



*A Borough to be proud of*

Hinckley & Bosworth  
Borough Council

# **Overview and Scrutiny Work Programme 2012/2013**

**ISSUE 2012/03: DECEMBER 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

| <b>Scrutiny Commission – Thursday, 20 December 2012</b> |  |                                    |   |  |                                      |
|---|--|------------------------------------|---|--|--------------------------------------|
| <b>Function</b>   | <b>Activity/<br/>Objective</b>                   | <b>Reason</b>                      | <b>Vision,<br/>Values and<br/>Aims</b>      | <b>Responsible<br/>(member/<br/>officer)</b> | <b>External<br/>Involvement</b>      |
| Scrutiny Topics   | Local Strategic Partnership                      | Progress report                    | Strong & distinctive communities            | Deputy Chief Executive (Community Direction) | LSP                                  |
|   |  |                                    |   |  |                                      |
|   | Planning appeal decisions                        | 6-monthly review                   |   | Head of Planning                             |                                      |
| Performance Management Information                      |  |                                    |   |  |                                      |
| Participation in Policy Development Issues              | Housing numbers – affordable housing projections | Request of committee               | Decent, well managed and affordable housing | Deputy Chief Executive (Community Direction) |                                      |
| Tracking Of implementation of previous recommendations  | Community Safety Partnership                     | 6-monthly update & progress report | Safer & healthier borough                   | Relevant Chief Officer for Partnerships      | Police, Community Safety Partnership |
|   | S106 contributions                               | 6-monthly review                   |   | Head of Planning                             |                                      |
| Committee Management Issues                             |  |                                    |   |  |                                      |

**Scrutiny Commission – Thursday 31 January 2013**

| <b>Function</b>   | <b>Activity/<br/>Objective</b>                     | <b>Reason</b>                             | <b>Vision,<br/>Values and<br/>Aims</b> | <b>Responsible<br/>(member/<br/>officer)</b> | <b>External<br/>Involvement</b>  |
|---|--|---|--|--|--|
| Scrutiny Topics   | Procurement:<br>review of<br>previous<br>decisions | Request of<br>commission                  |  |  |  |
|   | Dog fouling –<br>enforcement                       | Request of<br>commission                  | Safer &<br>healthier<br>borough        |  |  |
|   | Dementia<br>review: Early<br>diagnosis             | Follow-up<br>recommendations<br>of review | Safer &<br>healthier<br>borough        | Relevant<br>Chief Officer<br>for Scrutiny    | GPs, carers,<br>PCT, NHS,<br>voluntary<br>groups                                   |
| Performance<br>Management<br>Information                        |  |   |  |  |  |
| Participation in<br>Policy<br>Development<br>Issues             |  |   |  |  |  |
| Tracking Of<br>implementation of<br>previous<br>recommendations | Review of anti<br>poverty<br>strategy              | In light of welfare<br>reforms            | All corporate<br>aims                  | Relevant<br>Chief Officer<br>for Scrutiny    | Voluntary &<br>community<br>groups, local<br>organisations,<br>key<br>stakeholders |
| Committee<br>Management<br>Issues                               |  |   |  |  |  |

**Scrutiny Commission – Thursday 14 March 2013**

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

**Scrutiny Commission - Thursday 25 April 2013**

| <b>Function</b>  | <b>Activity/<br/>Objective</b>      | <b>Reason</b>                            | <b>Vision,<br/>Values and<br/>Aims</b> | <b>Responsible<br/>(member/<br/>officer)</b> | <b>External<br/>Involvement</b> |
|--|-------------------------------------|--|--|--|---------------------------------|
| Scrutiny Topics  | Linking colleges with industry      | Request of commission                    | Thriving economy                       | Deputy Chief Exec (Community Direction)      | LEP, colleges, businesses       |
|  |                                     |  |  |  |                                 |
|  |                                     |  |  |  |                                 |
| 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                            |                                     |  |  |  |                                 |