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## Report of the Head of Scrutiny and Member Development

**Scrutiny Board: Adult Social Care**

**Date: 24 June 2008**

**Subject: Determine Work Programme 2008/09**

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### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Purpose of Report

1.1 The purpose of this report is to determine the Board's work programme for 2008/09.

## 2.0 Introduction

2.1 The previous agenda item provided various inputs to the development of the Board's work programme. Having considered the written information and having discussed relevant issues with officers and representatives attending the meeting, the Board is now asked to consider formulating a draft work programme.

2.2 Members are reminded that if additional information is required in order to determine the programme this can be obtained via the use of informal meetings of the Scrutiny Board.

2.3 In formulating work programme the Scrutiny Board shall determine;

- how the proposed inquiry meets criteria approved from time to time by the Scrutiny Advisor Group (Appendix 1)
- whether the programme can be adequately resourced and timetabled, in line with the key meeting dates attached (Appendix 2)

2.4 An extract from the Forward Plan for key decisions covering the period 1 June 2008 to 30 September 2008 is attached at Appendix 3 for the Board's information and consideration.

## 3.0 Recommendations

3.1 Members are requested to consider and determine the Board's work programme.

## SCRUTINY BOARD PROCEDURE RULES GUIDANCE NOTE 7

### INQUIRY SELECTION CRITERIA

#### 1.0 INTRODUCTION

- 1.1 The Scrutiny Board Procedure Rules require Scrutiny Boards, before deciding to undertake an Inquiry, to:

*Consider how a proposed Inquiry meets criteria approved from time to time; and*

*Consult with any relevant Director and Executive Member*

- 1.2 This is to ensure that Scrutiny Boards, when agreeing to undertake an Inquiry, have considered carefully the reasons for that Inquiry, its objectives, whether it can be adequately resourced in terms of Member and Officer time and have sought the views of the relevant Director and Executive Member.
- 1.3 The decision whether to undertake an Inquiry or not rests with the Scrutiny Board.

#### 2.0 INQUIRY SELECTION CRITERIA

- 2.1 At the time of deciding to undertake an Inquiry, the Scrutiny Board will refer to the Inquiry Selection Criteria within this Guidance Note and formally identify which of the agreed criteria the proposed Inquiry meets. The Board will also record the comments of the relevant Director and Executive Member. This process will be recorded in the Scrutiny Board minutes.

### INQUIRY SELECTION CRITERIA

Scrutiny Board \_\_\_\_\_

Inquiry Title \_\_\_\_\_

Anticipated Start Date \_\_\_\_\_

Anticipated Finish Date \_\_\_\_\_

**The Inquiry meets the following criteria**

- It addresses the Council's agreed Strategic outcomes by reviewing the effectiveness of policy to achieve strategic outcomes as defined by the Leeds Strategic Plan
- Shaping and developing policy through influencing pre-policy discussion

It fulfils a performance management function by

- Reviewing performance of significant parts of service
- Addressing a poor performing service
- Addressing a high level of user dissatisfaction with the service
- Addressing a pattern of budgetary overspends
- Addressing matters raised by external auditors and inspectors

- Addresses an issue of high public interest
- Reviews a Major or Key Officer decision
- Reviews an Executive Board decision
- Reviews a series of decisions which have a significant impact \_\_\_\_\_
- Has been requested by the Executive Board/Full Council/Scrutiny Advisory Group
- looks at innovative change

  
  
  
  
  
  
  
  
  

Comments of relevant Director and Executive Member (Attach additional sheet if necessary)

Date