



APPROVED ITEMS FOR SCRUTINY WORKPLAN 2017/18

Topic	Panel	Notes / Timescale
Fly Tipping	Overview and Scrutiny Committee	Sep – December 2017
Garden Waste Project	Scrutiny Panel A	Considered on 11 th July 2017. Subject to Call-in on 26 th July.
Commercial Enterprise Strategy / Commercialism	Scrutiny Panel A	Sep – Dec 2017 Members Seminar planned for 20 th September.
Outside Bodies	TBC	Jan 2018 - To consider whether we need to appoint to as many as we do, How we benefit from appointing to them, frequency and feedback mechanism.
Pest Control (Street Vermin)	Scrutiny Panel B –	July 2017
Peer Challenge Action Plan	Overview and Scrutiny Committee	December 2017
Absenteeism (Attendance Management)	Scrutiny Panel B	Jan 2018

Topic	Panel	Notes / Timescale
Impact of car parking in town centres	Scrutiny Panel A	2018 / What impact car parking changes (1 hour free) has had on footfall and town centre economy.
Leisure Facilities Provision	TBC	TBC
Community protection	Overview and Scrutiny Committee	November 2017
Standing Items		
Performance	Overview and Scrutiny Committee	Quarterly
Budget Scrutiny	Overview and Scrutiny Committee	Annually
Crime and Disorder Scrutiny	Overview and Scrutiny Committee	Annually
Housing Performance Scrutiny	Overview and Scrutiny Committee	TBC

What is a Work Plan?

The Scrutiny Work Plan outlines the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council's Overview and Scrutiny Committee and Panels A and B. Topics added to the workplan should have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of lives of Ashfield residents. It is recognised that there is a need for flexibility in the work plan so as to allow relevant issues to be dealt with as and when they arise. It is suggested that the number of items placed on the workplan should be limited to no more than 8.

Sources of Work Plan Ideas

Numerous sources of information can help to inform topic selection, including:

- Concerns that have been raised by the public relating to Council delivered services
- Issues of community concern – not necessarily services delivered by the Council
- Issues that have been flagged up by reviews, audits or inspections (past and present).
- Issues relating to Councils outcomes, objectives and priorities
- Consultations and interviews
- Underperformance
- “Stakeholders” concerns – raised by the Council’s partners or the users of services
- Partnership objectives
- Cabinet Members, Chief Executive or Service Directors presentations about the pertinent issues that are emerging and any opportunities or threats on the horizon
- Central government priority changes
- Analysis of customer complaints
- Improvement Plans
- Forward Plan
- Budgetary analysis.

Scrutiny is also encouraged to think about external Scrutiny and the monitoring of other public bodies, and how its activities will engage partner organisations, the media and the public.

Selecting a Work Plan Topic

The Overview and Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible workplan for Scrutiny. This means looking at the sources of information that may help and using them to choose the right topics. This involves:

- Drawing out and discussing what matters most to Councillors and to the community at large
- Finding out about any research that has been completed or that is planned
- Prioritising topics
- Looking at what the Scrutiny function has done before
- Considering what added value is expected as a result of Scrutiny involvement
- Considering whether the topic is already being reviewed elsewhere
- Planning how to get the best from the Committee and Panel meetings.

It is also important to note that Overview and Scrutiny have limited time and resources and therefore workplans need to be manageable. It is not possible to

include every topic suggested by Members, Service Directors or the Public in the workplan. Successful Scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

Risks

A common pitfall for Overview and Scrutiny can be the inclusion of topics on the work plan that are unmanageable, of limited interest to the community, purely for informational purposes, have few outcomes and fail to 'add value' to the work of the Council or the wellbeing of the community. As such the selection and prioritisation of topics is critical to the effectiveness of Overview and Scrutiny as such processes can ensure clearer focus, particularly in poor or weak areas of performance or major issues of concern to the wider community.