

SCRUTINY WORK PROGRAMME

OVERVIEW & SCRUTINY

'Holding the Executive & Council to account in respect of all three priorities within the Council's Corporate Plan'

Each of the Council's Scrutiny Committees is responsible for setting and agreeing its own work programme by identifying a list of themes and topics which fall under the remit of each individual Scrutiny Committee. Following discussion with the Chair, Vice Chair and Scrutiny Members a practical, realistic and timetabled programme can then be developed.

The scrutiny forward work programmes should provide a clear rationale as to why particular issues have been selected; be outcome focussed; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align scrutiny programmes with the council's performance management, self-evaluation and improvement arrangements.

Throughout the year, there are a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme and ideas for inclusion may come from a number of sources such as:-

- Individual Councillors;
- Performance or budget monitoring information;
- Inspection reports;
- Referrals from Council (such as Notices of Motion), Cabinet/Audit or other scrutiny committees;
- Service users;
- Monitoring the implementation of recommendations previously made by the Committee; and
- Local Residents

The Cabinet is also required to produce forward work programmes and the Overview & Scrutiny Committee keeps abreast of forthcoming items or topics which may enable scrutiny to be involved in the development of Council policy prior to its formal consideration by Cabinet. It is important to bear in mind that an element of flexibility is applied to each individual work programme that provides Committees with the capacity to scrutinise new / urgent issues that arise during the year.

Date/Time	Overarching Item	Officer	Cabinet Member	Scrutiny Focus
17 th July 2023	<p>Draft Overview & Scrutiny Work programme 2023-24</p> <p>Council's Performance & Resources Report (Q4)</p> <p>Consultation: Public Spaces Protection Order (Dog Control)</p> <p>Corporate Asset Management Plan (CAMP)</p>	<p>Service Director Democratic Services & Communications</p> <p>Director Finance and Digital Services</p> <p>Service Director Democratic Services and Communication</p> <p>Director Corporate Estates</p>		<p>For O&S to agree its own work programme and Cabinet Work Programme for the 23-24 Municipal Year</p> <p>To provide Overview and Scrutiny with an overview of the Council's performance, both from a financial and operational perspective</p> <p>To provide the opportunity to the Overview and Scrutiny Committee to formally respond to the consultation</p> <p>To receive an update on the CAMP</p>
27 September 2023	<p>Bi-Annual Cabinet Member Engagement</p> <p>Council's Performance & Resources Report (Q1)</p>	<p>Service Director Democratic Services & Communications</p> <p>Director Finance and Digital Services</p>		<p>To scrutinise any arising matters with the portfolio holder responsible for and to ensure that the appropriate mechanisms are in place to effectively scrutinise the Executive.</p> <p>To provide Overview and Scrutiny with an overview of the Council's performance, both from a financial and operational perspective</p>

20 November 2023	Council's Performance & Resources Report (Q2)	Director Finance and Digital Services		To provide Overview and Scrutiny with an overview of the Council's performance, both from a financial and operational perspective
13 December 2023	Budget Consultation (Phase 1) Coal Tips	Service Director Democratic Services and Communications Director Frontline Services		To act as formal Consultees for the Councils Budget setting process An overview of the Council's review of Coal Tips throughout RCT
31 January 2023	Budget Consultation (Phase 2) Council's Performance & Resources Report (Q3) Annual Equality Report Strategic Equality Plan Council's Corporate Plan	Service Director Democratic Services and Communications Director Finance and Digital Services Director of Human Resources Director of Human Resources Director of Finance and Digital Services		To act as formal Consultees for the Councils Budget setting process To provide Overview and Scrutiny with an overview of the Council's performance, both from a financial and operational perspective To receive the Annual Equality report for pre-scrutiny prior to its consideration at Cabinet. To receive the Strategic Equality Plan for pre-scrutiny prior to Cabinet consideration To receive the draft Corporate Plan for Pre-Scrutiny opportunity
20 March 2023	Council's Performance & Resources Report (Q4)	Director Finance and Digital Services		To provide Overview and Scrutiny with an overview of the Council's performance, both from a financial and operational perspective

	Bi-Annual Cabinet Member Engagement	Service Director Democratic Services and Communications		To scrutinise any arising matters with the portfolio holder responsible for and to ensure that the appropriate mechanisms are in place to effectively scrutinise the Executive.
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To be scheduled at an appropriate time:

Welsh Language in Education Services – Partnership Working

Pressures facing Social Services Directorate

Sickness and Absence Management

Development of the Corporate Plan

Welsh in Education Strategic Plan (WESP)

Council Size Consultation

Wales Audit Office National Reports

Cardiff Capital Region City Deal

Corporate Joint Committee

Medium Term Financial Plan

Digitalisation

Local Government & Elections Act (Wales) 2021

Joint working with partners