish Group Protocol at the meeting due to be held on 17 March 2020

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 To allow the Committee to set a work programme which provides focussed Member oversight, encourages open debate and seeks to achieve service improvement through effective policy development and meaningful policy and service change.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The Committee has varied its approach to overview and scrutiny activity over recent years. Currently it seeks to enter the process of policy development at an early stage and consequently may consider items associated with service action plans.

4.2 The need to observe Constitutional requirements and monitor the Forward Plan for appropriate items to scrutinise remains a key aspect of work programming.

## **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

5.1 Each Committee meeting includes the opportunity for Members to comment on and input to the Committee's work programme.

## **6. FORWARD PLAN**

6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

6.2 The Committee is asked to review the Forward Plan at each regular meeting to identify potential issues for inclusion in the work programme. Identification of a focus for the Committee's future activity should be identified at this stage wherever possible.

## **7. BACKGROUND**

7.1 Executive Members no longer deliver regular general presentations on a rotational basis. Rather they are invited to either speak on an issue of specific interest or present a report being considered for constitutional reasons.

7.2 The Committee now considers a wide range of issues, where appropriate, commencing its reviews early in the policy development process. By doing this it seeks to ensure assumptions are challenged at an early stage, mistakes are avoided and eventual outcomes provide optimal benefit to the community.

7.3 The Committee seeks to ensure that consideration of agenda items minimises additional burdens on staff resources. Wherever possible, requests are made for the presentation of documents already in existence rather than the production of new documents specifically for the Committee.

## **8. RELEVANT CONSIDERATIONS**

### Work Programme

8.1 The Committee's work programme for the year requires reviewing at each meeting and direction is sought from the Committee on the items they wish adding. Appendix A contains the current work programme.

### Forward Plan

8.2 The Forward Plan for 20 December 2019 is attached at Appendix B for consideration.

### Other Topics for Consideration

- 8.3 Potential topics for consideration and inclusion in the Committee's work programme will be considered as part of this meeting. When considering additional topics, their risk assessment and prioritisation will ensure that the most appropriate items are taken forward to the work programme.

### Hitchin Town Hall Review / North Hertfordshire Museum Project

- 8.4 The Panel's report and the additional comments of the Overview and Scrutiny Committee were considered by Cabinet on 17 December 2019. All recommendations were accepted by Cabinet.

### Crime and Disorder Issues

- 8.5 The Committee has decided to request the Community Protection Manager to facilitate a discussion with Chief Inspector Sally Philips, Hertfordshire Constabulary, on County Lines and Knife Crime.
- 8.6 The Crime and Disorder Issues meeting, as detailed above, is due to take place at tonight's meeting.

### Task and Finish Group on the Waste Contract

- 8.7 The Committee resolved at its meeting on 17 September 2019 that:

*That the Task and Finish Group for the Waste Contract be divided into two separate groups:*

- (i) Tender and Contract*  
*(ii) Community Engagement; and*

*That for the balance of political proportionality, 5 Members would sit in each of the two Task and Finish Groups for the Waste Contract.*

- 8.8 The Committee, Member and Scrutiny Manager will draw up a draft scope for each of the Task and Finish Groups, taking into account the SIAS report findings and present it to the Chairman of the relevant Task and Finish Group and the Chairman of this Committee for approval.
- 8.9 The Chairmanship of Task and Finish Groups circulate round the political parties. Based on this the Labour and Cooperative Group will supply the Chair of the first Task and Finish Group and the Liberal Democrat Group will supply the Chair of the second.
- 8.10 The first Task and Finish Group will commence once the Chair and Panel have been selected and the scope has been agreed. The second Task and Finish Group will commence as soon as the first has completed its investigations, the report has been written and the scope has been agreed.

- 8.11 In view of the time that these Task and Finish Groups may take to complete their work, it is suggested that non retiring Members are selected for both panels.
- 8.12 The Committee, Member and Scrutiny Manager has contacted Group Leaders to ask for Panel Member and Chair nominations for both Task and Finish Groups. In accordance with the Committee's wishes the panels will be as politically proportional as possible as follows:
- Task and Finish Group on the Waste Tender and Contract  
Labour and Cooperative 2 members (Including Chair)  
Liberal Democrat 1 member  
Conservative 2 members
  - Task and Finish Group on Community Engagement regarding the implementation of the Waste Contract and onwards  
Labour and Cooperative 2 members  
Liberal Democrat member (as Chair)  
Conservative 2 members

#### Protocol for Task and Finish Group Reports

- 8.13 Consideration of the Review of Hitchin Town Hall drew attention to some anomalies regarding the current protocol for Task and Finish Groups.
- 8.14 It is suggested that the Committee review the current protocol at the next meeting due to be held on 17 March 2020.

### **9. LEGAL IMPLICATIONS**

- 9.1 Under Section 6.2.5 of the Constitution, the Committee is responsible for setting its own work programme. However, it must ensure it retains sufficient capacity within the programme to meet its statutory obligations.
- 9.2 Section 6.2.7 (u) of the Constitution allows the Committee "to appoint time limited task and finish Topic Groups to undertake detailed scrutiny work and report back to the Overview and Scrutiny Committee to make recommendations to the Cabinet."

### **10. FINANCIAL IMPLICATIONS**

- 10.1 Dependent on how they are applied in practice, the scope of the options presented in Sections 7 and 8 have the potential to be wide reaching. As detailed Section 14, Human Resource Implications, the wider the reach, the more significant the impact on officer time in terms of report writing, data analysis and committee meeting attendance. Given recent funding pressures and the consequent reduction in officer numbers, significant requests to support scrutiny work will limit officer time available to spend on activities such as identifying and delivering cost reductions, income generation and project management.
- 10.2 Although not significant, a committee attendance allowance of £25.17 per officer per evening meeting is payable to officers in attendance. This is in addition to providing time off in lieu, or overtime as an alternative.

## **11. RISK IMPLICATIONS**

- 11.1 Effective overview and scrutiny of policy, administrative, service delivery and expenditure decisions helps reduce the risk of an inappropriate decision being made. The scope and time frame for scrutiny interventions should be considered in the light of the potential impact of inappropriate scrutiny leading to decisions not being made, inappropriately made or not made at the right time.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no direct equality implications arising from the report. Effective scrutiny is an essential part of ensuring that local government remains transparent, accountable and open which ensures that the delivery of public services benefits all aspects of the community, where practical.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. The Social Value Act and “go local” requirements do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 The widening of the reach of scrutiny reviews has the potential to significantly impact on officer time in terms of the reprioritisation of already agreed projects, their scope or timetabling and resources. There is also the potential for additional resource requirements in relation to report writing, information collection and analysis and committee attendance. Delivery of service plans to achieve the Council’s agreed Corporate Plan objectives might, therefore, be potentially negatively impacted.

## **15. APPENDICES**

- 15.1 Appendix A – Work Programme for future Committee meetings
- 15.2 Appendix B – Forward Plan for 20 December 2019

## **16. CONTACT OFFICERS**

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## **17. BACKGROUND PAPERS**

17.1. Previous reports to the Overview and Scrutiny Committee and forward plans.