

OVERVIEW & SCRUTINY COMMITTEE

Thursday, 3 January 2019

CURRENT POSITION OF THE COMMITTEE'S WORK PROGRAMME (REP1819)**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:	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 Further to the discussion at the last meeting, Members are asked to note that it has now been decided that the scheduled 2018/19 financial outturn reports for Waveney will be considered elsewhere which means that the Audit and Governance Committee on 17 January 2019 will no longer be a joint meeting with the Scrutiny Committee.
- 2.5 As agreed at the last meeting, the scheduled joint Audit & Governance Committee meeting on 7 February 2019 was changed to just an Overview & Scrutiny meeting. Members are asked to note that there are currently no items scheduled to be considered at this February meeting apart from the Committee’s Work Programme.
- 2.6 Further to 2.5 above, the Committee is asked to consider the following Scoping Forms which have been received and to decide if they would like the issues to be considered at the February and/or March 2019 meetings:

Appendix B - A review of Suffolk County Highways process for issuing permits for road closures and repairs to roads (Councillor Topping) (Pages 27-28)

Appendix C - Governance of Southwold Harbour (Councillor Beavan) (Pages 29-30)

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

1. That the current position of the Overview & Scrutiny Committee's Work Programme, as set out in Appendix A to this report, be noted.
2. That the Committee consider the two Scoping Forms received and decide if they wish to include them on the Work Programme.

APPENDICES	
Appendix A	Overview & Scrutiny Committee Current Work Programme
Appendix B	Scoping Form – Suffolk County Highways - To look at the process of how permits are issued to close roads, carry out repairs to roads
Appendix C	Scoping Form – Governance of Southwold Harbour

BACKGROUND PAPERS

None

OVERVIEW & SCRUTINY COMMITTEE

WORK PROGRAMME 2018/19

Meeting Date: Thursday, 3 January 2019	
<ul style="list-style-type: none"> • St Peter's Court - Fire safety update (REP1853) • Information Bulletin - Littering and Poor Recycling in Waveney - An Analysis of Council Communication and Public Education (REP1926) • Information Bulletin – Update on Asset Management Service (REP1961) • Jubilee Beach Chalets, South Beach, Lowestoft – Redevelopment Proposal EXEMPT (REP1743) • Current Position of the Work Programme (REP1819) 	<p>Andy Jarvis/John Brown Kerry Blair</p> <p>Kerry Blair</p> <p>Kerry Blair</p> <p>Sarah Davis</p>
Meeting Date: Thursday, 17 January 2019 (A&G Joint meeting with O&S) – CHANGED TO A&G MEETING ONLY	
Meeting Date: Thursday, 7 February 2019 (previously O&S Joint meeting with A&G)	
<ul style="list-style-type: none"> • Current Position of the Work Programme (REP1820) 	Sarah Davis
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) • Scrutiny Committee Annual Report 2018-19 (REP1960) 	<p>Jason Berry</p> <p>Sarah Davis Sarah Davis</p>