

Subject: Overview and Scrutiny Commission Work Plan
Date of Meeting: 15 July 2008
Report of: Director of Strategy and Governance
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Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Overview and Scrutiny Commission and Overview and Scrutiny Committees are responsible for the development of their own robust work programmes, identifying the most appropriate means of progressing the work.
- 1.2 This reports suggests an outline OSC work plan based on the functions outlined in the Commission's Terms of Reference in order to provide a firm basis and structure for the future direction of Overview and Scrutiny in Brighton & Hove.

2. RECOMMENDATIONS:

- 2.1 That Members consider a draft work plan for the Commission (See Appendix 1) and suggest any amendments and additional matters to be included.

3. BACKGROUND INFORMATION

- 3.1 There are a number of ways in which items may come to be included into an overview and scrutiny draft work programme;
 - All members will have access to the Council's Forward Plan and may wish to suggest key decisions from the Plan for inclusion in the Overview and Scrutiny work programme;

- Additionally, the committee chairman may wish to consider the Council's Forward Plan at each pre-meeting and put forward any items he/she sees fit;
- Cabinet Members/Cabinet/Regulatory Committee Chairmen may refer items to the committee for examination and comment;
- Part 6, paragraph 13 of the Constitution states that the overview and scrutiny committees shall also respond, as soon as their work programme permits, to requests from the Council and if it considers it appropriate, the Cabinet/Cabinet Committees to review particular areas of Council activity.
- Any Member of the committee can notify the Head of Scrutiny that they wish to have an item included on the agenda of the next possible meeting. The committee will then determine whether it wishes to pursue the suggested item and in what way.
- The committee may also receive requests from any other Councillors and suggestions from officers for particular topics to be scrutinised. Any Councillor may submit a letter for inclusion on the agenda for any overview and scrutiny committee.
- The 19 Plans and Strategies which make up the Budget and Policy Framework are listed in part 3.1 (3.02) of the Council's Constitution and are included at Appendix 2 to this report. Those of particular importance to the Commission are: -
 - Best Value Performance Plan
 - Community Strategy
 - The Council's Corporate Plan
 - Equalities and Inclusion Policy
 - Local Area Agreement
 - Budget

3.2 Although approval of the Budget and Policy framework is a Full Council function, it is envisaged that the appropriate Overview & Scrutiny Committee(s) or the Commission will consider draft proposals before their submission to full Council for approval. The Cabinet should take into account any response from an Overview & Scrutiny Committee or the Commission and from relevant stakeholders when determining its final proposals for submission to Full Council in regard to any of the Plans and Strategies.

- 3.3 The Overview and Scrutiny draft work programme also needs to allow for flexibility to determine matters as they arise such as requests for scrutiny and call-in.

Work plan for OSC and the Five Overview and Scrutiny Committees

- 3.4 In addition to developing its own work plan, the Overview and Scrutiny Commission is responsible to coordinate the overall O&S function. Each of the five Overview and Scrutiny Committees have therefore established three-Member cross-party working groups to draw up proposals for work plans for approval in the September cycle of O&S meetings.
- 3.5 These will be reported to the Commission.

4. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 4.1 None directly in relation to this report.

Legal Implications:

- 4.2 None directly in relation to this report.

Equalities Implications:

- 4.3 None directly in relation to this report.

Sustainability Implications:

- 4.4 None directly in relation to this report.

Crime & Disorder Implications:

- 4.5 None directly in relation to this report.

Risk and Opportunity Management Implications:

- 4.6 None directly in relation to this report.

Corporate / Citywide Implications:

- 4.7 None directly in relation to this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Suggested outline OSC work programme for 2008 - 2009
2. Full list of documents forming the Budget and Policy Framework

Background Documents

15 May 2008 Council Constitution

OVERVIEW AND SCRUTINY COMMISSION - OUTLINE WORK PLAN 2008-2009

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Coordination And Monitoring of Overview and Scrutiny				
Establishing working relationships between Cabinet and Overview and Scrutiny	From 15 May 2008, new Leader and Cabinet Constitution	Joint discussions, agreed priorities, shared information, invitations to relevant meetings		
OSC Work Plan	15 July 2008 and every meeting	To agree Outline Work Plan with built-in flexibility		
Coordination of Overview & Scrutiny at Brighton & Hove	Regular reports	Reports on Progress and Proposals for O&S Development		
Overview and Scrutiny Work Plans	From 9 September 2008	OSC to receive Scrutiny Committees' work plans to ensure minimal duplication		

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Corporate Documents and Performance Monitoring				
The Corporate Plan	3 June 2008	Comment on the Corporate Plan in advance of the 12 June Cabinet meeting	Supplementary Report on OSC comments was taken to Cabinet 12 June	12 June Cabinet agreed 3 June OSC amendments
	15 July 2008	Report back to OSC, re Commission Comments taken to Cabinet 12 June		
The Council's Annual Performance Report	15 July 2008 and annually	Receive annual report, to be presented to 10 July Cabinet		
Local Area Agreement	3 June 2008 Then regular Review as necessary	Receive draft report		
<i>Other internal/external inspections assessments and reviews</i>				

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Overview and Scrutiny of Budget and Policy Framework				
The Council's Annual Budget	TBC			
Sustainable Community Strategy	TBC	Comment before publication of Strategy		
Equalities and Inclusion Policy	OSC 15 July	Comment and make recommendations before submission to 18 September Cabinet		
Overview and Scrutiny Of Other Functions Of The Council Leader, Finance And Central Services				
Targeted Budget Management	OSC 15 July Month 2			
See functions*				

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Scrutiny Reviews/Requests				
Dual Diagnosis	9 September 2008	Endorsement of scrutiny panel recommendations for reply by Cabinet/NHS organisations.		
Partnership Governance	TBC	Report to OSC and review		
Other strategic items				
Community Engagement Framework	15 July 2008	Consider consultation document for comment	Comments as part of consultation process	

*Terms of Reference for the Overview and Scrutiny Commission include the Overview and Scrutiny of:

- Functions of the Leader of the Council
- Council's annual budget
- Council's performance in relation to overall budgetary management
- Finance
- Property

- ICT
- Customer Services
- Corporate Procurement
- Legal Services
- Democratic Services
- Policy
- Communications
- Human Resources
- Improvement and Organisational Development
- Joint working with other authorities
- Council wide performance monitoring
- Community Affairs equalities and inclusion and sustainability
- Partnership working
- Council's representation in regional/national forums
- Policy for public consultation
- Corporate communications strategy

Dates of OSC meetings 2008 – 2009:

9 September, 21 October, 2 December, 20 January 2009, 10 March, 21 April

List of Budget and Policy Framework Documents

(a) Policy Framework.

The policy framework means the following plans and strategies:-

(i) those required by law to be adopted by full Council:-

- Annual Library Plan;
- Best Value Performance Plan;
- Children and Young People's Plan;
- Community Strategy;
- Crime and Disorder Reduction Strategy;
- Local Transport Plan;
- Plans with Development Plan Document status which together comprise the Local Development Framework and the Waste and Minerals Development Framework;
- Youth Justice Plan
- Statement of Licensing Policy pursuant to Licensing Act 2003;
- Statement of Gambling Policy pursuant to the Gambling Act 2005.

(ii) those which the Council has determined should be adopted by full Council as part of the Policy Framework:

- Food Law Enforcement Service Plan;
- The plan and strategy which comprise the Housing Investment Programme;
- Adult Learning Strategy;
- City Employment and Skills Plan;
- Sustainability (Local Agenda 21) Strategy;
- The Council's Corporate Plan;
- Inclusive Council Policy;
- Health and Safety Annual Service Plan;
- Local Area Agreements.

(b) Budget. The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.