

Work Programme

Date: 7 November 2022

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 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 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 schedule at each public Scrutiny Board meeting that takes place during the 2022/23 municipal year.

Recommendations

- a) Members are requested to consider and discuss the Scrutiny Board's work schedule for the 2022/23 municipal year.

What is this report about?

- 1 A draft work schedule for the Strategy & Resources Scrutiny Board is presented at Appendix 1 for consideration and discussion. Reflected in the work schedule are known items of scrutiny activity, including performance and budget monitoring, identified Budget and Policy Framework items and recommendation tracking.
- 2 The latest Executive Board minutes from the meetings held on 21 September and 19 October 2022 are also attached as Appendix 2 and 3. 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 consider any matter where specific scrutiny activity may also be warranted.
- 3 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

- 4 As the work of the Board evolves changes to the Work Programme become necessary to prioritise and fit agenda items in at appropriate times. Since the last meeting in September only minor adjustments have been made. The Board will have one working group in December focussing on budget savings proposals for 2023/24 which forms part of the consultation with Scrutiny that is undertaken in line with the Council's Budget and Policy Framework. The date for this meeting will be communicated to Board members as soon as it is agreed.
- 5 Following adjustments to Scrutiny Board remits undertaken earlier this year Civic Enterprise Leeds now falls under Strategy and Resources. It is now planned that an item from Civic Enterprise Leeds will be brought to the Board in February to reflect the adjustment in remits and receive an update from that service.

What impact will this proposal have?

- 6 All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year.
- 7 The draft work schedule 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

- 8 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

- 9 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.
- 10 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?

- 11 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.
- 12 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.
- 13 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?

14 This report has no specific risk management implications.

What are the legal implications?

15 This report has no specific legal implications.

Options, timescales and measuring success

What other options were considered?

16 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?

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

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

18 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 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 21 September 2022
- Appendix 3: Executive Board minutes 19 October 2022

Background papers

- None