

Report to: Partnerships Scrutiny Committee

Date of Meeting: 12 July 2012

Report Author: Scrutiny Coordinator

Title: Scrutiny Work Programme

1. What is the report about?

The report presents the Partnerships Scrutiny Committee with its draft forward work programme for members' consideration.

2. What is the reason for making this report?

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

3. What are the recommendations?

That the Committee:

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate;
- 3.2 nominates representatives to fill each of the Committee's vacant positions on the Service Performance Challenge Groups; and
- 3.3 nominates a representative to serve on the Conwy and Denbighshire Collaboration Programme Board.

4. Report details.

- 4.1 Article 6 of the Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, whilst the rules of procedure for scrutiny committees are laid out in Part 4 of the Constitution.
- 4.2 The Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The objective of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 The Committee is requested to consider its draft work programme for

future meetings as detailed in appendix 1 and approve, revise or amend it as it deems appropriate. This draft work programme reflects the topics and issues suggested by Committee members at the recent work programme workshop. When deciding on the work programme members are asked to take into consideration:

- issues raised by members of the Committee
- matters referred to it by the Scrutiny Chairs and Vice-Chairs Group
- relevance to the Committee's/Council's/community priorities
- the Council's Corporate Plan and the Director of Social Services' Annual Report
- meeting workload
- timeliness
- outcomes
- key issues and information to be included in reports
- officers and/or lead Cabinet members who should be invited (having regard to whether their attendance is necessary or would add value)
- questions to be put to officers/lead Cabinet members

4.5 When considering future items for inclusion on the forward work programme members may also find it helpful to have regard to the following questions when determining a subject's suitability for inclusion on the work programme:

- what is the issue?
- who are the stakeholders?
- what is being looked at elsewhere
- what does scrutiny need to know? and
- who may be able to assist?

4.6 As mentioned in paragraph 4.2 the Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested topics. No proposal forms have been received for consideration by the Committee at the current meeting.

4.7 Cabinet Forward Work Programme

When deciding on their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of future work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 2.

4.8 Progress on Committee Resolutions

A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 3 to this report.

5. Scrutiny Chairs and Vice-Chairs Group

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. This Group is scheduled to hold its first meeting of the new Council session on 5 July 2012. Consequently, any recommendations or decisions taken by the Group at that meeting which either directly or indirectly affect Partnerships Scrutiny Committee will be reported verbally to the Committee at the meeting on 12 July.

6. Appointment of Committee Representatives on Council Groups and Boards

- 6.1 Periodically the Committee may be asked to appoint representatives from amongst its membership to serve on various Council Boards and Groups.
- 6.2 Members will recall that, at the Committee's first meeting, they nominated a number of representatives to serve on the Council's Service Performance Challenge Groups. At the same meeting the Committee appointed its Vice-Chair, Councillor Alice Jones, to serve on the Council's Strategic Investment Group (SIG).
- 6.3 As a number of members were unable to attend the first meeting, or had to leave the meeting early, an e-mail was sent to all Committee members requesting expressions of interest to serve on those Service Performance Challenge Groups for which a Committee representative was yet to be appointed. Whilst that exercise proved successful, due to a change in Committee membership, there are still a handful of vacant Committee places on the Service Performance Challenge Groups which the Committee is requested to fill. A copy of the latest list of scrutiny representatives on the Service Performance Challenge Groups can be seen at Appendix 4. Members will see from the list that representatives are required for Adult and Business Services; Business Planning and Performance; Finance and Assets, and Strategic Human Resources.
- 6.4 Conwy and Denbighshire Collaboration Programme Board
Since the Committee last met another request for a representative has been received, this time seeking the Committee to appoint someone to serve on the Conwy and Denbighshire Collaboration Board. This Board was established during the term of the previous Council to oversee and provide proper governance for collaborative projects between both Councils.
- 6.5 The aim of the Board, whose membership consists of senior elected members and officers from both authorities, is to drive existing collaborative projects and ensure that they are properly integrated into the work of both councils. It also acts as a forum at which proposals

for new collaborative projects can be considered prior to them being considered further within each individual authority.

- 6.6 Denbighshire's representatives on the Board are the Leader, Chief Executive, the Lead Members for Finance, Lead Member for Public Realm, representatives from each of the Scrutiny Committees and the Corporate Director for Economic and Community Ambition. Conwy County Borough Council's representation is similar, albeit that their job titles or portfolio names are different. A copy of the Board's terms of reference (dated February 2011) is attached at Appendix 5 for members' information.

7. How does the decision contribute to the Corporate Priorities?

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council in monitoring and reviewing policy issues.

8. What will it cost and how will it affect other services?

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

9. What consultations have been carried out?

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

10. What risks are there and is there anything we can do to reduce them?

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

11. Power to make the decision

Article 6.3.7 of the Council's Constitution stipulates that the Council's scrutiny committees must prepare and keep under review a programme for their future work.

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