

OVERVIEW & SCRUTINY COMMITTEE

Thursday, 5 July 2018

CURRENT POSITION OF THE COMMITTEE'S WORK PROGRAMME (REP1811)

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.

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:	Chrissie Roberts Democratic Services Officer Tel: 01502 523614 Email: chrissie.roberts@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.

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.

RECOMMENDATION

That the current position of the Overview & Scrutiny Committee’s Work Programme, as set out in Appendix A to this report, be noted.

APPENDICES	
Appendix A	Overview & Scrutiny Committee Current Work Programme

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

Meeting Date: Thursday 5 July 2018	Support Officer
<ul style="list-style-type: none"> • <u>Food and Health & Safety Service Plan (REP1809)</u> • <u>Scrutiny Annual Report 2017/18 (REP1805)</u> • Current Position of the Work Programme (REP1811) 	Phil Gore Chrissie Roberts Chrissie Roberts
Meeting Date: Wednesday 25 July 2018 O & S Members join meeting of Audit & Governance Committee to comment on the <u>Annual Governance Statement</u> (final report to be considered by Audit & Governance Committee for approval)	
Meeting Date: Thursday 2 August 2018	
<ul style="list-style-type: none"> • Keep free if possible 	
Meeting Date: Thursday 6 September 2018	
<ul style="list-style-type: none"> • <u>Year End Community Safety Report (REP1813)</u> • <u>Annual Partnership Report on Sentinel Leisure Trust (REP1814)</u> • Current Position of the Work Programme (REP1815) 	Richard Best Kerry Blair/S Everett Chrissie Roberts
Meeting Date: TBC (Joint Meeting with SCDC venue TBC)	
<ul style="list-style-type: none"> • Joint Extraordinary meeting with SCDC to review Coastal Partnership East objectives and the Lowestoft Flood Risk Management Project 	
Meeting Date: Thursday 4 October 2018	
<ul style="list-style-type: none"> • <u>Waveney Norse Annual Progress Report (REP1810)</u> • Current Position of the Work Programme (REP1816) 	Kerry Blair Chrissie Roberts

Meeting Date: Thursday 1 November 2018	Support Officer
<ul style="list-style-type: none"> • Joint - Medium Term Financial Strategy (REP1786) • Post implementation review of charges for the collection of Garden Waste (REP1742) • Current Position of the Work Programme (REP1817) 	Homira Javadi Kerry Blair Chrissie Roberts
Meeting Date: Thursday 6 December 2018	
<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 Chrissie Roberts
Meeting Date: Thursday 3 January 2019	
<ul style="list-style-type: none"> • Current Position of the Work Programme (REP1819) 	Chrissie Roberts
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"> • *Draft General Fund Budget 2019/20 (REP1794) • Current Position of the Work Programme (REP1820) 	Homira Javadi Chrissie Roberts
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) 	Jason Berry Chrissie Roberts

Reviews still to be programmed:

- Asset Management Service – Full Progress Report (Exempt) (REP1208) (Update via information bulletin requested)
- Update on Fire Risk Assessments and action plans for St Peter's Court (Update via information bulletin to all Councillors)
- Redevelopment of Chalets 1-58 at Jubilee Parade South, Lowestoft EXEMPT (REP1743)
- Possible Closure of Lowestoft Records Office (REP1870)