



## Report to Overview and Scrutiny Management Committee

Thursday 18<sup>th</sup> October 2018

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**Report of:** Policy and Improvement Officer

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**Subject:** Draft Work Programme 2018/19

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The attached report aims to assist the Committee to develop its work programme for 2018/19.

It covers the role and purpose of scrutiny, and a draft work programme for the Committee's consideration and discussion.

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**Type of item:** The report author should tick the appropriate box

|   |   |
|---|---|
| Reviewing of existing policy              |   |
| Informing the development of new policy   |   |
| Statutory consultation                    |   |
| Performance / budget monitoring report    |   |
| Cabinet request for scrutiny              |   |
| Full Council request for scrutiny         |   |
| Call-in of Cabinet decision               |   |
| Briefing paper for the Scrutiny Committee |   |
| Other                                     | X |

**The Scrutiny Committee is being asked to:**

- Consider and comment on the draft work programme for 2018/19

**Category of Report:** OPEN



## **1 What is the role of Scrutiny?**

1.1 Scrutiny Committees exist to hold decision makers to account, investigate issues of local concern, and make recommendations for improvement. The Centre for Public Scrutiny has identified that effective scrutiny:

- Provides 'Critical Friend' challenge to executive policy makers and decision makers
- Enables the voice and concern of the public and its communities
- Is carried out by independent minded governors who lead and own the scrutiny process
- Drives improvement in public services and finds efficiencies and new ways of delivering services

1.2 Scrutiny Committees can operate in a number of ways – through formal meetings with several agenda items, single item 'select committee' style meetings, task and finish groups, and informal visits and meetings to gather evidence to inform scrutiny work. Committees can hear from Council Officers, Cabinet Members, partner organisations, expert witnesses, members of the public. Scrutiny Committees are not decision making bodies, but can make recommendations to decision makers.

## **2 Developing the Scrutiny Work Programme**

2.1 Attached to this report is a draft work programme for 2018/19.

2.2 It is important the work programme reflects the principles of effective scrutiny, outlined above at 1.1, and so the Committee has a vital role in ensuring that the work programme is looking at issues that concern local people, and looking at issues where scrutiny can influence decision makers. The work programme remains a live document, and there will be an opportunity for the Committee to discuss it at every Committee meeting, this might include:

- Prioritising issues for inclusion on a meeting agenda
- Identifying new issues for scrutiny
- Determining the appropriate approach for an issue – eg select committee style single item agenda vs task and finish group
- Identifying appropriate witnesses and sources of evidence to inform scrutiny discussions
- Identifying key lines of enquiry and specific issues that should be addressed through scrutiny of any given issue.

Members of the Committee can also raise any issues for the work programme via the Chair or Policy and Improvement Officer at any time.

### **3 The Draft Scrutiny Work Programme 2018/19**

3.1 Attached is the draft work programme for 2018/19. Members are asked to consider it and reflect on questions such as:-

- Are there any gaps?
- Are there any issues on the list that don't feel appropriate for scrutiny?
- What are the priority issues?
- What approach should the Committee take for each item, what are the key lines of enquiry, and who is it important to hear from?

### **4 Recommendations**

The Committee is asked to:

- Consider and comment on the draft work programme for 2018/19

**OSMC****Thursday 1.30-4pm**

| <b>Topic</b>                                   | <b>Reasons for selecting topic</b>  | <b>Lead Officer/s</b>   | <b>Agenda Item/<br/>Briefing paper</b> |
|--|---|---|--|
| <b>Thursday 18th October 2018</b>              |   |   |  |
| Ethical Procurement                            | To consider the impact of the updated ethical procurement policy - what do we hope to achieve through the policy, and how will we monitor it.   | Fil Leonard, Head of Procurement and Supply Chain David Hollis, Asst Director, Legal and Governance |  |
| Budget Scrutiny Session 1                      | To consider our current in year budget position - the Medium Term Financial Strategy/analysis, where are the pressures and risks. To consider process for setting the 2019/20 budget including any proposed consultation. | Marianne Betts, Cllr Olivia Blake   |  |
| OSMC Work Programme 2018/19                    | To consider and discuss the committees work programme for 2018/19.  | Emily Standbrook-Shaw, Policy & Improvement Officer   | Agenda Item                            |
| Issues to raise from other Scrutiny Committees | To receive any updates from scrutiny chairs.  | Scrutiny Chairs   | Agenda Item                            |

| <b>Thursday 15th November 2018</b>                   |   |   |                    |
|--|---|---|--------------------|
| Budget Session 2                                     | To consider progress on the social care improvement plans and impact on budget setting process for 2019/20. | Marianne Betts  |                    |
| Role of the Lord Mayor                               | Referred from October Full Council  | Gillian Duckworth, Director of Legal and Governance   | Agenda Item        |
| OSMC Work Programme 2018-19                          | To consider and discuss the committee's work programme for 2018/19.   | Emily Standbrook-Shaw, Policy & Improvement Officer   | Agenda Item        |
| Issues to raise from other Scrutiny Committees       | To receive any updates from scrutiny chairs.  | Scrutiny Chairs   | Agenda Item        |
| <b>13th February 2019 (10am-1pm)</b>                 |   |   |                    |
| Revenue Budget 2019/20 and Capital Programme 2019/20 | To consider the 2019/20 budget proposal in advance of Cabinet.  | <p>Cllr Olivia Blake, Deputy Leader and Cabinet Member for Finance</p> <p>Eugene Walker, Acting Executive Director of Resources</p> <p>Dave Phillips, Head of Strategic Finance</p> <p>Other attendees tbc.</p> | Single Agenda Item |

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| Draft Work Programme 2018-19                   | To consider and discuss the committee's work programme for 2018-19.  | Emily Standbrook-Shaw, Policy & Improvement Officer   | Agenda Item |
| Issues to raise from other Scrutiny Committees | To receive any updates from scrutiny chairs.   | Scrutiny Chairs                                       | Agenda Item |
| <b>18th April 2019</b>                         |  |   |             |
| Scrutiny Annual Report Submission 2018/19      | To consider and comment on the appropriate sections of the draft Annual Scrutiny Report.   | Emily Standbrook-Shaw, Policy and Improvement Officer |             |
| <b>Possible items to be scheduled</b>          |  |   |             |
| Health in all Policies                         | To test how well the public health strategy is being embedded across all Council activity, and to consider how scrutiny can influence this.          | Greg Fell   |             |
| Joint Health and Wellbeing Strategy            | To consider the development of the City's Joint Health and Wellbeing Strategy – recognising that this strategy covers all areas of Council activity. | Greg Fell, Dan Spicer                                 |             |
| Sheffield City Region and Devolution           | To consider progress on City Region Devolution, and impact of SCR projects in Sheffield.   |   |             |

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| Customer Experience Strategy         | Follow up from 2017/18 consideration of the strategy  | James Henderson/Mark Bennett |  |
| Work based development and Wellbeing | Follow up from 2017/18 consideration, to include update on numbers and format of people undertaking mental health training; update on whistleblowing policy; update on engagement with Trade Unions in developing the strategy. | Mark Bennett/Lynsey Linton   |  |
| Equality Hub Network                 | TBD   |                              |  |