

Work Programme

Date: 27 March 2023

Report of: Head of Democratic Services

Report to: Scrutiny Board (Strategy & Resources)

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

The report sets out the 2022/23 work programme for the Scrutiny Board (Strategy & Resources) and is reflective of board member discussions to date.

All Scrutiny Boards are required to determine and manage their own work programme for the municipal year. In doing so, the work programme should not be considered a fixed and rigid schedule, it should be recognised as a document that can be adapted and changed to reflect any new and emerging issues throughout the year.

Members will be invited to review and discuss the work programme at each public Scrutiny Board meeting that takes place during the 2022/23 municipal year. This is the final Work Programme report of municipal year 2022/23 and members are also asked to consider any work items they wish to pass over to the successor Board in municipal year 2023/24.

Recommendations

- a) Members are requested to consider the Scrutiny Board's work programme for the 2022/23 municipal year.
- b) This is the Board's final work programming item for the municipal year and therefore members are asked to suggest items that should be passed on for future work in municipal year 2023/24.

What is this report about?

- 1 A draft work programme for the Strategy & Resources Scrutiny Board is presented at Appendix 1 for consideration and discussion. Reflected in it are known items of scrutiny activity, including performance and budget monitoring, identified Budget and Policy Framework items and recommendation tracking.
- 2 Members should also note the following provisional dates for Board meetings in 2023/24, these are preliminary at this stage subject to confirmation at the Annual Council Meeting on 24 May:

Month	Date	Public Meeting	Pre-Meeting for Board Members
June	19 June 2023	10.00am	9.45am
July	17 July 2023	10.00am	9.45am
August	No public meeting		
September	18 September 2023	10.00am	9.45am
October	16 October 2023	10.00am	9.45am
November	No public meeting		
December	11 December 2023	10.00am	9.45am
January	15 January 2024	10.00am	9.45am
February	19 February 2024	10.00am	9.45am
March	25 March 2024	10.00am	9.45am

- 3 The Board has considered a range of issues in the current municipal year and with this being the final formal meeting of the municipal year Board members are asked to comment on and suggest work items that can be passed on to the successor board in 2023/24. Key areas of focus that are under consideration for potential further work in 2023/24 include; procurement and contract management, Leeds 2023 evaluation, Corporate Peer Challenge performance against recommendations, staff wellbeing, attendance and performance management, equality, diversity and inclusion, taxi licensing and driver well-being, Contact Centre performance and consultation and mass communication. All of these follow initial and ongoing work in the current municipal year.
- 4 In addition to this the Council's financial health and financial management will continue to be a focus both in terms of financial health monitoring reports and consideration of the Budget for 2024/25 in line with the Board's remit and the Council's budget and policy framework.
- 5 As noted in the February Work Programme report the minutes of the Executive Board for February were not available at the time of publication of the meeting agenda. These are now provided at Appendix 2. The March Executive Board minutes are also unfortunately not available at time of publication, and these will be brought to the June meeting in the new municipal year. The Scrutiny Board is asked to consider and note the Executive Board minutes, insofar as they relate to the remit of the Scrutiny Board; and identify any matter where specific scrutiny activity may be warranted, and therefore subsequently incorporated into the work programme or handed over to the successor board in 2023/24.
- 6 For information, the Scrutiny Board Procedure Rules state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include a review of 'how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme.'

Changes to the Work Programme since the last meeting

- 7 As the work of the Board evolves changes to the Work Programme become necessary to prioritise and fit agenda items in at appropriate times.
- 8 Since the last meeting there have been some adjustments to the planned programme. The December meeting of the Board considered an item on Equality, Diversity and Inclusion (EDI) that was to be the subject of a follow up session in a private working group. However, this will now feature as an agenda item at today's meeting due to difficulties in finding an appropriate date for a standalone working group.

What impact will this proposal have?

- 9 All Scrutiny Boards are required to determine and manage their own work programme for the municipal year.
- 10 The draft work programme is reflective of the requests to date from members of the Strategy & Resources Scrutiny Board.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

- 11 The terms of reference of the Scrutiny Boards promote a strategic and outward looking Scrutiny function that focuses on the best council objectives.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 12 To enable Scrutiny to focus on strategic areas of priority, it is recognised that each Scrutiny Board needs to establish and maintain an effective dialogue with relevant Directors and Executive Board Members.
- 13 The Vision for Scrutiny also states that Scrutiny Boards should seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources prior to agreeing items of work.

What are the resource implications?

- 14 Experience has shown that the Scrutiny process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time.
- 15 The Vision for Scrutiny, agreed by full Council also recognises that like all other Council functions, resources to support the Scrutiny function are under considerable pressure and that requests from Scrutiny Boards cannot always be met.
- 16 Consequently, when establishing their work programmes Scrutiny Boards should:
 - Seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources;

- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue;
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.

What are the key risks and how are they being managed?

17 This report has no specific risk management implications.

What are the legal implications?

18 This report has no specific legal implications.

Options, timescales and measuring success

What other options were considered?

19 The work programme is reflective of the requests of the Scrutiny Board members to date and will be reviewed by the Scrutiny Board at each meeting of the municipal year.

How will success be measured?

20 The work of all Scrutiny Boards will be reviewed and summarised in an Annual Report, which is presented for consideration by Council during the next municipal year.

What is the timetable and who will be responsible for implementation?

21 All Scrutiny Boards are required to determine and manage their own work programme for the municipal year. In doing so, the work programme should not be considered a fixed and rigid schedule, it should be recognised as a document that can be adapted and changed to reflect any new and emerging issues throughout the year.

Appendices

- Appendix 1: Draft work programme 2022/23
- Appendix 2 – Executive Board Minutes from 8 February 2023

Background papers

- None