**APPENDIX B**

# Annual Scrutiny Work Programme

The use of a template has helped to focus the activity of Task and Finish groups, and is probably one reason why they have been so successful in probing specific issues over the life of the last council.

We would like to introduce something similar for Scrutiny so that Members have a better opportunity not only to suggest topics, but also understand why other members may be bringing forward their suggestions. The standardisation will also help to assess the relative merits of the topics brought forward and make prioritising and choosing between possibly competing topics easier and more transparent – because it will be a more objective process.

This template sets out the key features of topics for the Scrutiny Work Programme. Members proposing topics should be able to set out why the topic should be included in the work programme – and be able to indicate what the 'Expected benefits/Outcomes' will be.

If they have some ideas on the approach they believe should be used, who they would like to hear from in the work, and the types of evidence they want to receive they can also include this information. However this is not as essential because these elements of the work programme can be worked up with support from relevant officers once the topic has been agreed for inclusion by the Scrutiny Committee and the Scrutiny Chairs.

Timescales for completion and inclusion in the schedule of Scrutiny Committee meetings will also be confirmed when the approach that will be used to undertake the work and any more detailed Terms of Reference [and Project Plan e.g. for Task and Finish group Work] have been agreed.

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## Evaluating the proposed topics

The following criteria should be used by the Scrutiny Committee and will be used by the Scrutiny Chairs to support their evaluating and prioritising each proposed topic for the Scrutiny Committee work programmes. With support from Officers the Scrutiny Chairs will co-ordinate topics that would fall within more than one Committee, identifying where joint working will take place or which Committee will take the lead.

| CRITERIA FOR SELECTING TOPIC | CRITERIA FOR POSSIBLY REJECTING TOPIC |
|---|---|
| <ul><li>Does the issue affect more than one area in the county?</li><li>Is it a key issue for the public?</li><li>Is it or has it been a poor performing service?</li><li>Is there or has there been a high level of user dissatisfaction with the service?</li><li>Is there a high level of budgetary commitment to the service?</li><li>Is there a pattern of budgetary overspends?</li><li>Does the topic relate to the Council corporate priorities / central government priorities?</li><li>Has new government guidance or legislation been released?</li><li>Is there scope to involve the service users/ the public in a review?</li><li>Can scrutiny members reasonably expect to add value?</li></ul> | <ul><li>Is the issue being, or soon to be, examined by Cabinet/officer group/other internal body and changes imminent?</li><li>Is new legislation or guidance expected within the next year?</li><li>Has the topic been covered by an in-depth scrutiny review in the 3 years?</li><li>Is the topic being proposed because of an individual complaint?</li></ul> |

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# Scrutiny Committee Work Programme Template – Guiding Questions For Suggesting Topics and Completion

| Topic | Expect Benefits/Outcomes | Approach | Activities | Witnesses/ Evidence required | Resources and other requirements | Lead Committee/ Lead Scrutiny Member |
|---|---|---|---|---|---|---|
| | • What do you want to achieve by looking at this topic?<br>• What difference will Scrutiny make by looking at the topic have?<br>• How will you know that you have made a difference?<br>• How does this topic further the priorities of the Council?<br>• How does this topic address concerns/issues raised by the community?<br>• What value will scrutinising this topic add?<br>• Will service users and the public be involved in the work?<br><br><br>Overall view – will the impact of the scrutiny be more than the cost of doing it? Is it worth the investment? | What is the best way for you to scrutinise the topic to achieve your outcomes?<br><br>e.g.<br>• Task and finish groups<br>• Select Committee (including preparation and pre-meeting)<br>• Concurrent meetings on a single topic | How would you undertake your scrutiny activity?<br><br>e.g.<br>• Sites visits<br>• Live audio or video streaming<br>• Member led research<br>• Desk based research<br>• Visits to other counties<br>• Focus groups<br>• Meeting people in the community<br>• Customer experience<br>• Preparation for Select Committee<br>• Opportunity Risk Assessments | Who do you need to hear from?<br>e.g.<br>• Which officers<br>• Which organisations<br>• Individuals<br>• Community reps<br><br>What do you need to know?<br>e.g.<br>• Service user experience<br>• Customer intelligence<br>• Performance information<br>• Service usage information<br>• Cost and budget information<br><br>How do you want to receive | What do you need to have to support you to deliver your work?<br><br>e.g.<br>• How much Scrutiny officer support time?<br>• How much member time?<br>• What type of skills?<br>• Any budget requirement e.g. to cover cost of travel, surveys, focus groups?<br><br>• Is there anything that you need to have in place before you start or to finish your work?  i.e. Dependences and interdependences | e.g.<br>• Identify specific committee or whether a joint exercise<br>• Identify Lead Scrutiny Member |

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| Topic | Expect Benefits/Outcomes | Approach | Activities | Witnesses/ Evidence required | Resources and other requirements | Lead Committee/ Lead Scrutiny Member |
|---|---|---|---|---|---|---|
| | | | | it?<br>• Presentations<br>• Reports<br>• Briefing papers<br>• Graphs<br>• Tables<br>• Videos | | |

# Scrutiny Committee Work Programme Topics

## Committee: Young People's Scrutiny Committee

| Topic | Expect Benefits/Outcomes | Approach | Activities | Witnesses/ Evidence required | Resources and other requirements | Lead Committee/ Lead Scrutiny Member |
|---|---|---|---|---|---|---|
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