



A Borough to be proud of

Hinckley & Bosworth
Borough Council

Overview and Scrutiny Work Programme 2012/2013

ISSUE 2012/01: SEPTEMBER 2012

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 2012/2013.

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

TIMETABLE

Scrutiny Commission - Thursday 8 November 2012					
Function	Activity/ Objective	Reason	Vision, Values and Aims	Responsible (member/ officer)	External Involvement
Scrutiny Topics	Leisure Centre	Request of Commission			
Performance Management Information					
Participation in Policy Development Issues					
Tracking Of implementation of previous recommendations					
Committee Management Issues					

Scrutiny Commission – Thursday, 20 December 2012

Function	Activity/ Objective	Reason	Vision, Values and Aims	Responsible (member/ officer)	External Involvement
Scrutiny Topics					
Performance Management Information					
Participation in Policy Development Issues					
Tracking Of implementation of previous recommendations					
Committee Management Issues					

Scrutiny Commission – Thursday 31 January 2013

Function	Activity/ Objective	Reason	Vision, Values and Aims	Responsible (member/ officer)	External Involvement
Scrutiny Topics	Procurement: review of previous decisions	Request of commission			
Performance Management Information					
Participation in Policy Development Issues					
Tracking Of implementation of previous recommendations					
Committee Management Issues					

Scrutiny Commission – Thursday 14 March 2013

Function	Activity/ Objective	Reason	Vision, Values and Aims	Responsible (member/ officer)	External Involvement
Scrutiny Topics	Linking with local industry	Request of commission			
Performance Management Information					
Participation in Policy Development Issues					
Tracking Of implementation of previous recommendations					
Committee Management Issues					

Scrutiny Commission - Thursday 25 April 2013

Function	Activity/ Objective	Reason	Vision, Values and Aims	Responsible (member/ officer)	External Involvement
Scrutiny Topics					
Performance Management Information					
Participation in Policy Development Issues					
Tracking Of implementation of previous recommendations	Environmental Improvement Programme	Year end update as requested August 2012			
Committee Management Issues					