

ANNUAL WORK PROGRAMME 2022/23

**REPORT OF THE SCRUTINY, MAYORAL AND
MEMBERS' SUPPORT COORDINATOR**

1. Purpose of the Report

- 1.1 The purpose of the report is to consider and agree a work programme for the Committee for the municipal year 2022/23.

2. Background

- 2.1 The work programme is designed to set out the key issues to be addressed by the Committee during the year and provide it with a timetable of work. The Committee itself is responsible for setting its own work programme.
- 2.2 To be most effective, the work programme should provide a basis and framework for the work of the Committee, while retaining sufficient flexibility to respond to any important issues that emerge during the course of the year. The work programme is therefore intended to be a working document that the Committee can develop and refer to throughout the year.
- 2.3 In order to ensure that the Committee is able to undertake all of its business and respond to emerging issues, there will be scope for additional meetings or visits not detailed in the work programme.
- 2.4 The remit of the Scrutiny Coordinating Committee covers the following:-

To review and scrutinise the functions of the Council relating in particular to the budget, corporate plan, external assessments, performance monitoring, quality standards and value for money, property and facilities management, information technology, organisational development, workforce strategy, governance, customer service and communications. To act as the designated scrutiny committee for statutory purposes for crime and disorder and flood risk.

- 2.5 The work programme should reflect the remit of the Committee and the need to balance its responsibility for undertaking scrutiny, performance management and policy review (where necessary).
- 2.6 The work programme should also reflect and be aligned to the key priorities of the Council as set out in documents such as the City Plan and issues raised during the development session held on 16 June 2022.

3. DETERMINING THE SCRUTINY WORK PROGRAMME

- 3.1 Topics for inclusion in the Scrutiny Work Programme will vary from single issue items for consideration such as policy and performance reports through to regular

updates on issues that the committee have adopted a more focused monitoring role.

- 3.2 The table below summarises the relevant single item issues which are likely to be a regular feature of the work programme for 2022/23. The table also summaries a number of issues and topics that members of the committee have discussed at its recent development session. These items will be programmed into the work programme at relevant dates in discussion with the appropriate officers.

Regular Work Programme Items	
Performance Management (Quarterly)	To receive performance management information on a quarterly basis based around three key priorities of City, People and Council.
Compliments, Complaints and Feedback (Quarterly)	To receive a quarterly report detailing the compliments, complaints and feedback received by the Council in relation to the services it provides.
Council Budget Reports	To review and scrutinise the various budget reports before agreement by Cabinet and Full Council.
Scrutiny Coordinating Committee and the three thematic scrutiny committee work programmes (Monthly)	To receive the committee's work programme outlining future meetings of the committee and the items scheduled for those meetings. Also to receive the three thematic scrutiny committees work programmes as part of the coordinating role of the committee.
Review of Scrutiny	To continue to monitor and develop actions in respect of the recommendations from the independent review of scrutiny.
28 Day Notice of Key Decisions (Monthly)	To consider the Council's 28 Day Notice of Key Decisions which contains matters which are likely to be the subject of a key decision to be taken by the executive, a committee of the executive, individual members of the executive, officers, area committees or under joint arrangements in the course of the discharge of an executive function during the period covered by the plan. All decisions, where appropriate, are also subject to call-in.
Single Items and/or Potential Review Topics (Items to be scheduled when dates known)	
Safer Sunderland Partnership	To receive the annual report from the Safer

	Sunderland Partnership outlining the previous year's work and the priorities for 2022/23.
City Plan	To receive updates on City Plan developments and revisions as when required.
Cabinet/Scrutiny Protocol	Establish, as part of implementing the recommendations from the scrutiny review, a task and finish working group to develop a cabinet/scrutiny protocol.
Smart Cities Update	A further update on developments around the Smart City agenda and an overview of how the Council's partnership with BAI Communications is progressing and the benefits this will bring to the City.
Council Organisation and Culture	Consideration of how the Council is working as an organisation following the impacts of the pandemic and transition to City Hall. To include the cultural changes that have taken place, the challenges that face staff and service delivery in a new environment.
Environmental Services	A joint piece of work with Economic Prosperity Scrutiny Committee to consider how changes in Environmental Services will help to drive service delivery and improvement.
Protection of Green Spaces	A joint piece of work with Economic Prosperity Scrutiny Committee to look at Council's policy around the protection of green spaces across the City.
City Centre Regeneration Masterplan	To consider the vision for the City Centre and how this plan supports the delivery of the vision as well as supporting the aims of the City Plan. Again a possible joint piece of work with Economic Prosperity Committee.
Council Notice of Motions	A procedure is already in place to monitor the actioning of notices of motion from council so no further action is required.
Residents Survey	A report on the resident's survey highlighting key findings and areas of success and concern.

Report It Tool	To look at the Members 'Report It' tool, how this works in practice, Member/Officer experience of it, are there improvements that can be made in terms of efficiency, ease of use etc.
Land Acquisitions and Disposals	<p>Assurances around the transparency of future specific acquisitions and disposals for the Council and relevant communities was discussed. It is recommended that a report be brought setting out the process undertaken by City Development, Finance and Legal officers rather than to visit specific transactions.</p> <p><i>Please Note that as key decisions would generally be subject to call-in procedures, it is recommended that specific transactions are considered via that process as appropriate.</i></p>

- 3.3 A draft Scrutiny Work Programme for 2022/23 is attached as **Appendix 1**, which following discussions with the Committee and officers will see the work programme populated further.
- 3.4 It should be noted that the work programme is a 'living' document and can be amended throughout the course of the municipal year. Any Elected Member can add an item of business to an agenda for consideration (Protocol 1 within the Overview and Scrutiny Handbook outlines this process).
- 3.5 It should also be noted that in terms of task and finish working we will look to run groups successively to manage member and officer capacity and ensure that each working group is completed prior to starting any further groups.
- 3.6 The Committee also has a coordinating role to avoid duplication, make best use of resources and to provide a corporate overview of the scrutiny function. As such the Scrutiny Coordinating Committee will also receive, on a monthly basis, the work programmes of the three thematic Scrutiny Committees. This will commence with the September 2022 agenda, following discussions taking place at the relevant committees.

4. Dedicated Scrutiny Budget

- 4.1 A small budgetary provision of £15,000 per annum is available to the Scrutiny Committees to deliver the agreed Scrutiny Committee Work Programmes. The Scrutiny Coordinating Committee will monitor the scrutiny budget on a regular basis through reports received at this committee.

5. Recommendations

- 5.1 That the Scrutiny Coordinating Committee consider the range of topics and issues in the development of the work programme for 2022/23, including task and finish

topics, and incorporates emerging issues as and when they arise throughout the forthcoming year.

6. Background Papers

6.1 Scrutiny Agendas and Minutes

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