

**Open Report on behalf of Richard Wills,
Director responsible for Democratic Services**

Report to:	Overview and Scrutiny Management Board
Date:	27 July 2017
Subject:	Scrutiny Reviews 2017/18

Summary:

This item invites the Board to agree the topics for in-depth scrutiny reviews to be undertaken by the two Scrutiny Panels, taking into account the Prioritisation Toolkit.

Actions Required:

The Overview and Scrutiny Management Board is invited

1. To agree that a scrutiny review on "Impact of IT provision on operational field workers in adults and children's social care" will be undertaken by Scrutiny Panel A.
2. To agree that a scrutiny review on "Impact of the new Street Lighting Policy" will be undertaken by Scrutiny Panel B.
3. To delegate to the Chairman and Vice Chairman of the Board approval of the terms of reference for each scrutiny review, which will be completed by the Scrutiny Panels.

1. Background

At the last meeting of the Overview and Scrutiny Management Board on 29 June 2017, a report was considered regarding proposals for scrutiny reviews to be undertaken by the two Scrutiny Panels. It was agreed at the meeting that background research needed to be completed on potential topics before a decision could be made to ensure that the review process was maximised to its full potential. The Board agreed to delegate this to the Chairman and Vice Chairman of the Board and the Chairmen of the two Scrutiny Panels.

The Chairman and Vice Chairman of the Board, Councillors R B Parker and L A Cawrey, and the Chairmen of the two Scrutiny Panels, Councillors Mrs J Brockway and Mrs A M Newton, met on 13 July 2017 to discuss the potential topics for the scrutiny reviews. Out of this meeting, the following topics have been identified as potential scrutiny reviews to be undertaken by the Scrutiny Panels, subject to the approval of the Overview and Scrutiny Management Board.

Scrutiny Panel A – Impact of IT provision on operational field workers in adults and children's social care

This scrutiny review will look at the impact of current IT provision on operational field workers in adults and children's social care. It will look at how the roles of field workers could be enhanced by updated IT provision to further improve the Council's ability to deliver safeguarding services to the public. The review will consider what the field workers need to maximise their use of IT, what opportunities are available to communicate better, such as Skyping, and the costs involved.

Scrutiny Panel B - Impact of the new Street Lighting Policy

This scrutiny review will look at the impact of the change in the Street Lighting Policy to turn street lights off in certain areas at midnight. The review will consider a number of different areas where there may have been an impact as a result of this change. This includes the impact on the environment and wildlife; crime rates; fears about safety and crime; social life; emergency services; health and public health services such as from sleep deprivation and slips/trips/falls. It will conduct comparisons with other Local Authorities who have also changed their street lighting policy.

Both scrutiny reviews will last for six months, starting in September 2017.

Since the meeting on 13 July 2017, the chairmen and vice chairmen of the relevant scrutiny committees, relevant Executive Councillors and senior officers have been consulted to seek their views about the potential scrutiny reviews.

In relation to the potential scrutiny review on "Impact of IT on operational field workers in adults and children's social care", the suggested areas of focus for the review are:

- Connectivity and speed
- The kit itself – Potential productivity gain through the use of a much improved digital 'offer'
- Connectivity with partner agencies such as health, the sensory impairment service, wellbeing or Lincolnshire Partnership NHS Foundation Trust (LPFT). This will give fieldworkers the ability to see who is doing what to avoid duplication and enhance co-operative work. This would also help ensure urgent action is better informed and does not cut across what others are already doing.
- Skype facilities
- Self-service for service users/carers/young people

It is worth bearing in mind that the Audit Committee has asked for information on IT and the Serco process. Therefore, there is a need to ensure that the strands to be investigated through a scrutiny review and the holding to account of Serco by the Audit Committee do not become entangled.

With regards to the potential scrutiny review on “Impact of the new Street Lighting Policy”, the Chairman of the Highways and Transport Scrutiny Committee and senior officers have been consulted.

It was stressed that the timing of the review was key. In particular there was a need to include data from the winter months, to ensure that any seasonal variations were considered.

For some time there has been the intention to undertake an officer review of the impact of the Street Lighting Transformation project, taking into account actual crime and accident data. The intent was to undertake a factual review against the comparative data used in the original project process when identifying exception areas where part night lighting should not be introduced. This is actual data from the Lincolnshire Road Safety Partnership and the Lincolnshire Community Safety Partnership, back-checked with the Police. The scope included in this potential scrutiny review is significantly wider than this and will be more costly in terms of officer time to support.

Future Scrutiny Review Topics for Scrutiny Panels

Going forward, there will be a need to identify potential topics for future scrutiny reviews by the Scrutiny Panels to be carried out once the first two reviews have been completed. The chairmen of the scrutiny committees are encouraged to bring forward potential topics for scrutiny reviews, subject to evidence being available to support the need for an in-depth scrutiny review. However, there also needs to be consideration as to what the most appropriate route is for a topic to be considered which can include the following:

- **Reports to Scrutiny Committee**

Committee meetings are formal meetings and usually involve one or more substantive written reports being tabled on issues selected by the committee and its chairman on the basis of the work programme. Reports to committee allow members to discuss written information they have received and hear evidence from officers, experts and representatives from other organisations. Reports to Committee allow members to question witnesses or officers to gain a better understanding of the issues, draw conclusions from discussions and the evidence examined, and undertake any actions required.

- **Committee Working Groups**

Working groups involve a small group of members to consider a generally smaller piece of scrutiny. The working group would be time limited and meet up to a maximum of three times. Members will work independently to meet with service departments and come up with a way forward on the issue being considered. Scrutiny Officers will support the initial arrangements for setting up the working

group and for offering guidance to members and service departments when drafting recommendations and any final report. For these reasons, working groups are less resource intensive and can be a more economical way of conducting a smaller piece of scrutiny work.

PROS	CONS
<ul style="list-style-type: none"> • Informal setting • Direct discussions with officers • Unbureaucratic • Quick and efficient • Limited resource requirement 	<ul style="list-style-type: none"> • Narrow focus – only reflects the views of a few members • Limited support for members • Provides overview of the issues not a detailed look

Each scrutiny committee can have up to two working groups at any one time. The types of items that a working group could consider include:

- responding to consultations on behalf of the Committee
- working with officers on developing a policy or strategy, or to identify issues and solutions for future service priorities
- working with other scrutiny committees on crosscutting issues

The working group would then report back to the Committee on the outcomes either at a future meeting or by email.

Recent working groups have looked at the UK's exit from the European Union, Lincoln's Walk In Centre consultation, and the Joint Health and Wellbeing Strategy for Lincolnshire.

- **Scrutiny Review undertaken by a Scrutiny Panel**

Scrutiny Panels represent an opportunity for scrutiny councillors to delve deeper into a particular subject or issue to find out more, speak to the individuals responsible and service users and recommend any ways in which things might be improved at a level of scrutiny not always possible within the time limits and formal setting associated with Committee meetings.

Scrutiny Panels allow a small panel of eight Members to meet several times to look in detail at a particular issue or service. They will be time limited and involve a number of meetings where evidence is gathered through discussions with witnesses and officers.

Scrutiny Panels involve a significant time commitment both on the part of Members and officers and are a resource intensive operation. Members will be assisted by Scrutiny Officers, who will draft the Final Report.

PROS	CONS
<ul style="list-style-type: none"> • Thorough • Involvement of key witnesses • Involvement of senior officers from service area • Scrutiny Officer Support • Final Report with formal recommendations 	<ul style="list-style-type: none"> • Resource intensive • Significant time commitment for officers and Members • Formal setting

2. Conclusion

The Overview and Scrutiny Management Board is invited to approve the two topics identified for scrutiny reviews which will be undertaken by Scrutiny Panel A and Scrutiny Panel B.

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	Prioritisation Toolkit

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 and Statutory Scrutiny Officer, who can be contacted on 01522 552840 or by e-mail at nigel.west@lincolnshire.gov.uk

Scrutiny prioritisation

Prioritisation is a key tool for successful scrutiny. Selecting the right topics where scrutiny can add value is essential for scrutiny to be a positive influence on the work of the Council. Scrutiny committees must be selective about what they look at and need to work effectively with limited resources. Scrutiny activity should be targeted, focused and timely and include issues of corporate and local importance, where scrutiny activity can influence and add value.

The questions below are a guide to help members and officers consider and identify key areas of scrutiny activity for consideration.

Will Scrutiny input add value?

- Is there a clear objective for scrutinising the topic?
- What are the identifiable benefits to residents and the council?
- Is there evidence to support the need for scrutiny?
- What is the likelihood of achieving a desired outcome?
- Is the topic strategic and significant rather than relating to an individual complaint?
- Are there adequate resources to ensure scrutiny activity is done well?

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?
- Has the issue been identified by Members through surgeries and other contact with constituents?
- Is there user dissatisfaction with service (e.g. increased level of complaints)?
- Has the topic been covered in the local media or social media?

Is it a Council or partner priority area?

- Does the topic relate to council corporate priority areas?
- Is there a high level of budgetary commitment to the service/policy area?
- Is it a poor performing service (evidence from performance indicators /benchmarking)?

Are there relevant external factors relating to the issue?

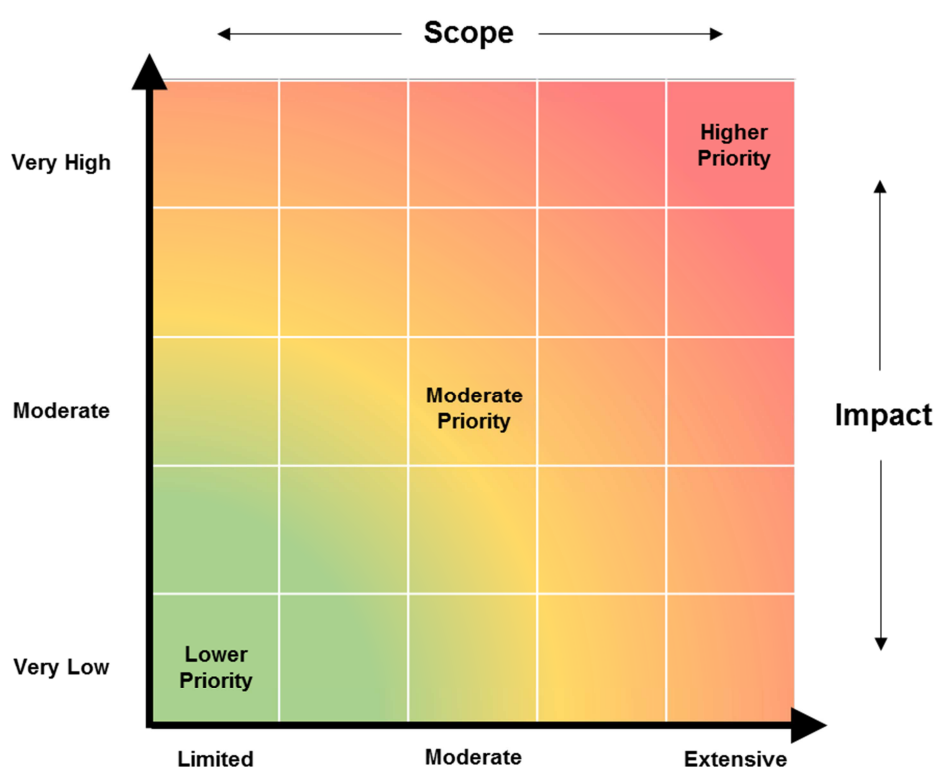
- Central government priority area
- New government guidance or legislation
- Issues raised by an internal or external audit or from formal inspections, etc.
- Key reports or new evidence provided by external organisations

Criteria for not considering topics

- There is no scope for scrutiny to add value/make a difference or have a clear impact.
- New legislation or guidance is expected within the next year.
- The issue is being examined elsewhere - e.g. by the Executive, working group, officer group or other body.
- The objective of scrutiny involvement cannot be achieved in the specified timescale required.

Prioritisation Matrix

The prioritisation matrix shown below is a framework to aid in prioritising a number of scrutiny options or topics. Each topic should be assessed in terms of the impact it would have and the overall scope of the activity.



When considering the scope and impact of a Scrutiny item it is important to consider the following areas:

- People / Communities
- Assets / Property
- Financial
- Environmental
- Reputation
- Likelihood of Impact
- Resource Required
- Cost Effectiveness

Prioritisation tool

The prioritisation tool below can be used in deciding on whether an issue would warrant being considered by Scrutiny or the subject of a Scrutiny Review.

