

## CORPORATE OVERVIEW AND SCRUTINY

### WORK PROGRAMME 2020/2021

#### Who are we?

The Corporate Overview and Scrutiny Committee is made up of 11 Members (reflecting the Council's political balance) who manage the functions of the Committee (as detailed within the Constitution of the Council- also see the *how we do it* section below). The meeting dates and report deadline dates are as follows:

<u>Name of Committee</u>	<u>Final Reports Deadline</u>	<u>Agenda Publication Deadline</u>	<u>Date of meeting</u>
Corporate Overview and Scrutiny Committee	Thursday, 23rd July 2020	Monday, 27th July 2020	Tuesday, 4th August 2020
Corporate Overview and Scrutiny Committee	Thursday, 10th September 2020	Monday, 14th September 2020	Tuesday, 22nd September 2020
Corporate Overview and Scrutiny Committee	Thursday, 12th November 2020	Monday, 16th November, 2020	Tuesday, 24th November 2020
Budget Corporate Overview and Scrutiny Committee	Wednesday, 26th January 2021	Friday, 28th January 2021	Monday, 8th February 2021
Corporate Overview and Scrutiny Committee	Thursday, 4th March 2021	Monday, 8th March, 2021	Tuesday, 16th March 2021

#### What we do

The Committee's primary role is to hold the executive to account by way of undertaking policy and budget development reviews as well as questioning/challenging the judgement and decisions making of the Executive, Members, Portfolio Holders and Senior Officers. The Committee's work is also supported by the study groups it commissions and monitors.

#### How we do it

The functions of the Corporate Overview and Scrutiny Committee are:

- Develop a work programme detailing the objectives, timetable and methodology.
- Responsible Committee for scrutiny of Townships generally; corporate service development and delivery; for scrutiny of partnerships or key contractors (e.g. Agilysis); corporate performance monitoring; corporate financial monitoring and the annual budget development consultation, and for overview of the respective Portfolio Holders and Directors.

- Respond to consultation by Cabinet on relevant policy development and the annual budget proposals.
- Scrutinise the in-year performance of Council Services and other appropriate bodies, in accordance with the Council's Performance Management Framework and against approved Directorate Plans, where appropriate.
- Scrutinise in-year budget performance.
- Instigate the appropriate action in response to adverse service performance.
- Scrutinise inspection reports and associated action plans produced by external agencies (where appropriate to this Committee).
- Review and scrutinise executive decisions in accordance with the Council's Constitution, which have been called-in by Members of the Council.
- Receive reports, where appropriate, from the Council's representatives on outside bodies, and to direct representatives to report to the Council, where appropriate.
- Commission, scope and oversee studies and reviews relating to Council Services and issues directly affecting the Borough and, where appropriate, to make recommendations to the Cabinet arising from such studies and reviews.
- Consider Annual Service Plans in line with Council Policy (Part 4E - Constitution of the Council).

**CORPORATE OVERVIEW AND SCRUTINY COMMITTEE – MEETINGS IN  
20120/2021**

**4<sup>th</sup> August 2020**

Work Programme	To consider the Committee's Work Programme for 2020/2021
Call-in/Member items/other referrals	
Directorate Plan Updates (4 <sup>th</sup> Quarter 2019/2020) <ul style="list-style-type: none"> <li>• Resources Directorate</li> <li>• Neighbourhoods (Corporate Services) Directorate</li> </ul>	Performance management and monitoring
Finance Update 2020/2021	
Treasury Management Year-End Report 2019/20	
Budget 2021/22 to 2023/24 Guidelines and Timetable	
Property Growth Fund – Outturn report 2019/2020	
Township Plan 2020- 2022	

**8<sup>th</sup> September 2020**

Work Programme	To note the Committee's Work Programme
Call-in/Member items/other referrals	
Directorate Plans 2020/2021 (Resources and Neighbourhoods)	
Health Related Absence Reporting	
Employment Equality Report 2019/2020	
Corporate Complaints - Update	Financial scrutiny
Proposed Discretionary Fees and Charges for 2021/2022	Financial scrutiny
Comprehensive Financial Update – Presentation (P4) – including Revenue Budget and Capital Programme proposals	Financial scrutiny
Cyber Security	Request from the Committee's last meeting
GMCA Scrutiny Committee	Minutes for information

**24<sup>th</sup> November 2020**

Work Programme	To note the Committee's Work Programme
Call-in/Member items/other referrals	

Corporate Complaints report	
Local Government Ombudsman: Annual Review 2019/2020	Performance monitoring and management
Comprehensive Financial Update – Presentation (P6)	Financial scrutiny
Schools Outturn report 2019/2020	Performance monitoring and management
Insurance Claims Report (including vfm presentation from the Council's insurance brokerage representatives)	Financial scrutiny
Directorate Plan Updates (1 <sup>st</sup> and 2 <sup>nd</sup> Quarters 2020/2021) <ul style="list-style-type: none"> <li>Resources Directorate</li> <li>Neighbourhoods (Corporate Services) Directorate</li> </ul>	
GMCA Scrutiny Committee	Minutes for information

### **8<sup>th</sup> February 2021**

Work Programme	To note the Committee's Work Programme
Financial Update report (period 8)	Finance scrutiny
Discretionary Fees and Charges	Budget Scrutiny
Budget Savings 2021/2022	Budget Scrutiny

### **22<sup>nd</sup> February 2021 (Budget Scrutiny meeting)**

Work Programme	To note the Committee's Work Programme
Call-in/Member items/other referrals	
Local Government Act Report on the Robustness of the Budget	Budget development and scrutiny
The Revenue Budget and Medium Term Financial Strategy	Budget development and scrutiny
Reserves Policy	Budget development and scrutiny
Savings programme – Post Consultation Update	Budget development and scrutiny
Capital Investment and Disposals Strategy	Budget development and scrutiny
Treasury Management Strategy	Budget development and scrutiny
Corporate Debt Strategy	Budget development and scrutiny
GMCA Scrutiny Committee	Minutes for information

### **16<sup>th</sup> March 2021**

Work Programme	To note the Committee's Work
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	Programme
Call-in/Member items/other referrals	
Directorate Plan Updates (3 <sup>rd</sup> Quarter 2020/2021) <ul style="list-style-type: none"> <li>Resources Directorate</li> <li>Neighbourhoods (Corporate Services) Directorate</li> </ul>	Performance monitoring and management
Corporate Complaints (6 monthly update)	Performance monitoring and management
Draft ICT Strategy	Consultation on proposals
Health Related Absence (6 monthly update)	Performance monitoring and management
Financial Update on Covid-19 Pandemic	Financial scrutiny
Financial Update	Financial scrutiny
GMCA Scrutiny Committee	Minutes for information

**Other items to be assigned a meeting**

Communications Priorities	
Contact Centre – Committee members to visit	
Waste Bin Replacement Programme (from 8/2/21 meeting)	
The Head of Workforce and Organisational Development be requested to prepare a report, to be submitted to a future meeting of the Committee, detailing pay and working arrangements for senior staff within the Council. (from 8/2/21 meeting)	