

ANNUAL WORK PROGRAMME 2021/22

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 2021/22.

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 Health and Wellbeing development session held on 24 June 2021.

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 2021/22. 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.
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 Items and/or Potential Review Topics (Items to be scheduled when dates known)	
City Hall	To consider how we will hold council meetings making best use of technology in the new City Hall.
Safer Sunderland Partnership	To receive the annual report from the Safer Sunderland Partnership outlining the previous

	year's work and the priorities for 2021/22.
City Plan	To receive an update on the City Plan and the impact of the pandemic on the themes of the City Plan.
CMIS Governance System	Understand how the CMIS Governance System works and its suitability in relation to the needs of both Elected Members and the public.
5G Connectivity	How will local residents and the public benefit from the City's 5G investment and how will this boost digital careers in the City.
Councillors Service Requests	Consider how Councillor service requests are currently managed and responded to.
Impact of EU Exit	An update on the impact of Brexit.
Selective Licensing	Possible piece of work to gather evidence and explore the feasibility of a scheme in Sunderland.
Communications	A look at internal communications, the move to City Hall and the impact of changing working habits e.g. working from home on communication.
Workforce Strategy	A look at the workforce strategy and the impacts of the pandemic and move to City Hall on this.
Review of Scrutiny	To provide an independent health check of the scrutiny function in Sunderland and ensure that it remains fit for purpose.

- 3.3 A draft Scrutiny Work Programme for 2021/22 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 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 2021 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 and agrees the draft work programme for 2021/22 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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