

MANAGEMENT SCRUTINY COMMITTEE

ANNUAL WORK PROGRAMME 2011-2012

REPORT OF THE CHIEF EXECUTIVE

16 JUNE 2011

1. Purpose of Report

- 1.1 For Members to determine the Annual Work Programme for the Scrutiny Committee during 2011-12, including potential mini policy review work.

2. Background

- 2.1 The Scrutiny Committee is responsible for setting its own work programme within the following scope:-

General Scope: To co-ordinate scrutiny business and management of the overall Scrutiny Work Programme and consider the Council's corporate policies, performance and financial issues.

Remit: Corporate Improvement Plan; Sunderland Strategy; Partnerships (including relations with external bodies); enhancing the role and reputation of Sunderland regionally, nationally and internationally; co-ordination and development of the Scrutiny Function; Asset Management, Property Services and Building Maintenance; Area Frameworks; Corporate Communications; External Assessments; Public Protection and Trading Standards; Governance; Emergency Planning (to refer to appropriate Scrutiny Committee); Budget, financial resources and value for money; and to review any matter not falling within the remit of the other Scrutiny Committees.

- 2.2 The role of the Management Scrutiny Committee is two-fold, firstly it is for the Committee to focus on the priority areas and targets in the Sunderland Strategy. Secondly that it co-ordinates the work of all seven Scrutiny Committees to consistently address those areas of performance requiring detailed examination, and this role has been strengthened with the committee membership now consisting of the Scrutiny Chairs from all seven committees.
- 2.3 This approach allows a clear themed focus on the outcomes for the people of Sunderland, and allows for cross-cutting examination of issues, with potential for linking areas of knowledge and expertise that would not ordinarily be brought together, so increasing the likelihood of the committees identifying novel approaches and solutions to the issues they consider.
- 2.4 Partnerships, including relations with external bodies is specifically within the remit of this committee, however, it is intended that all committees should take a role in the scrutiny of partnership and area issues and have a role in engaging with partners, external scrutiny, community and public engagement, engaging with media and area scrutiny.

3. Suggested Topics

- 3.1 Topics for inclusion in the work programme should vary from single items for consideration such as quarterly performance / budget monitoring reports, the Council's budget and policy framework documents, formal consultation exercises and a potential short term policy review.

- 3.2 The following table includes relevant topics to the remit of the committee and a number of standing items which are a regular feature of the work programme.

Single Item (Items to be scheduled when dates known)	
Performance / Budget Monitoring (Frequency – Quarterly)	To consider quarterly performance / budget monitoring reports of the Council. Look at progress on the Council's financial position in relation to the budgetary savings to be made.
Progress Reports of the Scrutiny Committees (Frequency - Monthly)	To receive regular progress reports from individual Chairs detailing the work / achievements of their relevant Scrutiny Committee.
Executive's Forward Plan (Frequency – Monthly)	To consider the Council's Executive Forward Plan 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.
On-going Issues	
Developing Links between Scrutiny and the Sunderland Partnership	To be involved in the on-going development of practices and processes to establish effective linkages between the Council's Scrutiny Function and its partners through the Sunderland Partnership. Look to invite LSP to the Committee to discuss their annual report.
Development of the Council's Scrutiny Function	To co-ordinate the on-going development / effectiveness of the Council's Scrutiny Function
The Council's Budget Setting Process for 2012/2013 (October 2011 onwards)	In-depth involvement in the Council's budget setting process for 2012/2013
The Council's Corporate Improvement Plan	In-depth involvement in the Council's compilation of the Corporate Improvement Plan, with particular focus on the key priorities for the year ahead.
Business Transformation Programme Working Group	To continue the BTP working group and hold an initial meeting with Exec. Director of Commercial & Corporate Services. Also review the membership of the working group in light of changes to the membership of the Management Scrutiny Committee.

4. Policy Review

- 4.1 The policy review is the process of maintaining an overview of the Council and its partners' policies and will usually examine whether the Council and / or the relevant public service provider(s) intended policy outcomes have been achieved. The process will also explore issues such as the service users' perspectives.
- 4.2 Policy reviews are project planned with appropriate methodology applied to investigate the chosen topic. This may include meetings, site visits, surveys, public meetings or analysis of comparative practice in other local authorities.
- 4.3 In light of the two-fold role of this Committee, it may be appropriate for the Committee to undertake one or two 'mini' policy reviews, to enable it to fully undertake its co-ordinating / management of the work of the Scrutiny Committees.
- 4.4 Following the selection of a topic for review, the Committee will receive a report setting out a possible approach to the review. This will include the terms of reference, definitions, links to corporate goals, partnerships, the national and local context, and proposals for gathering evidence.
- 4.6 Despite there being no Management Scrutiny Committee table at the recent conference a number of potential topics have been put forward and the Committee is recommended to select one topic from the shortlist below for a potential 'mini' review:

'Mini' Policy Review Proposals	
The Public Services Reform White Paper	Look at issues contained in the White Paper, once published, and the implications for the Council, key stakeholders and local communities.
After Comprehensive Area Assessment	To ensure that the councils frameworks and the council's approach to self regulation, self evaluation which demonstrates transparency, local accountability etc are 'fit' for purpose and taking account of the LGG advice on this matter.
Corporate Outcomes Framework	The role of scrutiny to challenge and improve both council services and those of their partners. To this end the Management Scrutiny Committee may wish to look with Performance Officers at how the appropriateness and potential effectiveness of improvement actions and performance measures will help to drive the ongoing critical friend challenge of the framework.
Communication of Council Services	How do the public and local communities find out about services that the Council offers? How does the Council communicate information around it's services? Do they reach the target audience? How can modern communication and media tools facilitate reaching different social groups?

5. Work Programme

- 5.1 A draft work programme for 2011-12 with items already scheduled is attached at **Appendix 1**. The items listed above, when reduced to a short list and when timings can be known, will be included in the programme.
- 5.2 The work programme can be amended during the year. Any Member of the Committee can add an item of business to an agenda (Protocol 1 within the Overview and Scrutiny Handbook refers).
- 5.3 **Appendix 2** of this report contains the work programmes from the six remaining committees, and these will continue to be reported to the Management Scrutiny Committee throughout the Municipal Year.

6. Conclusion and Recommendation

- 6.1 The Committee is asked to:
 - (a) Consider the draft Annual Work Programme for 2011-12 and indicate any additions or amendments; and
 - (b) Consider the list of suggestions for a 'mini' policy review and determine one topic for review.

7. Background Papers

None

Contact Officer : Nigel Cummings 0191 561 1006
Nigel.cummings@sunderland.gov.uk

APPENDIX 1

[illegible]

CHILDREN, YOUNG PEOPLE & LEARNING SCRUTINY COMMITTEE WORK PROGRAMME 2011-12
APPENDIX 2

	JUNE 9.6.11	JULY 21.7.11	SEPTEMBER 8.9.11	OCTOBER 20.10.11	DECEMBER 8.12.11	DECEMBER TBC	JANUARY 12.1.12	FEBRUARY 23.2.12	APRIL 5.4.12
Cabinet Referrals and Responses		Article 4: Youth Justice Plan 2011/12 (JH/GK)				Evidence Gathering Meeting			Article 4: CYPP Update
Policy Review	Proposals for policy review (NC)	Scope of review (NC)	Approach to the Review (NC)	Update on Policy Review (NC)	Policy Review – Update		Policy Review	Policy Review – Update	Policy Review – Draft Report
Performance	Looked After Children and the Court System (MB) Youth Commissioned Contracts (SM)	Schools Performance - Termly Report (MF) New Ofsted Inspection Framework (MF) SSCB Annual Report and Business Plan (JV)	Provisional KS Results (MF/AB) Performance & Vfm Annual Report (BS)	Complaints Annual Report 11/12 (BS)	Ofsted Annual Children's Services Assessment (BS) Schools Performance – Termly Report (MF) Performance Q2 April – Sept (BS)			Attainment of C&YP (MF) Outcomes of Annual Inspection of Children's Services (ofsted) (BS)	Schools Performance – Termly Report (MF)
	Work Programme 2011/12 (NC) Forward Plan (NC) Safe & Sustainable Consultation: Children's Heart Services (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)		Library Plan (JH) Corporate Parenting Annual Report (MB) Work Programme 2011/12 (NC) Forward Plan (NC)	Work Programme 2011/12 (NC) Forward Plan (NC)	Scrutiny Annual Report (NC) Work Programme 2011/12 (NC) Forward Plan (NC)
CCFA/Members items/Petitions									

ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE WORK PROGRAMME 2011/2012

REASON FOR INCLUSION	JUNE 13.06.11	JULY 25.07.11	SEPTEMBER 12.9.10	OCTOBER 24.10.10	DECEMBER 12.12.10	JANUARY 16.01.11	FEBRUARY 27.02.11	APRIL 11.04.11
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Sunderland ‘the Place’					
Policy Review	Annual Work Programme and Policy Review (HL)	Scoping Report and Setting the Scene(HL)			Policy Review Progress Report (HL)		Policy Review Progress Report (HL)	Policy Review: Draft Final Report (HL)
Performance			Performance Q1 (Mike Lowe)		Performance Q2/ Policy Review Progress (Mike Lowe/HL)			Performance Q3/ (Mike Lowe)
Scrutiny	Seaburn Masterplan and Design Code (Keith Lowes) Forward Plan (SA)	Strategic Housing Land Availability Assessment (Neil Cole) Employment Land Review (Neil Cole) Public Conveniences (Les Clark) Work Programme (SA) Forward Plan (SA)	LDF Core Strategy (Neil Cole) Highways Maintenance (Graham Carr) Feedback from the Annual CfPS Scrutiny Conference (HL) Work Programme (SA) Forward Plan (SA)	Flood Planning (TBC) Work Programme (SA) Forward Plan (SA)	Local Development Framework – Annual Update (Neil Cole) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Draft Scrutiny Annual Report (HL) Street Lighting Annual Update (Graham Carr/Aurora) Waste Management (TBC) Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions	Request for Inclusion of an Item - Planning Applications (HL)							

HEALTH AND WELL-BEING SCRUTINY COMMITTEE WORK PROGRAMME 2011-12

	JUNE 08.06.11	JULY 19.07.11	SEPTEMBER 7.09.11	OCTOBER 19.10.11	DECEMBER 07.12.11	JANUARY 11.01.12	FEBRUARY 22.02.12	APRIL 4.04.12
Cabinet Referrals & Responses		Cabinet Response to 2010/11 Food Policy Review			Progress report on 2010/11 Policy Review			
Policy Review	Work Programme & Policy Review (KJB)	Scope of Policy Review (KJB)			Home Care – final progress report (SL)			Draft Annual Report (KB)
Performance			Performance & VfM Annual Report (SL)	Procurement of social care for adults with a learning disability – progress report (SL)	Performance Q2 (SL)			Performance Q3 (SL)
Scrutiny	Safe and Sustainable: Consultation Integrated Strategic & Operational Plan (STPCT) Health & Well-Being Board (JC)	Campus Closure Programme (PC)	Safe and Sustainable: Independent report Assessment Procedure (PC)	Meals at Home Service (PC)	Safe and Sustainable outcome of consultation	Quality Standards Care Homes (SL)		Annual Commissioning Plan (STPCT)
CCfA/Members items/Petitions								

At every meeting: Forward Plan items within the remit of this committee / Work Programme update

SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE WORK PROGRAMME 2011/2012

REASON FOR INCLUSION	JUNE 14.06.11	JULY 26.07.11	SEPTEMBER 13.09.11	OCTOBER 25.10.11	DECEMBER 13.12.11	JANUARY 17.01.12	FEBRUARY 28.02.12	APRIL 17.04.12
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Role of Culture in Supporting Sustainable Communities (HL)					
Policy Review	Annual Work Programme and Policy Review 2011/2012 (HL)	Policy Review – Scoping/Scene Setting Report (HL)	Policy Review – Evidence Gathering (HL)		Policy Review – Evidence Gathering (HL)		Policy Review Progress Report (HL)	Policy Review: Final Report (HL)
Performance			Performance Q1 (Gillian Robinson)			Performance Q2/ Policy Review Progress (Gillian Robinson/HL)		Performance Q3/ (Gillian Robinson)
Scrutiny	Housing Allocations Policy (AC) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Empire Theatre Annual Report (JH) Community Development Service (JG) Feedback from the Annual CfPS Scrutiny Conference (HL) Work Programme (SA) Forward Plan (SA)	Annual Heritage Report (JH) Built Heritage (ML) Work Programme (SA) Forward Plan (SA)	Internal Waste Plan Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Sport and Leisure Report (JG) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions								

PROSPERITY AND ECONOMIC DEVELOPMENT SCRUTINY COMMITTEE WORK PROGRAMME 2011/12

REASON FOR INCLUSION	JUNE 07.06.11	JULY 19.07.11	SEPTEMBER 06.9.11	OCTOBER 18.10.11	DECEMBER 06.12.11	JANUARY 10.01.12	FEBRUARY 21.02.12	APRIL 03.04.12
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Low Carbon Economy					
Policy Review	Annual Work Programme and Policy Review 2011/2012 (JD)	Policy Review - Scoping Report (JD)	Policy Review – Scene Setting (JD)	Policy Review - Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review Progress Report (JD)	Policy Review: Final Report (JD)
Performance			Performance Q1 (Gillian Robinson)			Performance Q2/ Policy Review Progress (Gillian Robinson)		Performance Q3/ (Gillian Robinson)
Scrutiny	City Centre Improvement Programme – Support for Business(GF) Seaburn Masterplan (KL) Forward Plan (SA)	Visit to Port (JD) Work Programme (SA) Forward Plan (SA)	Feedback from the Annual CfPS Scrutiny Conference (JD) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	North East Chamber of Commerce (Andrew Sugden) Work Programme (SA) Forward Plan (SA)	Low Carbon Economy – Marketing and Communication Strategy (JP) Low Carbon Economy - Role of Small Businesses (JS) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions								

COMMUNITY AND SAFER CITY SCRUTINY COMMITTEE WORK PROGRAMME 2011/12

REASON FOR INCLUSION	JUNE 07.06.11	JULY 19.07.11	SEPTEMBER 06.9.11	OCTOBER 18.10.11	DECEMBER 06.12.11	JANUARY 10.01.12	FEBRUARY 21.02.12	APRIL 03.04.12
Cabinet-Referrals and Responses			Response to the 10/11 Policy Review – Alcohol, Violence and the Night Time Economy					
Policy Review	Annual Work Programme and Policy Review 2011/2012 (JD)	Policy Review - Scoping Report (JD)	Policy Review – Scene Setting (JD)	Policy Review - Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review – Evidence Gathering (JD)	Policy Review Progress Report (JD)	Policy Review: Final Report (JD)
Performance			Performance Q1 (Gillian Robinson)			Performance Q2/ Policy Review Progress (Gillian Robinson/HL)		Performance Q3/ (Gillian Robinson)
Scrutiny	Food Law Enforcement (Norma Johnston) Forward Plan (SA)	Police Reform and Social Responsibility Bill (Stuart Douglass) Work Programme (SA) Forward Plan (SA)	Feedback from the Annual CfPS Scrutiny Conference (JD) Work Programme (SA) Forward Plan (SA)	Emergency Planning (Barry Frost) Neighbourhood Helpline (LSL) Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)	Work Programme (SA) Forward Plan (SA)
CCFA/Members items/Petitions								