

OVERVIEW & SCRUTINY COMMITTEE

Thursday, 4 October 2018

CURRENT POSITION OF THE COMMITTEE’S WORK PROGRAMME (REP1816)

EXECUTIVE SUMMARY

1. The current position of the Committee’s Work Programme is provided at each meeting, in order for it to be continually reviewed by the Committee.
2. The Committee has a “rolling” work programme, with suggestions for scrutiny identified by Members throughout the year.

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| Is the report Open or Exempt? | Open |
| Wards Affected: | All Wards in the District |
| Lead Member: | Councillor Alison Cackett Chairman of the Overview & Scrutiny Committee |
| Supporting Officer: | Sarah Davis Democratic Services Officer Tel: 01502 523614 Email: sarah.davis@eastsoffolk.gov.uk |

1 INTRODUCTION

- 1.1 The Overview & Scrutiny Committee operates a “rolling” work programme, with agendas planned 2-3 meetings in advance and leaving space to be reactive to changing needs. The work programme shows proposed timings for individual reports planned, but is a live document and is subject to change, to take account of changing circumstances and priorities.
- 1.2 The current position of the Committee’s Work Programme is provided at each meeting, in order for it to be continually reviewed by the Committee. The work programme as it currently stands is set out at Appendix A to this report.

2 WORK PROGRAMME

- 2.1 Overview & Scrutiny within Waveney is based on the principle of being Member-led, thereby making the best use of the local knowledge and expertise that Councillors possess.
- 2.2 Certain items of business are required to be brought annually to the Committee, and it is also good practice for annual reports from partner organisations to be scrutinised by the Committee. In some instances, scrutiny is undertaken in conjunction with the Audit & Governance Committee as the two Committees have complementary functions. Additionally, some reviews take more than one year to complete.
- 2.3 All of these categories of the report form the skeleton of the Committee’s Work Programme to which additional items are added throughout the year, such as requests from Cabinet and Full Council and suggestions from the Committee and from individual Members via scoping forms. The most important element of the scoping form is to set out exactly what the Committee hopes to achieve through any piece of scrutiny. Issues which are unlikely to be able to be influenced, or which are already being dealt with in another arena, are not appropriate for scrutiny. Members should also bear in mind their own, and officers’ capacity to deliver any particular review.
- 2.4 Following discussions at the last meeting on 6 September 2018, it was agreed that, due to the number of scheduled and remaining outstanding items on the Work Programme, Information Bulletins would be requested in relation to the Asset Management Service, Public Conveniences and Car Parking with full reports on these items only being commissioned if the Committee felt it necessary once they had considered the Bulletins.
- 2.5 In addition, it was agreed that, as the Committee will receive a report on the annual review of St Peter’s Court Fire Safety in December, this will also now include the update on Fire Risk Assessments and Action Plans for St Peter’s Court previously requested following an earlier Information Bulletin.
- 2.6 The Committee also agreed that the Scoping Form submitted by Councillor Gooch regarding Littering and Poor Recycling in Waveney would be scheduled for the 3 January 2019 meeting.
- 2.7 In relation to the proposal to hold a joint meeting with Suffolk County Council’s Scrutiny Committee to consider the possible proposed closure of the Lowestoft Records Office, Members are asked to note that the Scrutiny Chairmen have jointly agreed that this will now be a Suffolk County Council Scrutiny Committee only rather than being a Joint Meeting. This decision was taken because the remit for the review was purely to scrutinise the County Council’s decision making process rather than the actual decision itself and also to enable all Waveney District Councillors to be invited to attend and/or submit questions if they wished. The meeting will be held at Riverside on 29 November 2018 at 4.30pm.

3 FINANCIAL AND GOVERNANCE IMPLICATIONS

3.1 Any scrutiny activity needs to add value and so it needs to be clear from the outset which issues Members want to look at, the reasons why the matter would benefit from scrutiny and what positive outcomes could be generated from scrutiny activity.

4 OTHER OPTIONS CONSIDERED

4.1 It is good practice for the Committee to be involved in the setting of its work programme, and to keep it under review, and therefore the option of not having a work programme to guide the Committee’s programme of work was not considered.

5 REASON FOR RECOMMENDATIONS

5.1 To provide the Committee with an opportunity to review its work programme.

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| <p>RECOMMENDATION</p> <p>That the current position of the Overview & Scrutiny Committee’s Work Programme, as set out in Appendix A to this report, be noted.</p> |
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| APPENDICES | |
| Appendix A | Overview & Scrutiny Committee Current Work Programme |

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| BACKGROUND PAPERS | None |
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OVERVIEW & SCRUTINY COMMITTEE

WORK PROGRAMME 2018/19

Underlined items are annual reports

Yellow highlighting indicates joint reports with Audit & Governance Committee – O & S Meeting

Green highlighting indicates joint reports with Audit & Governance Committee – A & G Meeting

*Indicates subject to change due to the progression of the creation of East Suffolk Council

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| Meeting Date: Thursday, 4 October 2018 | |
| <ul style="list-style-type: none"> • <u>Waveney Norse Annual Progress Report (REP1810) - EXEMPT</u> • Current Position of the Work Programme (REP1816) | Kerry Blair Sarah Davis |
| Meeting Date: Thursday, 25 October 2018 at 6.30pm Simultaneous Meeting with Suffolk Coastal Scrutiny Committee Conference Room, East Suffolk House | |
| <ul style="list-style-type: none"> • Coastal Partnership East objectives (REP1866) | Philip Ridley/Bill Parker |
| Meeting Date: Thursday, 1 November 2018 | |
| <ul style="list-style-type: none"> • <u>Joint - Medium Term Financial Strategy (REP1786)</u> • Post implementation review of charges for the collection of Garden Waste (REP1742) • Current Position of the Work Programme (REP1817) | Homira Javadi Kerry Blair Sarah Davis |
| Meeting Date: Thursday, 6 December 2018 | Support Officer |
| <ul style="list-style-type: none"> • Annual review of St Peter's Court fire safety (REP1853) • Current Position of the Work Programme (REP1818) • | Andy Jarvis Sarah Davis |
| Meeting Date: Thursday, 3 January 2019 | |
| <ul style="list-style-type: none"> • Littering and Poor Recycling in Waveney - An Analysis of Council Communication and Public Education (REP1926) • Current Position of the Work Programme (REP1819) | Kerry Blair Sarah Davis |
| Joint A & G Meeting Date: Thursday, 17 January 2019 | |
| <ul style="list-style-type: none"> • *Capital Programme (REP1787) • *Housing Revenue Account Budget (REP1788) | Homira Javadi/Simon Taylor Homira Javadi/Amber Welham |
| Joint O & S Meeting Date: Thursday, 7 February 2019 | |
| <ul style="list-style-type: none"> • <u>*Draft General Fund Budget 2019/20 (REP1794)</u> • Current Position of the Work Programme (REP1820) | Homira Javadi Sarah Davis |

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| Meeting Date: Thursday, 14 March 2019 | |
| <ul style="list-style-type: none"> • Post Implementation update of the closure of Tourist Information Centres and replacement of Visitor Information Points (REP1763) • Current Position of the Work Programme (REP1821) | <p>Jason Berry</p> <p>Sarah Davis</p> |

Reviews still to be programmed:

- Redevelopment of Chalets 1-58 at Jubilee Parade South, Lowestoft EXEMPT (REP1743)