



*A Borough to be proud of*

Hinckley & Bosworth  
Borough Council

# **Overview and Scrutiny Work Programme 2011/2012**

**ISSUE 2011/01: SEPTEMBER 2011**

Welcome to Hinckley and Bosworth Borough Council's Overview and Scrutiny Work Programme, which sets out the work to be carried out by the Council's Overview & Scrutiny function during 2011/2012.

A structured, focussed and supported scrutiny process, which dovetails into the Council's wider democratic, performance and financial management processes, provides for an evidence based approach to challenging and developing the Council's long term vision and priorities and ensuring that the needs of the Borough's Citizens are met.

This is the seventh year that we have managed the work of scrutiny through a work programme. Following a review of progress in November 2005, it was proposed that future work programmes be configured into the following categories to better represent all the roles and responsibilities of the Overview and Scrutiny Function:

- **Scrutiny Topics** – This includes items of particular interest to overview and scrutiny that can be classified as 'scrutiny topics' to investigate in particular detail.
- **Performance Management Information** – Information provided by the council identifying current performance levels against performance indicators, progress with implementation of business delivery plans, best value reviews and service improvement projects. This is in accordance with the Council's Performance Management Framework.
- **Participation in Policy Development Issues** – These are issues being revised or introduced by the Council or other external organisations. The Overview and Scrutiny Function should be engaged in the development of such matters so that the decision-making body (Executive, Council or external organisation) are informed of all possible views before taking a decision / agreeing a new policy.
- **Tracking of implementation with previous recommendations** – The scrutiny commission will review progress with the implementation of previously agreed recommendations.
- **Committee Management Issues** – These include the minutes of previous meetings, progress reports on actions, overview and scrutiny work programmes and development issues for the overview and scrutiny function.

The Work Programme ensures that Scrutiny's work is:

- outcome focussed;
- prioritised accordingly;
- resourced properly; and
- project planned properly.

The Work Programme has been designed to ensure it is a living document and it will be reviewed at each meeting of the Scrutiny Commission, and the Finance, Audit & Performance Committee will also review its section at each of its meetings, to ensure it remains focussed and relevant.

*Councillor Matthew Lay*  
*Chairman of Scrutiny Commission*

## **SCRUTINY COMMISSION WORK PROGRAMME 2011/2012**

### **1. Performance Improvement**

- How the Council proactively manages performance to ensure that issues are addressed in a timely fashion and that there is continuous improvement; and
- Monitor the quarterly Performance Reports to Executive and the decisions they take.
- Risk Management.

### **2. Implementation of Rural Areas Review**

- Annual progress report on implementation of outcomes.

### **3. Community Safety Partnership**

- Six-monthly report on progress of Partnership

### **4. Planning methodology**

- Review the methodology used in planning regarding travellers sites;
- Review planning methodology in order to protect the countryside and consider the impact of development on green wedge.

### **5. New Homes Bonus**

- Understand the process and implications regarding the New Homes Bonus.

### **6. Sales of cars on the roadside**

- Analysis of the problem, implications and possible solutions.

### **7. Health care**

- Care for the elderly
- Specific focus on Alzheimer's support
- 3<sup>rd</sup> sector role
- GP services.

### **8. Reviewing performance (frontline services)**

- Housing repairs

### **9. Fuel Poverty**

- Internally focussed review
- Numbers in fuel poverty
- How local authorities can help
- Private sector housing – advice and support provision

### **10. Youth provision**

- What do / can parishes do?
- Look at support for volunteers / community groups;
- How can we support & increase the number of volunteers.

## SCRUTINY COMMISSION

### TIMETABLE

<b>Scrutiny Commission - Thursday 8 September 2011</b>						
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Environmental Improvement Programme	Request of previous meeting to receive information on breakdown of funding	Ensure value for money and support for Programme	Strong & distinctive communities	Head of Planning / Executive Member	
Performance Management Information	Atkins & Greenfields yield & tenant locations	Request of previous meeting	Satisfaction with income levels	Thriving economy	Deputy Chief Executive (Corporate Direction)	
	Shared Services – current & medium term position	Request of Members	Ensure savings are being met and raise awareness of planned sharing	All Corporate Aims	Chief Executive	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Relevant Chief Officer & Executive Member	
	Implementing Social Housing Reform	Consideration before Executive decision	To consider proposed consultation response and make comments to the Executive	Decent, well managed & affordable housing	Chief Officer & Executive Member	

	Argents Mead	Request of previous meeting	To consider and make recommendations to the Executive in order to ensure income generation	All Corporate Aims	Deputy Chief Executive (Corporate Direction)	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 27 October 2011**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Fuel Poverty Review: Scoping of Review	Internally focussed review to support residents experiencing fuel poverty	Agreement of timescales, information required and witnesses to call	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Planning Appeal Decisions	6-monthly review	Ensure high performance of Planning Committee		Director of Community & Planning Services	
	Sale of cars on the highway	Request of Members	Recommendation to resolve issues	Cleaner & Greener neighbourhoods	Chief officer for Environmental Health	
Performance Management Information	Housing repairs	Update & progress review	Ensure value for money and high level of service for the public	Decent, well managed & affordable housing	Relevant Chief Officer & Executive Member	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	6 monthly update	Reduction in crime and improved partnership working	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	

	Developer Contributions update	Update progress since previous report	Monitoring of section 106 contributions	Strong and distinctive communities	Executive Member for Planning / Director of Community and Planning Services	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 8 December 2011**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Fuel Poverty Review: interview of witnesses / review of information	Internally focussed review to support residents experiencing fuel poverty	Sufficient information to be able to make recommendations	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Health Review: care for the elderly (focus on Alzheimer's): scoping of review	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
	New Homes Bonus	To advise Members	Increased awareness of NHB	All Corporate Aims	Deputy Chief Executive (Community Direction)	
Performance Management Information	Review of Member Development	Scrutiny of activities	Ensure value for money training and development and assess progress towards achieving Member Development Charter	All Corporate Aims	Head of Corporate & Scrutiny Services / Member Development Champion	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	



	Planning methodology – travellers sites	Request of Members				
Tracking of implementation with previous recommendations						
Committee Management issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 19 January 20112**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Fuel Poverty review: discuss evidence & consider recommendations	Internally focussed review to support residents experiencing fuel poverty	Final report and recommendations	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Youth provision: scoping of review	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): interview of witnesses(1)	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
	Planning methodology – green wedge	Request of Members				

Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 1 March 2012**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Youth provision: interview of witnesses	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): interview of witnesses(2)	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	6-monthly update	Reduction in crime	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 19 April 2012**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Planning Appeal Decisions	6-monthly review	Ensure high performance of Planning Committee		Director of Community & Planning Services	
	Youth provision: interview of witnesses if necessary / discussion on recommendations	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): discussion on possible recommendations	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
	Parish & Community Initiative Fund	Consider proposed distribution of funding	Recommendations to Executive	Strong & Distinctive Communities	Executive Member for Rural Areas / Deputy Chief Executive	

Tracking of implementation with previous recommendations	Rural areas review	Review progress against previous recommendations		Strong and distinctive communities	Executive Member for Rural Affairs	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 24 May 2012**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Youth provision: Final report	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): final report	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Rural areas review	Review progress against previous recommendations		Strong and distinctive communities	Executive Member for Rural Affairs	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		