

## ANNUAL WORK PROGRAMME 2013/14

### REPORT OF THE CHIEF EXECUTIVE

#### 1. PURPOSE OF REPORT

- 1.1 To determine the Annual Scrutiny Work Programme for 2013/14, including the selection of policy reviews to be undertaken by the Lead Scrutiny Members and their supporting Panels.

#### 2. BACKGROUND

- 2.1 As Members are aware, a new scrutiny operating commissioning model was introduced in 2012/13. Within this model, the Scrutiny Committee acts as the overarching Committee with responsibility for all matters in relation to the improvement, delivery and performance of the scrutiny function.
- 2.2 The Scrutiny Committee will agree its annual work programme which allows overview and scrutiny responsibilities to be exercised in an effective manner, including the establishment of scrutiny panels led by a Lead Scrutiny Member to champion scrutiny within their remit and examine in-depth priority issues. It will also act as the designated Scrutiny Committee for statutory purposes for both health and crime and disorder scrutiny, and where relevant statutory flood and coastal erosion scrutiny.

#### 3. DETERMINING THE ANNUAL SCRUTINY WORK PROGRAMME

- 3.1 Topics for inclusion in the Scrutiny Work Programme will vary from single issue items for consideration such as quarterly performance / budget monitoring reports, the Council's budget and policy framework documents (known as Article 4 Plans) and Lead Scrutiny Member feedback to more detailed investigatory work through the undertaking of focused policy reviews.
- 3.2 The table below summarises the relevant single item issues which are likely to be a regular feature of the Scrutiny work programme for 2013/14.

Regular Work Programme Items	
Budget Monitoring (Quarterly)	To consider quarterly budget monitoring reports of the Council. Look at progress on the Council's financial position in relation to the budgetary savings to be made.
Scrutiny Lead Member progress reports (Monthly)	To receive regular progress reports from individual Scrutiny Lead Members detailing the progress, issues and achievements of their relevant Scrutiny Panels.
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.
<b>Single Item (Items to be scheduled when dates known)</b>	
Continued 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 2014/15 ( <i>October 2013 onwards</i> )	In-depth involvement in the Council's budget setting process for 2014/15
Substantial Variations to Health Services	Substantial variations to health services will be presented to the Committee as such issues emerge.

3.3 A draft Scrutiny Work Programme for 2013/14 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).

#### **4. Scrutiny Policy Reviews**

4.1 The undertaking of scrutiny policy reviews allows the opportunity within an agreed period of time to examine the Council and its partners' policies and determine whether the Council and / or the relevant public service provider(s) intended policy outcomes have been achieved. The process also considers the views of all key stakeholders involved from their own perspective.

4.2 The policy reviews are project planned with appropriate methodology applied to investigate the chosen topic. This may include meetings, site visits, surveys, commissioning of research, public meetings or analysis of comparative practice in other local authorities.

4.3 Within the revised scrutiny arrangements, the Scrutiny Committee does undertake a policy review of its own. Instead the Committee commissions the Lead Scrutiny Members and their respective scrutiny panels to undertake focused policy reviews during 2013/14.

4.4 The recently successful Annual Scrutiny Debate allowed Members, officers and partners to discuss a variety of scrutiny topics and to gather a list of potential issues for review during the coming year. Each Lead Member and supporting Scrutiny Panel has now convened to discuss the topics discussed at the Debate and agreed its priorities and some indicative timescales for completion.



## APPENDIX 1: SCRUTINY COMMITTEE WORK PROGRAMME 2013/14

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## APPENDIX 2: PROPOSED POLICY REVIEW TOPICS FOR 2013/14

### CHILDRENS SERVICES SCRUTINY PANEL

Meeting to be held 10 June. Proposed policy review topics to be presented to the Scrutiny Committee.

### CITY SERVICES SCRUTINY PANEL

#### 1. Flood Risk Management

The Panel will examine the incidents of flooding in the city, the action being taken to alleviate the problem and the implications for Flood Risk Management.

#### 2. Alcohol and Licensing Control

The Panel will look at the current approach to alcohol and licensing control in the city, the major challenges facing the Council and any areas of potential improvement.

*The Panel has envisaged that its main body of work will be the Flood Risk Management review.*

### HEALTH HOUSING AND ADULT SERVICES SCRUTINY PANEL

#### 1. Supporting Carers in the City

With approximately 1 in 8 adults in the UK (around 6 million people) acting as carers and saving the economy an estimated £119 billion per year it is clear to see how important a resource they are to any area. However there are many factors and pressure that impact upon carers and these come from many directions including recent changes to the welfare reform, support for young carers and the importance of developing community resources. The Carers Strategy for the City has also recently been refreshed and the review will look at how this meets the needs of carers in the city. The review will look to gather evidence from a wide range of stakeholders across the city, look at existing research and evidence and also investigate good practice operating in other areas of the county.

#### 2. Palliative Care in Sunderland

Palliative care aims to improve the quality of life by increasing comfort, promoting dignity and providing a support system to the person who is ill and those close to them. The CCG has invested heavily into palliative care including a brand new hospice and many of themes related to palliative care emerge in the issue of supporting carers including developing community resources, support for carers and ageing well. The HHAS Panel has considered undertaking a very short piece of work around this by looking at the new hospice facility and speaking with clinicians

around the palliative pathway in Sunderland.

*The Panel has envisaged that its main body of work will centre around the Supporting Carers review and that the work around palliative care will be undertaken in one or two meetings only, and could feed into the work around carers as there are many causal links.*

#### **PUBLIC HEALTH, WELLNESS AND CULTURE SCRUTINY PANEL**

Meeting to be held 11 June. Proposed policy review topics to be presented at the Scrutiny Committee.

#### **RESPONSIVE SERVICES AND CUSTOMER CARE SCRUTINY PANEL**

##### **1. Volunteering: Increasing Community Capacity**

To review and identify what the council can do to unlock the capacity within communities including where we are now, what approaches could be taken and what challenges are faced. This is seen as a highly topical and relevant review which will contribute to identifying community needs and how they can be met at an earlier stage within the community. This would reduce demand on statutory and local services and also build community resilience.

##### **2. Reporting Mechanisms: Hate Crime**

To review the processes which identify how hate incidents are dealt with in the city. Proposed policy review topics to be presented to the Scrutiny Committee.

*The Panel will spend most of their time on the volunteering review and will receive progress reports on new developments around reporting mechanisms for hate crime as they develop, which will possibly require only one or two meetings.*

#### **SKILLS ECONOMY AND REGENERATION SCRUTINY PANEL**

Meeting held on 3 June 2013. Proposed policy review topics to be presented at the Scrutiny Committee.