

ANNUAL WORK PROGRAMME 2020/21

**REPORT OF THE SCRUTINY 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 remainder of municipal year 2020/21.

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). In accordance with the independent review of the scrutiny function there will be an increasing emphasis on accountability and performance management in the composition of the work programme for the year ahead.
- 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, reflect issues highlighted following external assessments and issues raised during the Scrutiny Coordinating Committee development session held on 30 July 2020.

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 2020/21. 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.
Covid-19 Updates	Updates in relation to the impacts and recovery from the Covid-19 pandemic will be incorporated into existing reports including finance, performance and complaints reports.
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.
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.

Single Item (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 2020/21. Also to include an addendum on the collective impacts of Covid-19.
City Plan	To receive updates and monitor the progress and development of the City Plan, including as a result of Covid-19 actions and recovery.
New Ways of Working	A look at new ways of working, including the positives and negatives, and how the Covid-19 pandemic has driven the organisation to work in different ways. The Committee will also look at how this will assist with the move to the new City Hall.
Impact of Covid-19 on partner organisations	The Committee will look to invite key partners from across the city to discuss the impact of Covid-19 on organisations that are fundamental to the City both now and going forward.

- 3.3 A draft Scrutiny Work Programme for 2020/21 is attached as **Appendix 1** which incorporates, where relevant, the items above.
- 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 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. The initial draft work programmes of the thematic scrutiny committees are also attached for consideration.

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 and agrees the draft work programme for 2020/21 and incorporates emerging issues as and when they arise throughout the forthcoming year.
- 5.2 That the Scrutiny Coordinating Committee considers and notes the work programmes of the thematic Scrutiny Committees as attached.

6. Background Papers

- 6.1 Scrutiny Agendas and Minutes

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