

Policy and Scrutiny

**Open Report on behalf of Andrew Crookham,
Executive Director - Resources**

Report to:	Overview and Scrutiny Management Board
Date:	29 August 2019
Subject:	Overview and Scrutiny Management Board Work Programme

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.

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.

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.

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 is invited to review, consider and comment on its proposed work programme for the coming year, which is attached at Appendix A to this report. The Board may 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 Nigel West, Head of Democratic Services, who can be contacted on 01522 552840 or by e-mail at nigel.west@lincolnshire.gov.uk

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Each agenda includes the following standard items:

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

29 August 2019		
Item	Contributor	Purpose
Performance Reporting against the Council Business Plan 2019/20 - Quarter 1	Jasmine Sodhi, Performance and Equalities Manager	Pre-Decision Scrutiny (<i>Executive decision on 3 September 2019</i>)
Performance of the Corporate Support Services Contract	Sophie Reeve, Assistant Director Commercial Arnd Hobohm, Serco Contract Manager John Wickens, Interim Assistant Director ICT	Performance Scrutiny
Proposed Terms of Reference for <i>Review of Overview and Scrutiny</i>	Nigel West, Head of Democratic Services and Statutory Scrutiny Officer	Scrutiny Review Activity
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> • Adults and Community Wellbeing Scrutiny Committee • Health Scrutiny Committee 	Cllr Hugo Marfleet, Chairman of Adults and Community Wellbeing Scrutiny Committee Cllr Carl Macey, Chairman of Health Scrutiny Committee	Performance Scrutiny

26 September 2019		
Item	Contributor	Purpose
Business World Reconfiguration	Andrew McLean, Interim Transformation Director	Pre-Decision Scrutiny (<i>Executive decision on 1 October 2019</i>)
Revenue and Capital Budget Monitoring Report 2019/20	Michelle Grady, Assistant Director for Strategic Finance	Pre Decision Scrutiny (<i>Executive decision on 1 October 2019</i>)

26 September 2019		
Item	Contributor	Purpose
Treasury Management Performance Quarter 1 (1 April to 30 June 2019)	Karen Tonge, Treasury Manager Chris Scott, Link Asset Services	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> Children and Young People Scrutiny Committee Public Protection and Communities Scrutiny Committee 	Cllr Robert Kendrick, Vice-Chairman of Children and Young People Scrutiny Committee Cllr Nigel Pepper, Chairman of Public Protection and Communities Scrutiny Committee	Performance Scrutiny

24 October 2019		
Item	Contributor	Purpose
Draft Corporate Plan	George Spiteri, Head of Commercial Services – Projects and Performance	Policy Development
Review of Financial Risk Assessment	Dave Simpson, Head of Finance - Technical and Development	Budget Scrutiny
Update on the Council People Management and Workforce Plan	Fiona Thompson, Head of Human Resources	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> Environment and Economy Scrutiny Committee Highways and Transport Scrutiny Committee Flood and Water Management Scrutiny Committee 	Cllr Wendy Bowkett, Chairman of Environment and Economy Scrutiny Committee Cllr Bob Adams, Chairman of Highways and Transport Scrutiny Committee Cllr Paul Skinner, Chairman of the Flood and Water Management Scrutiny Committee	Performance Scrutiny

28 November 2019		
Item	Contributor	Purpose
Draft Corporate Plan	George Spiteri, Head of Commercial Services – Projects and Performance	Policy Development
Performance Reporting against the Council Business Plan 2019/20 - Quarter 2	Jasmine Sodhi, Performance and Equalities Manager	Pre-Decision Scrutiny (<i>Executive decision on 3 December 2019</i>)
Performance of the Corporate Support Services Contract	Sophie Reeve, Assistant Director Commercial Arnd Hobohm, Serco Contract Manager John Wickens, Interim Assistant Director ICT	Performance Scrutiny
Treasury Management Performance Quarter 2 (1 July to 30 September 2019)	Karen Tonge, Treasury Manager Chris Scott, Link Asset Services	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> • Adults and Community Wellbeing Scrutiny Committee • Health Scrutiny Committee 	Cllr Hugo Marfleet, Chairman of Adults and Community Wellbeing Scrutiny Committee Cllr Carl Macey, Chairman of Health Scrutiny Committee	Performance Scrutiny

19 December 2019		
Item	Contributor	Purpose
Scrutiny Panel B: <i>Review of Overview and Scrutiny – Interim Update</i>	Cllr Angela Newton, Chairman of Scrutiny Panel B	Scrutiny Review Activity
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> • Children and Young People Scrutiny Committee • Public Protection and Communities Scrutiny Committee 	Cllr Robert Kendrick, Vice-Chairman of Children and Young People Scrutiny Committee Cllr Nigel Pepper Chairman of Public Protection and Communities Scrutiny Committee	Performance Scrutiny

30 January 2020		
Item	Contributor	Purpose
Final Draft Council Business Plan 2020/21	Jasmine Sodhi, Performance and Equalities Manager	Pre-Decision Scrutiny (Executive Decision on 4 February 2020)
Revenue and Capital Budget Monitoring Report 2019/20	Michelle Grady, Assistant Director for Strategic Finance	Pre Decision Scrutiny (Executive decision on 4 February 2020)
Service Budget Proposals 2020/21	Michelle Grady, Assistant Director for Strategic Finance	Budget Scrutiny (Council Decision on 28 February 2020)
Capital Strategy 2020/21	Sue Maycock, Head of Finance - Corporate Michelle Grady, Assistant Director for Strategic Finance	Pre-Decision Scrutiny (Executive decision on 4 February 2020)
Council Budget 2020/21	Michelle Grady, Assistant Director for Strategic Finance	Budget Scrutiny (Council Decision on 28 February 2020)

27 February 2020		
Item	Contributor	Purpose
Performance Reporting against the Council Business Plan 2019/20 - Quarter 3	Jasmine Sodhi Performance and Equalities Manager	Performance Scrutiny / Pre-Decision Scrutiny (Executive decision on 3 March 2020)
Treasury Management Performance Quarter 3 (1 October 2019 to 31 December 2019)	Karen Tonge Treasury Manager Chris Scott, Link Asset Services	Performance Scrutiny
Treasury Management Strategy Statement and Annual Investment Strategy 2020/21	Karen Tonge Treasury Manager Chris Scott, Link Asset Services	Pre-Decision Scrutiny (Executive Councillor Decision TBC)

Performance of the Corporate Support Services Contract	Sophie Reeve, Assistant Director Commercial Arnd Hobohm, Serco Contract Manager John Wickens, Interim Assistant Director ICT	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> Environment and Economy Scrutiny Committee Highways and Transport Scrutiny Committee 	Cllr Wendy Bowkett, Chairman of Environment and Economy Scrutiny Committee Cllr Bob Adams, Chairman of Highways and Transport Scrutiny Committee	Performance Scrutiny

26 March 2020		
Item	Contributor	Purpose
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> Adults and Community Wellbeing Scrutiny Committee Health Scrutiny Committee 	Cllr Hugo Marfleet, Chairman of Adults and Community Wellbeing Scrutiny Committee Cllr Carl Macey, Chairman of Health Scrutiny Committee	Performance Scrutiny

30 April 2020		
Item	Contributor	Purpose
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"> Children and Young People Scrutiny Committee Public Protection and Communities Scrutiny Committee 	Cllr Robert Kendrick, Vice-Chairman of Children and Young People Scrutiny Committee Cllr Nigel Pepper, Chairman of Public Protection and Communities Scrutiny Committee	Performance Scrutiny

28 May 2020		
Item	Contributor	Purpose
Performance of the Corporate Support Services Contract	Sophie Reeve, Assistant Director Commercial Arnd Hobohm, Serco Contract Manager John Wickens, Interim Assistant Director ICT	Performance Scrutiny
Updates on the Council People Management and Workforce Plan and the Employee Survey	Fiona Thompson, Head of Human Resources	Performance Scrutiny
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> • Environment and Economy Scrutiny Committee • Highways and Transport Scrutiny Committee • Flood and Water Management Scrutiny Committee 	Cllr Wendy Bowkett, Chairman of Environment and Economy Scrutiny Committee Cllr Bob Adams, Chairman of Highways and Transport Scrutiny Committee Cllr Paul Skinner, Chairman of the Flood and Water Management Scrutiny Committee	Performance Scrutiny

02 July 2020		
Item	Contributor	Purpose
Review of Financial Performance 2019/20	Dave Simpson, Head of Finance - Technical and Development	Pre-Decision Scrutiny (Executive decision on 7 July 2020)
Treasury Management Annual Report 2019/20	Karen Tonge, Treasury Manager Chris Scott, Link Asset Services	Performance Scrutiny
Performance Reporting against the Council Business Plan 2019/20 - Quarter 4	Jasmine Sodhi, Performance and Equalities Manager	Pre-Decision Scrutiny (Executive decision on 7 July 2020)

02 July 2020		
Item	Contributor	Purpose
Overview and Scrutiny Work Programmes <ul style="list-style-type: none"> • Adults and Community Wellbeing Scrutiny Committee • Health Scrutiny Committee 	Cllr Hugo Marfleet, Chairman of Adults and Community Wellbeing Scrutiny Committee Cllr Carl Macey, Chairman of Health Scrutiny Committee	Performance Scrutiny

Items to be Scheduled

- Formation of a Company for Legal Services

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

Scrutiny Panel Activity

(as at 20 August 2019)

Current Reviews

Scrutiny Panel A	Membership	Completion Date
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	Executive – 1 October 2019

Scrutiny Panel B	Membership	Completion Date
	Councillors Mrs A Newton (Chairman), A H Turner (Vice Chairman)	

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 August 2019)

Committee	Working Group	Membership
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 N Stokes and Mrs C A Talbot; and added member: Mr S Rudman
Highways and Transport Scrutiny Committee	CCTV Parking Enforcement Pilot Scheme	Councillors B Adams, C J T H Brewis, M Brookes, S P Roe and A N Stokes

FORWARD PLAN OF KEY DECISIONS FROM 2 SEPTEMBER 2019

PUBLISHED ON 2 AUGUST 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
I018473 New!	B1188 Ruskington Primary Route Network	Open	Executive Councillor: Resources and Communications Between 2 Sep 2019 and 9 Sep 2019	Highways colleagues, utility companies and local affected businesses.	Reports	Senior Project Leader Tel: 01522 552940 Email: steve.brooks@lincolnshire.gov.uk	Ruskington
I018472 New!	A46 Usselby and Faldingworth Primary Route Network	Open	Executive Councillor: Resources and Communications Between 2 Sep 2019 and 9 Sep 2019	Highways colleagues and utility companies.	Reports	Senior Project Leader Tel: 01522 552940 Email: steve.brooks@lincolnshire.gov.uk	Market Rasen Wolds and Welton Rural
I018064	Future of the Heritage Service	Open	Executive 3 Sep 2019	Public Protection and Communities Scrutiny Committee	Reports	Assistant Director - Communities Tel: 01522 553786 Email: nicole.hilton@lincolnshire.gov.uk	All
I018047	Proposed Statement of Community Involvement	Open	Executive 3 Sep 2019	A draft version of the Statement of Community Involvement was subject to widespread publicity/consultation from 21 January 2019 to 4 March 2019; Environment and Economy Scrutiny Committee	Reports	Minerals and Waste Policy Team Leader Tel: 01522 554818 Email: adrian.winkley@lincolnshire.gov.uk	All

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
I018447	Winter Service Plan 2019	Open	Executive Councillor: Highways, Transport and IT Between 16 Sep 2019 and 27 Sep 2019	Highways and Transport Scrutiny Committee	Reports	Policy and Strategic Asset Manager Email: joe.phillips@lincolnshire.gov.uk Tel: 01522 553105	All
I018351	Revenue and Capital Budget Monitoring Report 2019/20	Open	Executive 1 Oct 2019	Overview and Scrutiny Management Board	Reports	Assistant Director for Strategic Finance Tel: 01522 553235 Email: michelle.grady@lincolnshire.gov.uk	All
I017884	Highways 2020 Award	All Open/ Exempts	Executive 1 Oct 2019	Highways and Transport Scrutiny Committee; Commissioning and Consultancy Board; all functions within the Highways Service	Reports	Senior Project Leader Tel: 01522 552368 Email: jonathan.evans@lincolnshire.gov.uk	All
I017458	Spalding Western Relief Road	Open	Executive 1 Oct 2019	Spalding Western Relief Road Executive Management Board; Public & Businesses in Spalding/ South Holland District Council; and Highways and Transport Scrutiny Committee	Reports	Senior Project Leader (Major Schemes) Tel: 01522 555587 Email: Teresa.james@lincolnshire.gov.uk	
I017371	Reconfiguration of the Council's ERP system - Business World	Open	Executive 1 Oct 2019	Overview and Scrutiny Management Board	Reports	Transformation Programme Manager Tel: 01522 554079 Email: andrew.mclean@lincolnshire.gov.uk	All
I018554 New!	Housing Related Support Services	Open	Executive 1 Oct 2019	Adults and Community Wellbeing Scrutiny Committee; Children and Young People Scrutiny Committee	Reports	Head of Prevention and Early Intervention Tel: 01522 554227 Email: semantha.neal@lincolnshire.gov.uk Commissioning Manager - Commercial Tel: 01522 554053 Email: mark.rainey@lincolnshire.gov.uk	All

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
I018597 New!	Proposal to expand capacity at Athena School, Lincoln (Final Decision)	Open	Executive Councillor: Adult Care, Health and Children's Services 1 Nov 2019	Interested parties as DfE guidance including parents, school staff, neighbouring schools, County, Parish and District Councils, MPs, Trade Unions and Diocese	Reports	Admissions and Education Provision Manager Tel: 01522 553535 Email: matthew.clayton@lincolnshire.gov.uk	Boultham; Carholme; Ermine and Cathedral; Park; St Giles
I018150	Direct Payment Support Service	Open	Executive 5 Nov 2019	Senior Strategic Commissioning Support Manager - People Services; Assistant Director - Specialist Adult Services; Assistant Director – Adult Frailty and Long Term Conditions.	Reports	Commercial & Procurement Officer – People Services Tel: 0777615987 Email: reena.fehnert@lincolnshire.gov.uk	All
I018352	Revenue and Capital Budget Monitoring Report 2019/20	Open	Executive 4 Feb 2020	Overview and Scrutiny Management Board	Reports	Assistant Director for Strategic Finance Tel: 01522 553235 Email: michelle.grady@lincolnshire.gov.uk	All

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