



**Report of Head of Democratic Services**

**Report to Scrutiny Board (Adults, Health and Active Lifestyles)**

**Date: 22 October 2019**

**Subject: Work Schedule – October 2019**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**1. Purpose of this report**

1.1 The purpose of this report is to consider the Scrutiny Board’s work schedule for the remainder of the current municipal year.

**2. Background information**

2.1 All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year. In doing so, the work schedule should not be considered a fixed and rigid schedule, it should be recognised as something that can be adapted and changed to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.

**3. Main issues**

3.1 During the Board’s initial meeting in June 2019, Members discussed a number of possible areas of work for the Board to undertake during the current municipal year. These matters are reflected in the latest iteration of the work schedule – attached at Appendix 1.

Developments since the previous Scrutiny Board meeting

3.2 The latest iteration of the Board’s work schedule is attached as Appendix 1 for consideration.

3.3 While there are no significant additions to report since the previous Scrutiny Board meeting in September 2019, some matters that may subsequently impact on the work schedule will also be outlined as part of the Chair's update report, considered elsewhere on the agenda.

3.4 Other specific matters to consider are detailed below.

#### Women's Reproductive Health

3.5 At its meeting in July, the Board agreed to give specific consideration to Reproductive Health identified within the Women's Health Matters report. This followed a specific request for scrutiny in relation to endometriosis. Arrangements to progress this work are being taken forward. More details will be available in the near future and an update will be provided to the Board at the meeting.

#### Unscheduled matters

3.6 A number of other potential matters for consideration by the Scrutiny Board remain unscheduled. The Scrutiny Board is specifically invited to consider these matters and determine matters the Board wishes to pursue.

#### Executive Board and Health and Wellbeing Board

3.7 Executive Board minutes from the meeting held on 18 September 2019 are appended to this report.

3.8 Health and Wellbeing Board minutes from the meeting held on 16 September 2019 are appended to this report.

3.9 West Yorkshire Joint Health Overview and Scrutiny Committee minutes from the meeting held on 10 September 2019 are appended to this report.

3.10 Insofar as the minutes from other Boards and Committees appended to this report relate to the remit of the Scrutiny Board, Members are asked to consider and note the content; identifying any matters where specific scrutiny activity may be warranted, and therefore subsequently incorporated into the work schedule.

#### Developing the work schedule

3.11 When considering any developments and/or modifications to the work schedule, effort should be undertaken to:

- Avoid unnecessary 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.
- Avoid pure "information items" except where that information is being received as part of a policy/scrutiny review.
- Seek advice about available resources and relevant timings, taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place.
- Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.

3.12 In addition, in order to deliver the work schedule, the Board may need to take a flexible approach and undertake activities outside the formal schedule of meetings – such as working groups and site visits, where deemed appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

3.13 As mentioned above, the latest iteration of the Board’s work schedule is attached as Appendix 1 for consideration. The Scrutiny Board is asked to consider the details in this report, the associated appendices and matters discussed at the meeting in order to agree its future work schedule for the remainder of the municipal year.

#### **4. Consultation and engagement**

4.1.1 The Vision for Scrutiny states that Scrutiny Boards should seek the advice of the Scrutiny officer, the relevant Director(s) and Executive Member(s) about available resources prior to agreeing items of work.

#### **4.2 Equality and diversity / cohesion and integration**

4.2.1 The Scrutiny Board Procedure Rules state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include ‘ to review 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’.

#### **4.3 Council policies and the Best Council Plan**

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

##### Climate Emergency

4.3.2 When considering areas of work, the Board is reminded that Active Travel now forms part of the Health, Wellbeing and Adults portfolio area.

#### **4.4 Resources, procurement and value for money**

4.4.1 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 and focus its resources on one key issue at a time.

4.4.2 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.

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.

## **4.5 Legal implications, access to information, and call-in**

4.5.1 This report has no specific legal implications.

## **4.6 Risk management**

4.6.1 This report has no specific risk management implications.

## **5. Conclusions**

5.1 All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year. The latest iteration of the Board's work schedule is attached as Appendix 1 for consideration and agreement of the Scrutiny Board – subject to any identified and agreed amendments.

## **6. Recommendations**

6.1 Members are asked to consider the matters outlined in this report and agree (or amend) the overall work schedule (as presented at Appendix 1) as the basis for the Board's work for the remainder of 2019/20 and further discussion.

## **7. Background documents<sup>1</sup>**

7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.