

Date: 12 June 2018

Dear Councillor,

Overview and Scrutiny Committee

A Meeting of the **Overview and Scrutiny Committee** will be held in the **Council Chamber**, on **Wednesday, 20 June 2018 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**
Councillor Swann (Chairman), Councillor Mrs Wyatt (Vice-Chairman) and Councillors
Atkin, Murray and Mrs Patten

Labour Group
Councillors Bambrick, Dr Pearson and Mrs Stuart

AGENDA

Open to Public and Press

- 1** Apologies.
- 2** To receive the Open Minutes of the following Meeting:

Overview and Scrutiny 21st March 2018 Open Minutes **4 - 6**
- 3** To note any declarations of interest arising from any items on the Agenda.
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** SECTION 106 HEALTH ALLOCATIONS (Verbal update)
- 7** REGULATION OF INVESTGATORY POWERS ACT 2000 (RIPA) – **7 - 8**
QUARTERLY REPORT ON USAGE
- 8** RURAL PLAY PROVISION (Verbal update)
- 9** ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY **9 - 19**
COMMITTEE 2017-18
- 10** SETTING THE WORK PROGRAMME 2017-18 **20 - 22**

Exclusion of the Public and Press:

- 11** The Chairman may therefore move:-
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that

there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

- 12** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.

OVERVIEW AND SCRUTINY COMMITTEE

21st March 2018

PRESENT:-

Conservative Group

Councillor Billings (Chairman), Councillor Mrs Wyatt (Vice-Chairman) and Councillors Atkin and Mrs Patten

Labour Group

Councillors Bambrick, Dr Pearson and Mrs Stuart

OS/60 **APOLOGIES**

Apologies were received from Councillor Mrs Coe (Conservative Group)

OS/61 **MINUTES**

The Open Minutes of the Meetings held on 17th January 2018 and 8th February 2018 were taken as read, approved as a true record and signed by the Chairman.

OS/62 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

The Committee was informed that no declarations had been received.

OS/63 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

The Committee were informed that no questions from members of the Public had been received.

OS/64 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

The Committee were informed that no questions from Members of the Council had been received.

OS/65 **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) – QUARTERLY REPORT ON USAGE**

RESOLVED:-

Members noted the internal report on the Council's use of the Regulation of Investigatory Powers Act 2000.

OS/66 **ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2017/18**

The Chairman ran through various amendments to the annual report's text, agreed by the Committee.

RESOLVED:-

Members gave further consideration to the Committee's Annual Report for 2017/18 and agreed to delegate amendments to the Legal and Democratic Services Manager for the completion of the Annual Report.

OS/67 **WASTE COLLECTION & STREET SCENE BUDGETS 2018/19**

The Strategic Director (Corporate Resources) presented the report to Committee.

Members discussed the additional Direct Services staffing recently approved by the Finance and Management Committee, additional training to enhance their flexibility, training budgets, the return to strimming, the procurement of new equipment and service standard statements to be addressed by the policy committees in the coming months.

The Chairman made reference to the continued growth in the District, suggesting it would be desirable to take a more proactive approach to the additional requirements the growth dictates, rather than a reactive one. The Strategic Director referred to a review currently being undertaken by the Direct Services Manager, the investment being made, including new IT systems being implemented, all aimed at enhancing the section's capability and service provision.

The Vice-Chairman raised the issue of grounds maintenance and liaison with parish council's in this respect. The Strategic Director confirmed that this matter was part of the review, acknowledging that liaison between the Council, parish council's and the County Council as to which body is responsible for maintaining which areas would be included.

Councillor Mrs Patten suggested that appropriate recommendations be submitted to the relevant policy committee, an action agreed by the Committee.

The Vice-Chairman queried the decision making process in relation to the procurement of equipment and whether Members could have an input. The Strategic Director stated that this was an operational matter, overseen by the Direct Services Manager.

RESOLVED:-

Members considered the proposed budget for Street Scene / Grounds Maintenance Services for 2018/19 and to make appropriate recommendations to Policy Committees to support policy and budget development.

OS/68 **SECTION 106 HEALTH ALLOCATIONS**

Due to the absence, through ill health, of the NHS Senior Primary Care Commissioning Manager, the matter was deferred to a future meeting of the Committee.

OS/69 **COMMITTEE WORK PROGRAMME 2017/18**

Agenda items for the Committee's next meeting were discussed and provisionally agreed. The annual scoping meeting was also discussed, at which Members would determine the topics for the 2018/19 municipal year.

RESOLVED:-

Members considered and approved the updated work programme.

OS/70 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee were informed that no exempt questions from Members of the Council had been received.

The Meeting terminated at 6.25pm.

COUNCILLOR A BILLINGS

CHAIRMAN

REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	20th JUNE 2018	CATEGORY: DELEGATED
REPORT FROM	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR – 595715 ardip.kaur@south-derbys.gov.uk	DOC:
SUBJECT:	REGULATION OF INVESTGATORY POWERS ACT 2000 (RIPA) – QUARTERLY REPORT ON USAGE	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 To note the internal report on the Council's use of the Regulation of Investigatory Powers Act 2000.

2.0 Purpose of Report

- 2.1 To note the report on the Council's use of the Regulation of Investigatory Powers Act 2000 since 1st March 2018.

3.0 Detail

- 3.1 The Committee, on 22nd June 2016 approved the Council's amended RIPA Policy and Guidance document. The Overview and Scrutiny Committee is authorised to review the Council's use of RIPA, set the Council's general surveillance policy, and consider quarterly reports on the use of RIPA to ensure that it is being used as per the Council's policy.
- 3.2 RIPA is intended to regulate the use of investigatory powers and ensure they are used in accordance with human rights. This is achieved by requiring certain investigations involving covert surveillance to be authorised by an appropriate Authorising Officer and then a JP before they are carried out.
- 3.3 Directed surveillance is often conducted by local authorities to investigate benefit fraud or to collect evidence of anti-social behaviour. It may involve covertly following people, covertly taking photographs of them or using hidden cameras to record their movements.
- 3.4 RIPA stipulates that the person (Authorising Officer) granting an authorisation for directed surveillance must believe that the activities to be authorised are necessary on one or more statutory grounds. The members of the Corporate Management Team, identified in the Council's Policy and Procedure, consider all applications for

authorisation. The Authorising Officer must ensure that there is satisfactory reason for carrying out the surveillance, the covert nature of the investigation is necessary, proper consideration has been given to collateral intrusion, and the proposed length and extent of the surveillance is proportionate to the information being sought. This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation against the need for the activity in investigative and operational terms. Following legislative changes, in addition to the aforementioned, the Council is required to obtain judicial approval prior to using covert techniques and the Councils use of directed surveillance under RIPA will be limited to the investigation of crimes which attract a six month or more custodial sentence.

3.5 The usage of RIPA during the period March 2018 to May 2018 has been nil. No authorisations have been requested or granted.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Corporate Implications

5.1 The Council must act in accordance with recent legislative changes regarding the authorisation process and the surveillance crime threshold.

6.0 Community Implications

6.1 Covert surveillance is carried out in a manner calculated to ensure that the person subject to the surveillance is unaware of it taking place. The Council carries out directed surveillance which is covert, not intrusive, is not carried out in an immediate response to events, and is undertaken for the purpose of a specific investigation or operation in a manner likely to obtain private information about an individual.

6.2 Section 8 of the application form asks the applicant to supply details of any potential collateral intrusion and to detail why the intrusion is unavoidable. The idea behind collateral intrusion is to identify who else, apart from the subject of the surveillance, can be affected by the nature of the surveillance. Any application for authorisation should include an assessment of the risk of the collateral intrusion and this should be taken into account by the Authorising Officer when considering proportionality. The Authorising Officer needs to know by those carrying out the surveillance if the investigation or operation would unexpectedly interfere with the privacy of individuals not covered by the authorisation. An Authorising Officer must be made aware of any particular sensitivities in the local community.

REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	20th JUNE 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ROOPY PABLA / CHRIS TYLER (01283 595848 / 595722)	DOC:
SUBJECT:	ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2017/18	REF: N/A
WARD(S) AFFECTED:	ALL	

1.0 Recommendation

1.1 That Members note the Committee's Annual Report for 2017/18.

2.0 Purpose of Report

2.1 To submit the Annual Report of the Overview and Scrutiny Committee for 2017/18.

3.0 Detail

3.1 The draft Annual Report was considered at the Committee's meeting on 21st March 2018 and was presented to Annual Council on 17th May 2018.

4.0 Financial / Corporate / Community Implications

4.1 None.

5.0 Background Papers

5.1 Annual Report 2017/18 attached as Annexe A.

Overview and Scrutiny Committee Annual Report 2017-2018

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Acknowledgement

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Acknowledgements

I am pleased to present this year's Overview and Scrutiny Annual Report, which contains information about the Committee's activity over the past year.

It has been a demanding year for the Council which continues to face challenges in delivering services to the residents of South Derbyshire. The Overview and Scrutiny Committee has been tasked with analysing and monitoring services in order to provide constructive feedback to increase efficiency as well as, where possible, reduce costs.

This Annual Report demonstrates the wide range of issues that have been considered within the scrutiny process and providing committee members the opportunity to select areas to review. It has also been noted that the Overview and Scrutiny Committee's interest in a number of work programme areas has inspired action aimed at improving key services elsewhere in the Council's democratic structure, e.g. waste collection and street scene, which can only be a positive move for the benefit of local residents.

The Overview and Scrutiny Committee recognises and appreciates the valuable contributions that Elected Members, Officers and representatives of organisations have made towards its work, and acknowledges that without this support and co-operation, it could not fulfil its aim to improve services for the benefit of South Derbyshire residents. I would particularly like to acknowledge the contribution of Councillor Stuart Swann as my predecessor as Chairman and his dedication to the work of the Committee since May 2015.

Councillor Andy Billings
Chairman of the Overview & Scrutiny Committee

1. Background

1.1 Purpose of the Report

This is the Annual Report to Council from Overview and Scrutiny, as required by Article 6 of the Council's Constitution.

Overview and Scrutiny plays an important part in local government decision-making and is a principal way of achieving open, democratic accountability for the provision of public services. The aim of Overview and Scrutiny is to improve public services and quality of life for local residents. Its main value is in holding the Council and other service providers to account, monitoring performance and in its capacity to inform and influence the actions of the Council and its partners. Overview and Scrutiny is a legal requirement, introduced by the Local Government Act 2000, extended in later legislation, and consolidated in the Localism Act of 2011. Overview and Scrutiny allows Councillors to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way.

The report outlines how the Overview and Scrutiny Committee has discharged its functions during the municipal year 2017/18 and details the current position and outcomes of its activities.

1.2 Composition of Overview and Scrutiny Committee

The Committee consists of eight Members; five Members of the Conservative Group and three Members of the Labour Group, in accordance with the political balance of the Council.

For the period of May 2017 to January 2018, the following Members were appointed to the Committee:

Conservative Group

Councillor Swann (Chairman), Councillor Billings (Vice-Chairman), Councillor Atkin, Councillor Mrs Coe and Councillor Mrs Patten

Labour Group

Councillor Bambrick, Councillor Dr Pearson and Councillor Mrs Stuart

For the period of January 2018 to May 2018, the following Members were appointed to the Committee:-

Conservative Group

Councillor Billings (Chairman), Councillor Mrs Wyatt (Vice-Chairman), Councillor Atkin, Councillor Mrs Coe and Councillor Mrs Patten

Labour Group

Councillor Bambrick, Councillor Dr Pearson and Councillor Mrs Stuart

1.3 Main Purposes of Overview and Scrutiny Committee

The main purposes of the Committee are as follows:-

- (a) Write reports and/or make recommendations to Council, Policy Committees or Area Forums in connection with the formulation of policy and the discharge of any functions.
- (b) Consider any matter affecting the District or its residents.
- (c) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions.
- (d) Exercise the Call-In procedure in respect of decisions made, but not yet implemented, by any Policy Committee or Area Forum.
- (e) Oversee the appropriate processes and report findings to the relevant Policy Committee.

1.4 Functions of Overview and Scrutiny Committee

- (a) Holding the Council and its statutory partners to account in the public interest, enabling transparent and effective decision-making. This includes the power to 'call-in' a decision made by any policy committee that has not yet been implemented. (See 1.6)
- (b) Supporting effective policies and initiatives, which have a beneficial impact on the community through policy review and development.
- (c) Contributing to continuous improvement in services through monitoring quarterly departmental performance reports and the implementation of improvement plans.
- (d) Having a positive impact on the work and outcomes of external agencies and providers of public services.
- (e) Aiding Councillors in engaging with their communities and playing the role of community representatives and leaders.

1.5 Meetings

The Overview and Scrutiny Committee usually meets every six weeks, on Wednesday evenings at the Council's Civic Offices. In order to engage on a more direct level with residents, meetings can also be taken out into the community. Meetings are held in Open session, unless there are Exempt items for consideration

by the Committee. Additional task groups can be set-up to undertake work on the Committee's behalf, which usually happens when there is a need to review a topic in greater depth.

1.6 Call-In of Policy Committee Decisions

The Overview and Scrutiny Committee has the power to determine 'call-in' requests of any policy committee decision made but not implemented. During the year 2017/18, the Committee was not required to deal with any 'called in' decisions or requests from Policy Committees for specific investigations.

2. Specific Areas of Activity

2.1 The Annual Report

In March 2018, the Committee considered the draft Annual Report for the 2017/18 municipal year, which looks at each of the priorities in turn and provides an overview of some of the outcomes achieved by the Committee and how it has discharged its function throughout the year.

2.2 Setting the Committee Work Programme

The Committee held a scoping meeting in June 2017 outlining suggestions on how the Committee might identify and agree possible issues to form the basis of its Work Programme during the forthcoming municipal year. Members considered a range of potential areas for the Committee to review and the specific focus of their attention.

The key areas identified were:

- (a) Regulation of Investigatory Powers Act (RIPA) 2000
- (b) Review of Funding to Voluntary & Community Sector Organisations
- (c) Review of Area Forums / Safer Neighbourhood meetings
- (d) Review of Etwell Leisure Centre Contract / Community Access
- (e) Review of Grounds Maintenance Services, Street Scene Services and Waste/Cleansing Services
- (f) Review of Approach to Customer Services / Engagement
- (g) Housing Revenue Account Budget (HRA) 2017/18
- (h) The Budget 2017/18
- (i) Public Health
- (j) Member IT Provision
- (k) Section 106 Health Based NHS Contributions
- (l) Medical Provision - Stenson Ward
- (m) Recreation Facilities in Rural Villages

(n) Implementation of Universal Credit

A short summary of the Committee's work during the year is set out below.

(a) Regulation of Investigatory Powers Act 2000 (RIPA)

The Committee has a standing function to monitor the Council's use of Regulation of Investigatory Powers (RIPA) on a quarterly basis, following the Council's Inspection by the Office of Surveillance Commissioners. The Committee was satisfied the Council's use of Regulation of Investigatory Powers Act 2000 Policy and Guidance during the municipal year 2017/18 had been carried out in accordance with the Act.

(b) Review of Funding to Voluntary & Community Sector Organisations

The Committee undertook a review of funding and support granted to Voluntary and Community Sector Organisations with a view to ensure that a full spectrum of organisations were being represented. Services currently offered by voluntary organisations were reviewed in line with the Corporate Plan and information outlining details of the organisations in receipt of funding, the level of funding and how this is distributed was considered by the Committee. The importance of Voluntary and Community Sector organisations and their assistance to this Council in the provision of services was highlighted. The information provided was noted and the Committee agreed to the submission of an annual report detailing voluntary and community sector organisation funding.

(c) Review of Area Forums / Safer Neighbourhood Meetings

The Committee reviewed the current structure of Area Forums and Safer Neighbourhood meetings with a view to increasing engagement within the community. A report was put to the Committee and recommendations to seek a revised, combined format with a joint agenda for both the Safer Neighbourhood meetings and Area Forums were progressed to the Chief Executive for referral to Council. Subsequently, a report was submitted to Council on 26th February 2018, where Members approved the recommended merger of the public Safer Neighbourhoods Meetings and Area Forums into one single meeting.

(d) Review of Etwall Leisure Centre Contract / Community Access

As part of a comprehensive review of the current situation, which included an extensive site visit to Etwall Leisure Centre; the demand for, and utilisation of, a second pool, the take-up of early morning swimming sessions, the potential for increased community usage, the effective use of space and plans for addressing the growing need for additional sports provision were considered. Additionally, the relationship with the school under new academy management, the potential revisions to the current Agreement and the withdrawal of County Council funding were also noted.

(e) Review of Grounds Maintenance Services, Street Scene Services and Waste/Cleansing Services

The review of the Grounds Maintenance, Street Scene and Waste/Cleansing Services continued in 2017/18. Reports were presented to the Committee highlighting the impact of growth in South Derbyshire on service provision. A site visit to North Warwickshire Borough Council was undertaken by Councillors Swann and Billings, where enhanced collaboration and comparison between different teams, such as litter pickers, fly tipping teams and the refuse round teams, including some outsourcing were cited as good practice. Other highlighted areas were a focus on publicity and education in challenging areas such as litter, a proactive approach to collaboration with Parish Councils, retailers and larger employers and the importance of setting adequate benchmarks against which to monitor employee performance. The information provided was reviewed by Members and, subject to the submission of further detail; recommendations are to be made to the relevant policy Committees during 2018/19.

(f) Review of Approach to Customer Services / Engagement

The Committee expressed the importance of customer services standards being embedded in all staff and the need for a common approach across the Council. It was agreed that the Strategic Director (Corporate Resources) would progress the matter to Corporate Management Team to initially review the requirements and tailor the training appropriately. It was also noted that it is a common requirement of job specifications for posts that deal with the public to have customer service experience in accordance with the Council's Competency Framework.

(g) Housing Revenue Account Budget (HRA) 2017/18

The Committee has a specific role to assist the Finance and Management Committee with the Business Plan for the Housing Revenue Account budget (HRA) and to subject it to a detailed review of future capital investment plans to ensure that the HRA could meet commitments for debt repayment and maintain a minimum working balance in accordance with the Financial Strategy. The Committee was satisfied with the work undertaken and the outcome of the HRA review.

(h) The Budget

The Committee has a responsibility to assist the Finance and Management Committee to review the budget proposals. The Committee considered the Budget, the General Fund and capital at two of its meetings in January and February 2018. Members were also invited to attend policy-setting meetings and Area Forums where detailed presentations were given. The Committee was satisfied with the work undertaken and the outcome of the review of the Budget . The Committee Chairman also delivered a verbal update to the Finance and Management Committee, noting its review of the budgetary matters presented by the Strategic Director (Corporate Resources). He reported that the Committee

had carefully considered the budget reports and acknowledged the potential financial challenges facing the Council, but no matters of significance from an overview and scrutiny perspective were cited for further investigation.

(i) Public Health

East Midlands Ambulance Service (EMAS)

Following attendance to Committees in 2016/17, the East Midlands Ambulance Service have continued to provide ongoing updates which are circulated to all Members.

NHS Hospital Trusts

The Committee was updated on the collaboration of Burton Hospitals and Derby Teaching Hospitals NHS Foundation Trust. An informative presentation was delivered by the Chief Executive of Derby Teaching Hospitals and the Director of Strategy Burton Hospitals NHS Foundation Trust updating Members that the Boards of both Trusts had approved the Outline Business Case to deliver a partnership forming one single organisation. The benefits to both organisations, engagement of stakeholders including patients, and the importance of sustainability were explained in detail to the Committee. The process and timescale for implementation was outlined and the importance of sustaining services in both Burton and Derby were emphasised. In order to monitor the success of the merger, the Committee was advised that the completion of a Benefits Realisation Plan and communication with stakeholders would assist in this regard. Regular updates have been received and circulated to all Members, including invitations to Drop-In Information Sessions that were held in the Community Hospitals.

(j) Member IT Provision

In order to determine which new mobile devices would be the most effective, the process of evaluation and testing was instigated by a small focus group. Feedback was incorporated where the decision was made to move to a Lenovo tablet. The procurement process has been commenced, with configuration and training to be arranged in due course.

(k) Section 106 Health Based NHS Contributions

The review into Section 106 Health Based NHS Contributions is ongoing, with the Committee monitoring allocations. A representative from the Clinical Commissioning Group has been invited to attend a future meeting.

(l) Medical Provision - Stenson Ward

A specific request was received from Councillor Shepherd and his fellow Ward Member in relation to medical provision in the Stenson Ward. A number of complaints had been received from residents highlighting the difficulty experienced in obtaining a doctor's appointment and concerns that further planned developments within the Ward would exacerbate the situation. The Committee agreed to include the matter as part of its review of Section 106 Health Based NHS Contributions.

(m) Recreational Facilities in Rural Villages

The Committee reviewed the provision of recreational facilities across the District, including the funding options available. Members approved that an audit of play area facilities be completed, enabling the Committee to review the matter at a future meeting based on the information provided.

(n) Implementation of Universal Credit

Members considered the information made available in preparing for the implementation of Universal Credit in the District, which included installation of additional computers for public use to assist with online applications, ongoing provision of Tenant workshops and continued collaboration with Citizens Advice and Community Voluntary Services. Members considered the current position and planned actions for supporting tenants and potential claimants of Universal Credit.

3 Challenges for 2018-2019

- To build on, and update, the achievements of Overview & Scrutiny.
- To ensure that Overview and Scrutiny continues to make a positive contribution to the development of policy and the continuous improvement of the Council's operations.
- To continue to ensure the Overview and Scrutiny work programme reflects concerns of service users, community and the public.
- To continue to ensure Overview and Scrutiny works with the community and key partners to respond to local concerns.
- To continue to ensure that the work of Overview and Scrutiny has a positive effect on decision-makers and provides evidence that it has made a real difference.
- To ensure Overview and Scrutiny takes a more active, appropriate role in respect of the work of the Policy Committees and their decisions.
- To balance the focus of the Overview and Scrutiny Committee both inward on existing and proposed Council services, and outward to other areas of the community and partner organisations.
- To build on the existing scoping procedure to make it more robust, to ensure the original scope is used as a point of reference for each work programme item and a tool to measure progress and the value being added by the committee as it completes its work.

Chairman, Vice-Chairman and Members of the Overview and Scrutiny Committee
March 2018

REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	20th JUNE 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN PARAGRAPH NO: N/A
MEMBERS' CONTACT POINT:	ROOPY PABLA CHRIS TYLER (01283) 595848 / 595722	DOC:
SUBJECT:	SETTING THE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018-19	REF: N/A
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

1.1 To consider and agree the proposed Committee Work Programme for the year 2018/19, as detailed in Annexe A.

2.0 Purpose of the report

2.1 To define the process for setting the Work Programme for the ensuing year.

3.0 Background

3.1 The Overview & Scrutiny Committee has the responsibility to scrutinise services provided by the Council and other agencies, as used by residents of the district.

3.2 The Overview & Scrutiny Committee has carried out an extensive programme of activities over the years and this has allowed it to make a significant contribution to the life of the Council and South Derbyshire as a whole. The report summarising the work of the Committee during the municipal year of 2017-18 was considered by Members earlier in this meeting's agenda.

4.0 Setting the work programme for 2018/19

4.1 Members of the Committee held a Scoping Meeting earlier this month to identify potential issues to form its core work programme

4.2 The most practical way in which the Committee can help to focus on the right issues would be by deciding in advance what criteria it is going to use in order to choose what issues it is going to scrutinise during the year. Members may want to consider the following:

- (a) The work programme ought to be based on what is important for the Council and to its partners. It should focus on the themes set out in the Council's Corporate Plan.
- (b) The programme should focus on performance to see whether the Council or its partners are delivering on the key goals and objectives set out in the Corporate Plan.
- (c) The scoping exercise should identify key questions and those responsible for providing the relevant information to the Committee.
- (d) The work programme should result in practical recommendations for action to ensure that suggestions are deliverable.
- (e) The programme should be proportionate to the capacity of both Members and Officers to implement and it should be clear who is responsible for its delivery. The impact on the wider organisation should also be taken into consideration when assessing the scale.

5.0 Financial Implications

5.1 There are no specific financial implications arising from this report.

6.0 Corporate Implications

9.1 None directly arising from this report.

7.0 Background Papers

7.1 Scoping documents for review and previous committee reports.

8.0 Attachments

8.1 Work Programme 2018/19 as Annexe A.

Overview & Scrutiny Committee Work Programme 2018/19																	Annexe A
Project	Committee Date																Responsible Head of Service
	Jun-18		Sep-18		Oct-18		Nov-18		Jan-19		Feb-19		Mar-19				
	20	5	17	28	16	13	27										
Annual Report																	Legal and Democratic Services Manager.
RIPA																	Legal & Democratic Services Manager
Setting the Work Programme																	Strategic Director (Corporate Resources)
Budget																	Strategic Director (Corporate Resources)
Update on Section 106 Health Allocations																	Strategic Director (Service Delivery)
Rural Play Provision																	Strategic Director (Service Delivery)
Universal Credit																	Strategic Director (Corporate Resources)
Rural Broadband																	Strategic Director (Service Delivery)
Customer Services / Engagement																	Strategic Director (Corporate Resources)
Housing Stock / Allocations / Monitoring																	Strategic Director (Service Delivery)
Litter Collection																	Strategic Director (Service Delivery)
Multi-Team Working																	Strategic Director (Service Delivery)
Safer Neighbourhood Grants																	Strategic Director (Service Delivery)
Key																	
Report to Committee																	Verbal Update / Presentation
Report to Task Group																	Public Meeting