



## Overview and Scrutiny Commission

22 April 2024

	<b>Overview and Scrutiny Commission</b> <b>22 April 2024</b>
<b>Report Title</b>	<b>Overview and Scrutiny Commission Work Programme 2023/24</b>
<b>Cabinet Portfolio</b>	Corporate Services
<b>Cabinet Member</b>	Councillor Martin Bond
<b>Exempt Report</b>	No
<b>Reason for Exemption</b>	N/A
<b>Key Decision</b>	No
<b>Public Notice issued</b>	N/A
<b>Wards Affected</b>	All
<b>Report of</b>	Jan Bakewell Director of Legal & Governance <a href="mailto:janbakewell@sthelens.gov.uk">janbakewell@sthelens.gov.uk</a>
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<b>Borough Priorities</b>	Ensure children and young people have a positive start in life	X
	Promote good health, independence, and care across our communities	X
	Create safe and strong communities and neighborhoods for all	X
	Support a strong, thriving, inclusive and well-connected local economy	X
	Create green and vibrant places that reflect our heritage and culture	X
	Be a responsible Council	X

## 1. Summary

- 1.1 This report sets out the process followed by members of the Overview and Scrutiny Commission and its thematic committees in determining their work programmes for municipal year 2023/24. Given resource constraints, new approaches have been introduced to further strengthen the process.

## 2. Recommendation for Decision

### **Overview & Scrutiny Commission is recommended:**

- (i) **to review the items listed within its work programme document and agree priorities and timescales;**
- (ii) **to request updates on the work programmes of the Scrutiny Committees from the Chairs; and**
- (iii) **to note the Scrutiny Committees' work programmes.**

## 3. Purpose of this report

- 3.1 The purpose of this report is to set out the process followed in drawing up work programmes for 2023/24.

## 4. Background/Reason for the recommendations

- 4.1 Overview and scrutiny activities play a key role in a successful democratic process, holding decision makers to account for future (overview) and past (scrutiny) decisions and in turn, contributing to the delivery of positive outcomes for residents and the Council's workforce and resources.
- 4.2 A comprehensive work programme is fundamental to the effectiveness of the Commission and its thematic scrutiny committees. It enables them to plan and manage their workloads to make best use of the available time and resources, ensure a focus on the Borough's priorities and add the most value to the performance of the Council and outcomes for residents.
- 4.3 Each committee agreed an allocation of up to two scrutiny reviews for the year.

### **Reviewing the Work Programme**

- 4.4 The Overview and Scrutiny Commission and Scrutiny Committees are required to review and agree their work programme at every committee meeting. When reviewing the work programme, new items can be added and items that no longer require scrutiny or are not considered to be a priority for action or monitoring can be removed.
- 4.5 When considering whether to add, remove and prioritise items for consideration Members should be mindful of the following:
- Would the Committee be able to add value through its work on the issue?
  - Is the issue linked to a Borough Priority?

- Is the issue a priority/concern for partners, stakeholders, and the public?
- Is the issue related to poorly performing services?
- Is there a pattern of budgetary overspends?
- Are there significant levels of public/service user dissatisfaction with the service?
- Has there been media coverage of the issue?
- Is the issue related to new Government guidance?
- Would consideration of the issue be timely?
- Are there sufficient resources (e.g., officer capacity to support a review or provide a report) to effectively consider the issue at this time?
- Would Scrutiny be duplicating work being undertaken elsewhere?
- Is the matter subject to judicial review (sub judice)?

4.6 The Work Programme Prioritisation Aid attached to this report is designed to assist members in considering whether a suggested addition to the work programme is suitable and meets the necessary criteria. If members consider that a suggestion would not be suitable for scrutiny, the Scrutiny Committee could choose to refer the matter elsewhere. If an item is considered an important issue but not a priority at this time an item may be added to the end of the work programme to be monitored for further consideration in the future.

## **5. Consideration of Alternatives**

5.1 None

## **6. Conclusions**

6.1 As this is the final meeting of the municipal year the Commission should consider which outstanding items in the work programme need to be carried forward into the 2024/25 municipal year.

## **7. Legal Implications**

7.1 N/A

## **8. Financial Implications**

8.1 N/A

## **9. Equality Impact Assessment**

9.1 N/A

## **10. Social Value**

10.1 N/A

## **11. Net Zero and Environment**

11.1 N/A

## **12. Health and Wellbeing**

12.1 N/A

## **13. Customer and Resident**

13.1 N/A

## **14. Asset and Property**

14.1 N/A

## **15. Staffing and People Management**

15.1 N/A

## **16. Risks**

16.1 Failure to effectively manage the work programme could lead to inefficient use of the Committee's time and resources, negatively affecting the Committee's ability to add value and help the Council achieve its priorities. By examining the work programme regularly and following the prioritisation aid as recommended, the Committee should minimize the risk of using time and resources on ineffective items.

## **17. Policy Framework Implications**

17.1 N/A

## **18. Impact and Opportunities on Localities**

18.1 N/A

## **19. Background Documents**

19.1 None

## **20. Appendices**

1. Work Programme Prioritisation Aid
2. Overview and Scrutiny Commission Work Programme 2023/24

3. Adults Health and Social Care Services Scrutiny Committee Work Programme 2023/24
4. Children and Young People Services Scrutiny Committee Work Programme 2023/24
5. Place Services Scrutiny Committee Work Programme 2023/24

**Appendix 1**  
**Overview and Scrutiny Work Programme Prioritisation Aid**



