

## Policy and Scrutiny

### Open Report on behalf of David Coleman, Chief Legal Officer

Report to:	<b>Overview and Scrutiny Management Board</b>
Date:	<b>28 February 2019</b>
Subject:	<b>Overview and Scrutiny Management Board Work Programme</b>

#### Summary:

This item enables the Board to consider and comment on the content of its work programme for the coming year to ensure that scrutiny activity is focused where it can be of greatest benefit. Members are encouraged to highlight items that could be included for consideration in the work programme.

The work programme will be reviewed at each meeting of the Board to ensure that its contents are still relevant and will add value to the work of the Council and partners.

#### Actions Required:

Members of the Board are invited to:

- 1) Review and agree the Board's work programme as set out in Appendix A to this report.
- 2) Highlight for discussion any additional scrutiny activity which could be included for consideration in the work programme.
- 3) Support the future direction of the IT Working Group taking into consideration the update as set out in Appendix C to this report.

## 1. Background

Overview and Scrutiny should be positive, constructive, independent, fair and open. The scrutiny process should be challenging, as its aim is to identify areas for improvement. Scrutiny activity should be targeted, focused and timely and include issues of corporate and local importance, where scrutiny activity can influence and add value.

Overview and scrutiny committees should not, as a general rule, involve themselves in relatively minor matters or individual cases, particularly where there are other processes, which can handle these issues more effectively.

All members of overview and scrutiny committees are encouraged to bring forward important items of community interest to the Board whilst recognising that not all items will be taken up depending on available resource and assessment against the prioritisation toolkit.

## **Purpose of Scrutiny Activity**

Set out below are the definitions used to describe the types of scrutiny, relating to the items on the Board's Work Programme:

Policy Development - The Board is involved in the development of policy, usually at an early stage, where a range of options are being considered.

Pre-Decision Scrutiny - The Board is scrutinising a proposal, prior to a decision on the proposal by the Executive, the Executive Councillor or a senior officer.

Policy Review - The Board is reviewing the implementation of policy, to consider the success, impact, outcomes and performance.

Performance Scrutiny - The Board is scrutinising periodic performance, issue specific performance or external inspection reports.

Consultation - The Board is responding to (or making arrangements to) respond to a consultation, either formally or informally. This includes pre-consultation engagement.

Budget Scrutiny - The Board is scrutinising the previous year's budget, or the current year's budget or proposals for the future year's budget.

Requests for specific items for information should be dealt with by other means, for instance briefing papers to members.

## **Identifying Topics**

Selecting the right topics where scrutiny can add value is essential in order for scrutiny to be a positive influence on the work of the Council. Members may wish to consider the following questions when highlighting potential topics for discussion to the Board:-

- Will Scrutiny input add value?  
*Is there a clear objective for scrutinising the topic, what are the identifiable benefits and what is the likelihood of achieving a desired outcome?*
- Is the topic a concern to local residents?  
*Does the topic have a potential impact for one or more section(s) of the local population?*
- Is the topic a Council or partner priority area?  
*Does the topic relate to council corporate priority areas and is there a high level of budgetary commitment to the service/policy area?*
- Are there relevant external factors relating to the issue?  
*Is the topic a central government priority area or is it a result of new government guidance or legislation?*

## **Scrutiny and Executive Protocol**

The County Council's Scrutiny and Executive Protocol sets out practical working arrangements which develops a unity of purpose between the Executive, overview and scrutiny committees as well as the Council's senior managers.

The Protocol provides a framework for positive relationships between the Executive and overview and scrutiny committees, but its effectiveness is dependent on all councillors and officers accepting the principles underlying the Protocol.

The Protocol includes the following expectations:

- The Chairman or Vice Chairman of the Overview and Scrutiny Management Board will as far as possible attend each meeting of the Executive.
- The Chairmen or Vice Chairmen of overview and scrutiny committees should attend meetings of the Executive, where an item relevant to their committee's remit is being considered.
- Regular briefing meetings are recommended between the Chairmen and Vice Chairmen of overview and scrutiny committees and the relevant Executive Councillor(s) and Executive Support Councillor(s). These meetings should include the scrutiny officers, and any relevant officers if required.
- It is accepted that Executive Councillors may not be able to attend all meetings of their relevant overview and scrutiny committees. An overview and scrutiny committee may request the attendance of an Executive Councillor for a particular item on the agenda. In such cases if the Executive Councillor is not available he or she should be represented by the Executive Support Councillor.

## **Scrutiny Panel Activity**

Where a topic requires more in-depth consideration, the Board may commission a Scrutiny Panel to undertake a Scrutiny Review, subject to the availability of resources and approval of the Board. Details of Scrutiny Panel activity is set out in Appendix B.

Work Programme items on scrutiny review activity can include discussion on possible scrutiny review items; finalising the scoping for the review; consideration and approval of the final report; the response to the report; and monitoring outcomes of previous reviews.

The Board may also establish a maximum of two working groups at any one time, comprising a group of members from the Board.

## **Committee Working Group Activity**

Scrutiny Committees may establish informal working groups, which can meet a maximum of three times, usually to consider matters in greater detail, and then to put their proposals to Committee. Details of Working Group activity is set out at Appendix C.

## Executive Forward Plan

The Executive Forward Plan of key decisions is set out at Appendix D. This is background information for the Committee's consideration to ensure that all key decisions are scrutinised by the relevant scrutiny committee.

## 2. Conclusion

The Board's work programme for the coming year is attached at Appendix A to this report.

Members of the Board are invited to review, consider and comment on the work programme as set out in Appendix A and highlight for discussion any additional scrutiny activity which could be included for consideration in the work programme.

Consideration should be given to the items included in the work programme as well as any 'items to be programmed' listed.

## 3. Consultation

### a) Have Risks and Impact Analysis been carried out?

Not Applicable

### b) Risks and Impact Analysis

Not Applicable

## 4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Overview and Scrutiny Management Board – Work Programme
Appendix B	Scrutiny Panel Activity
Appendix C	Working Group Activity
Appendix D	Forward Plan of Decisions

## 5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Tracy Johnson, Senior Scrutiny Officer, who can be contacted on 01522 552164 or by e-mail at [Tracy.Johnson@lincolnshire.gov.uk](mailto:Tracy.Johnson@lincolnshire.gov.uk)

**OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

Chairman: Councillor Robert Parker

Vice Chairman: Councillor Ray Wootten

**Each agenda includes the following standard items:**

- **Call-in (if required)**
- **Councillor Call for Action (if required)**

<b>28 February 2019</b>		
<b>Item</b>	<b>Contributor</b>	<b>Purpose</b>
Membership of the Local Government Association (LGA)	Nigel West, Head of Democratic Services and Statutory Scrutiny Officer	Consultation
Northamptonshire County Council Best Value Inspection - Lessons Learned	Lucy Pledge, Audit and Risk Manager David Forbes, County Finance Officer	Policy Review
2018/19 Council Business Plan Quarter 3	Jasmine Sodhi Performance and Equalities Manager	Performance Scrutiny / Pre-Decision Scrutiny <i>(Executive decision on 5 March 2019)</i>
Treasury Management Performance Quarter 3 (1 October 2018 to 31 December 2018)	Karen Tonge Treasury Manager	Performance Scrutiny
Treasury Management Strategy Statement and Annual Investment Strategy 2019/20	Karen Tonge Treasury Manager	Pre-Decision Scrutiny <i>(Executive Councillor Decision on 22 March 2019)</i>
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> <li>• Children and Young People Scrutiny Committee</li> <li>• Public Protection and Communities Scrutiny Committee</li> </ul>	Cllr Robert Foulkes Chairman of Children and Young People Scrutiny Committee  Cllr Nigel Pepper Chairman of Public Protection and Communities Scrutiny Committee	Performance Scrutiny

<b>28 March 2019</b>		
<b>Item</b>	<b>Contributor</b>	<b>Purpose</b>
Reconfiguration of the Council's ERP system – Business World	Andrew McLean: Transformation Programme Manager Helen Edwards: Strategic Finance Manager – Agresso	Pre-Decision Scrutiny ( <i>Executive Decision on 2 April 2019</i> )
Scrutiny Panel B – Transitions Review Final Report	Cllr Angela Newton, Chairman of Scrutiny Panel B	Scrutiny Review Activity
Corporate Support Services Contract – IMT Progress Report	John Wickens, Chief Digital Officer	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> <li>• Environment and Economy Scrutiny Committee</li> <li>• Highways and Transport Scrutiny Committee</li> <li>• Flood and Water Management Scrutiny Committee</li> </ul>	Cllr Barry Dobson Chairman of Environment and Economy Scrutiny Committee Cllr Mike Brookes Chairman of Highways and Transport Scrutiny Committee Cllr Bob Adams Chairman of the Flood and Water Management Scrutiny Committee	Performance Scrutiny

<b>25 April 2019</b>		
<b>Item</b>	<b>Contributor</b>	<b>Purpose</b>
Commissioning Strategies	George Spiteri, Commissioning Performance and Assurance Manager	Pre-Decision Scrutiny ( <i>Executive Decision on 8 May 2019</i> )
Corporate Support Services Contract – Housekeeping Progress Report	Sophie Reeve, Chief Commercial Officer	Performance Scrutiny

<b>25 April 2019</b>		
<b>Item</b>	<b>Contributor</b>	<b>Purpose</b>
Overview and Scrutiny Annual Report	Nigel West, Head of Democratic Services and Statutory Scrutiny Officer	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> <li>Adults and Community Wellbeing Scrutiny Committee</li> <li>Health Scrutiny Committee</li> </ul>	Cllr Hugo Marfleet, Chairman of Adults and Community Wellbeing Scrutiny Committee Cllr Carl Macey, Chairman of Health Scrutiny Committee	Performance Scrutiny

<b>30 May 2019</b>		
<b>Item</b>	<b>Contributor</b>	<b>Purpose</b>
Update on the Council People Management and Workforce Plan	Fiona Thompson, Service Manager – People Management	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> <li>Children and Young People Scrutiny Committee</li> <li>Public Protection and Communities Scrutiny Committee</li> </ul>	Cllr Robert Foulkes, Chairman of Children and Young People Scrutiny Committee Cllr Nigel Pepper, Chairman of Public Protection and Communities Scrutiny Committee	Performance Scrutiny

<b>27 June 2019</b>		
<b>Item</b>	<b>Contributor</b>	<b>Purpose</b>
Corporate Support Services Contract – Six Monthly Overview Report	Sophie Reeve, Chief Commercial Officer John Wickens, Chief Digital Officer	Performance Scrutiny

27 June 2019		
Item	Contributor	Purpose
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> <li>• Environment and Economy Scrutiny Committee</li> <li>• Highways and Transport Scrutiny Committee</li> </ul>	Cllr Barry Dobson Chairman of Environment and Economy Scrutiny Committee  Cllr Mike Brookes Chairman of Highways and Transport Scrutiny Committee	Performance Scrutiny

For more information about the work of the Overview and Scrutiny Management Board please contact Tracy Johnson, Senior Scrutiny Officer, on 01522 552164 or by e-mail at [Tracy.Johnson@lincolnshire.gov.uk](mailto:Tracy.Johnson@lincolnshire.gov.uk)



# Scrutiny Panel Activity

(as at 20 February 2019)

## Current Reviews

<b>Scrutiny Panel A</b>	<b>Membership</b>	<b>Completion Date</b>
Roundabout Sponsorship and Advertising	Councillors L Wootten (Chairman), S R Parkin (Vice Chairman), W J Aron, Mrs A M Austin, Mrs P Cooper, P Coupland, A G Hagues and N Pepper	11 March 2019

<b>Scrutiny Panel B</b>	<b>Membership</b>	<b>Completion Date</b>
Transitions	Councillors Mrs A Newton (Chairman), A H Turner (Vice Chairman), R L Foulkes, A G Hagues, C Matthews, S R Parkin, R H Trollope-Bellew and M A Whittington	28 March 2019

All completed review reports to be approved by relevant scrutiny committee before consideration at a meeting of the County Council's Executive.

# Working Group Activity

(as at 20 February 2019)

<b>Committee</b>	<b>Working Group</b>	<b>Membership</b>
Adults and Community Wellbeing Scrutiny Committee	Government Green Paper – Care and Support for Older People	Councillors C E H Marfleet, R J Kendrick, Mrs J E Killey, A P Maughan, Mrs E J Sneath and M A Whittington
Environment and Economy Scrutiny Committee	High Street Vitality	Councillors B Dobson, B Adams, W Bowkett, Mrs J Brockway, K Clarke, K Cook, G Cullen, Mrs C Lawton and A Spencer
Overview and Scrutiny Management Board	UK's Exit from the European Union	Councillors Mrs A Austin, T Bridges, M Brookes, M T Fido, R L Foulkes, C E H Marfleet, Mrs M J Overton MBE, R B Parker, A M Stokes and Mrs C A Talbot; and added member: Mr S Rudman
Overview and Scrutiny Management Board	IT Provision	Councillors B Adams, M D Boles, C J T H Brewis, T Bridges, Mrs J Brockway, S R Parkin, S P Roe and M A Whittington

## Update on the IT Working Group

### Introduction

On 29 March 2018, the Overview and Scrutiny Management Board established the IT Working Group. Following the confirmation of the membership, the first meeting of the Working Group took place on 18 July 2018, with further meetings held on 10 September 2018, 9 January 2019 and 12 February 2019.

The Overview and Scrutiny Management Board received an update report on behalf of the Working Group on 25 October 2018 and agreed to receive a further report in due course.

### Membership

The IT Working Group comprises the following members: Councillors Jackie Brockway (Chairman), Sarah Parkin (Vice Chairman), Bob Adams, Matt Boles, Chris Brewis, Tony Bridges, Stephen Roe and Mark Whittington. The Working Group has been supported at each meeting by John Wickens, the Chief Digital Officer.

### Development of the Council's IMT Strategy

A key task for the Council is the development of the IMT Strategy. The Working Group has contributed to this development, by reviewing proposed priorities in the strategy and providing feedback on the content. This began in July with consideration of some outline thoughts on the themes in the strategy.

As reported to the Board on 28 October, the Working Group supported an emphasis in the IMT Strategy on a more external focus, taking into account the needs of the citizen. The Working Group also highlighted the importance of all parts of the organisations supporting the IMT Strategy, and working with the IT Department's client team.

Since 28 October, the Working Group has considered a draft *Information Management and Technology – Technical Strategy 2019-2022* and provided feedback on the format and content of this, including the overarching themes for the strategy.

On 12 February 2019, the Working Group met the Executive Councillor for Highways, Transport and IT, who stressed the importance of IT in meeting the Council's corporate business needs, but that IT is not an end in itself. The IMT strategy would act as a means of a general view on the Council's approaches to its IMT challenges. It would not commit to all future IT initiatives and expenditure, as such decisions had to be made on the basis of a business case and available funding.

### Next Steps

The Working Group understood the rationale for the content of the draft strategy and was satisfied with the incorporation of its comments from 9 January, into a revised draft on 12 February.

Subject to further refinements, it is planned the IMT Strategy would be submitted to the Executive for approval, with this Board giving it prior consideration.

### Activity of the Overview and Scrutiny Management Board

On 28 October 2018, the Overview and Scrutiny Management Board was asked to consider a request to align its work on IT with the activity of the Working Group. This Board has continued with IT related items, and since 28 October has scrutinised the performance of the Corporate Services Support Contract, including the Top 20 Priority IMT projects on 29 November 2018. It has since been agreed that the Board will consider separate items on IT performance, and the first of these quarterly reports is planned for 28 March 2019.

### Future Activity of the Working Group

At the Working Group's last meeting on 12 February 2019, there was some consideration of its future role, now that its work contributing to the development of the IMT Strategy has been completed. In light of this, the Board is asked to support the future direction of the IT Working Group.

**FORWARD PLAN OF KEY DECISIONS FROM 1 MARCH 2019**

DEC REF	MATTERS FOR DECISION	REPORT STATUS	DECISION MAKER AND DATE OF DECISION	PEOPLE/GROUPS CONSULTED PRIOR TO DECISION	DOCUMENTS TO BE CONSIDERED	OFFICER(S) FROM WHOM FURTHER INFORMATION CAN BE OBTAINED AND REPRESENTATIONS MADE (All officers are based at County Offices, Newland, Lincoln LN1 1YL unless otherwise stated)	DIVISIONS AFFECTED
I017038	Community Based Support Service for People with Dementia and their Families	Open	Executive Councillor: Adult Care, Health and Children's Services  Between 28 Feb 2019 and 4 Mar 2019	Commercial Team – People Services; Adults and Community Wellbeing Departmental Management Team; and the Adults and Community Wellbeing Scrutiny Committee	Report	Senior Commercial and Procurement Officer Tel: 01522 553695 Email: karley.beck@lincolnshire.gov.uk	All
I017376 New!	Skegness Business Park	Exempt	Executive Councillor: Economy and Place Between 28 Feb 2019 and 8 Mar 2019	Environment and Economy Scrutiny Committee	Report	Special Projects Officer Tel: 01522 550644 Email: tanya.vaughan@lincolnshire.gov.uk	Skegness North; Skegness

DEC REF	MATTERS FOR DECISION	REPORT STATUS	DECISION MAKER AND DATE OF DECISION	PEOPLE/GROUPS CONSULTED PRIOR TO DECISION	DOCUMENTS TO BE CONSIDERED	OFFICER(S) FROM WHOM FURTHER INFORMATION CAN BE OBTAINED AND REPRESENTATIONS MADE (All officers are based at County Offices, Newland, Lincoln LN1 1YL unless otherwise stated)	DIVISIONS AFFECTED
I017098	The approval for the publication of The Lincolnshire County Council (A46 Dunholme and Welton Junction) (Classified Road) (Side Roads) Order 2019 and associated Compulsory Purchase Order 2019 for the acquisition of land	Open	Executive 5 Mar 2019	Highways and Transport Scrutiny Committee; impacted landowners and tenants	Report	Senior Project Leader Tel: 01522 782070 Email: charlotte.hughes@lincolnshire.gov.uk	Welton Rural
I017372 New!	A158 Rand PRN	Open	Executive Councillor: Resources and Communications 12 Mar 2019	Highways colleagues and utility companies	Report	Senior Project Leader Tel: 01522 552940 Email: steve.brooks@lincolnshire.gov.uk	Bardney and Cherry Willingham
I017422 New!	Fostering Allowances	Open	Executive Councillor: Adult Care, Health and Children's Services 29 Mar 2019	Children and Young People Scrutiny Committee	Report	Children's Services Manager - Regulated Tel: 01522 554109 Email: john.harris@lincolnshire.gov.uk	All Divisions

DEC REF	MATTERS FOR DECISION	REPORT STATUS	DECISION MAKER AND DATE OF DECISION	PEOPLE/GROUPS CONSULTED PRIOR TO DECISION	DOCUMENTS TO BE CONSIDERED	OFFICER(S) FROM WHOM FURTHER INFORMATION CAN BE OBTAINED AND REPRESENTATIONS MADE (All officers are based at County Offices, Newland, Lincoln LN1 1YL unless otherwise stated)	DIVISIONS AFFECTED
I017124	Authority to Procure Replacement Breathing Apparatus Equipment	Open	Executive 2 Apr 2019	Public Protection and Communities Scrutiny Committee	Report	Assistant Chief Fire Officer Tel: 01522 582222 Email: dan.quinn@lincolnshire.gov.uk	All
I017371 New!	Reconfiguration of the Council's ERP system - Business World	Open	Executive 2 Apr 2019	Overview and Scrutiny Management Board	Report	Transformation Programme Manager Tel: 01522 554079 Email: andrew.mclean@lincolnshire.gov.uk	
I017423 New!	Short Breaks Provision in Lincolnshire	Open	Executive Councillor: Adult Care, Health and Children's Services Between 27 May 2019 and 29 May 2019	Commercial Team - People Services; Adult and Community Wellbeing Departmental Management Team; Adults and Community Wellbeing Scrutiny Committee	Report	Commercial and Procurement Manager Tel: 01522 553673 Email: carl.miller@lincolnshire.gov.uk	
I013959	Future Model of the Heritage Service	Open	Executive 8 May 2019	Public Protection and Communities Scrutiny Committee	Report	Chief Community Engagement Officer Tel: 01522 553831 Email: nicole.hilton@lincolnshire.gov.uk	All

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