

Lead AD	SD Matt Partridge
Deputy	SD Tom Pike
Chair	Cllr Lin Martin-Haugh

Overview & Scrutiny Committee Work Programme 2018-19
(Including review items, statutory Budget and Policy Framework items, and policy development items)

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
(High) Complaints/Feedback Handling	SD Matt Partridge, Richard Protheroe/AD Corp Services & Transformation Clare Watson The Leader	This review began in 2017 - scope agreed at Select Committee meeting 28 June 2017, interviews 26 September 2017, draft recommendations to be scheduled at Committee in 2018.	(i) remainder of the review likely to be covered in 1 meeting (ii) Full Scope (already completed) (iii) Presentation & Officer report test cases (already provided) (iv) Completion of review now in 2018.		Yes will be delivered	
Scrutiny of the	SD Matt	?	A Special Meeting of the	The Scrutiny	Yes will be	

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Scrutiny function at SBC	Partridge, AD Corp Services & Transformation, Rich Protheroe		Committee be convened, to which all Scrutiny Members be invited, looking at the outcomes from the Parliamentary Select Committee. Further to this one off meeting a review of the function would need scoping and consideration about how this could be undertaken whether by a third party peer review etc.?	Officer has approached the University of Birmingham INLOGOV (Institute of Local Gov) to undertake a 2-3 day visit in the autumn to interview CE, Leader, SD/ADs, Chair/VC, & Scrutiny Members	delivered	
Sickness Management	SD Matt Partridge, AD Corp Services & Transformation, Rich Protheroe		Noting action being taken to seek to improve performance as previously discussed by the Committee linked to the quarterly performance report this item will be considered in quarter 3 or quarter 4 2018/19 for possible inclusion in the 19/20 programme subject to the outcome of a performance assessment undertaken at that time point		This will not be delivered as a review item	The Chair and Vice-Chair have suggested that it would be good to engage Members early in the process and then when testing the new web site in a mixed Customer and Members Focus Group

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			in time. .			
Committee contribute to the development of the Council's new Website	SD Matt Partridge, AD Corp Services & Transformation, Rich Protheroe, the Leader (Media & Communications)		It has been suggested by SLT that this would perhaps be better served by Members joining in a Customer Focus Group		This will not be delivered as a review item	

Statutory Budget & Policy Framework Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope required)	Other details	Complete ✓ ✗
(High) The 2019/2020	Clare Fletcher	December 2018	Yes, covered in	Presentation by	No scoping		

HRA and Rent Setting	AD/Cllr Mrs Joan Lloyd		one meeting	AD with supporting papers	required		
(High) Financial Security Budget Options	Clare Fletcher AD/Cllr Mrs Joan Lloyd	October 2018	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required		
(High) Council Tax Support Scheme (refresh of scheme reviewed annually by Exec)	Clare Fletcher AD/Su Tarran HoS/Cllr Joan Lloyd	December 2018	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required		
(High) New Homes Bonus Allocations	Clare Fletcher AD/ Leader Cllr Sharon Taylor	March 2019 – date to be agreed	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required	Holding this meeting in March in 2018 was an improvement, as Members carried out pre-scrutiny and had a chance to comment prior to the Executive decision.	
(High) General Fund Budget and Council Tax Setting	Clare Fletcher AD/Cllr Mrs Joan Lloyd	January 2019	Yes, covered in one meeting	Presentation by AD with supporting papers	No scoping required		

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item covered in?	Expectation/ Style of meeting	Scope details	Other details	Comment by lead Assistant Director/ Deputy	Complete ✓ ✕
<u>Housing Development</u> Helping to develop the priorities and guiding principles for Housing Development strategy as the delivery programme moves forward.	SD Tom Pike, AD Housing Development, Ash Ahmed, Portfolio for Environment & Regeneration, Cllr John Gardner	?	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape of a Policy document before it is completely finalised in order to shape the final outcome	?	These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings.	SLT have recommended that this would be better suited as a Modern Member Programme event as the Housing Development Committee has a specific brief to look at this area	
<u>Council Tax Support Scheme and Universal Credit</u>	Clare Fletcher AD/Su Tarran HoS/Cllr Joan Lloyd	?		Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape of a Policy document before it is completely finalised in order to shape the final	?	These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites,	Due to problems with the software, it is not possible to carry out successful modelling for the new discount scheme and therefore a	

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				outcome		agenda etc. but will need prior notice of these meetings.	planned Portfolio Advisory Group policy development meeting to consider the Council Tax Discount Scheme will not be held. In the meantime officers will continue with the existing scheme for 2019/20 but will continue to work on the modelling when the new IT software is released.	
Diversity in SBC Workforce	SD Matt Partridge, AD Corp Services & Transformation, Rich Protheroe, Portfolio,	?		Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape		These meetings are informal, however Constitutional Services are reviewing the clerking	SLT are seeking more clarification from scrutiny Members regarding what	

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	Communities, Safer Communities and Equalities.			of a Policy document before it is completely finalised in order to shape the final outcome		arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings.	they are looking to achieve? Is this seen as a health check on the Council's current diversity? – This is difficult to monitor as it depends what staff choose to self-declare as.	