



# Scrutiny Work Programme

2019/20

MEMBER GUIDANCE PACK

# Contents

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The Power of Scrutiny .....	3
Scrutiny Checklist and submission of topics .....	4
What makes a good scrutiny topic      ✓ .....	4
What does not make a good scrutiny topic      □ .....	4
How many topics can I put forward? .....	5
Prioritising topics for scrutiny .....	5
Advice & Guidance .....	5
APPENDIX 1 – Recent Review Topics .....	6
APPENDIX 2 – Scrutiny Work Plan Prioritisation Aid .....	10
APPENDIX 3 – Topic Suggestion Form .....	12

# The Power of Scrutiny

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Scrutiny can be many things. You can:

- Hold the Executive to account
- Review existing policies and procedures
- Identify new policies to recommend to Executive (scrutiny cannot make policy decisions)
- Consider reports before decisions have been made by Executive (review of Key Decisions)
- Scrutinise partnerships and partners
- Carry out service specific scrutiny
- Address referrals/requests from Council/Executive
- Make proposals to the Executive for developments in so far as they relate to the matters within the committees Terms of Reference
- Address Councillor Calls for Actions
- Exercise functions relating to Call In
- Review health topics of local concern
- Consider any matter affecting the area or its inhabitants

Each of the three Scrutiny Committees and Budget Scrutiny Committee may exercise overall responsibility for the finances, if any, made available to them.

Each Committee can deal with petitions referred to it under Part 8 of the Constitution that contain at least 350 signatures.

# Scrutiny Checklist and submission of topics

Before you complete the pro-forma attached with your scrutiny ideas here is a reminder of what makes a good scrutiny topic

What makes a good scrutiny topic ✓	What does not make a good scrutiny topic ✗
A concern that affects a large percentage of our residents.	A recent scrutiny topic where current recommendations have not yet been implemented – see Appendix 1.
A persistent problem that is not being resolved e.g. identified through our complaints system.	An issue that affects a very small minority that could be dealt with in another way.
An area of good practice which could be copied.	A topic where we have no powers or influence to change an outcome.
A topic identified by a service for further research e.g. to understand the implications of new legislation on policies and practices.	Where a service is starting a programme of improvement and where scrutiny would duplicate this work.
A topic that has been identified by the Audit Committee e.g. an under-performing service.	A topic that is the subject of an Ombudsman Inquiry or internal investigation.
A topic that Cabinet has asked Scrutiny to investigate e.g. prior to reports being brought to Cabinet for decision.	Where the area suggested relates to quasi-judicial functions e.g. Planning and Licensing.
A review to understand why a service is consistently overspent or underspent.	Where the topic is not timely – e.g. the situation is changing and will be resolved before the scrutiny review could be completed.
	Where the review has recently been undertaken by a partner.
	A topic that is too complex, too long, requires too many resources to complete and where specialist expertise is required.

## How many topics can I put forward?

Please put forward up to two topics for review. Please use the Scrutiny Checklist and the guide at Appendix 2 to help screen out topics that would not be suitable for scrutiny. Work through the questions in turn and where the topic can be determined as high priority, then move on to complete the form at Appendix 3. Please avoid topics covered in the last three years (see Appendix 1).

When submitting your ideas for scrutiny, please identify whether you think the review will be in depth (lasting up to six months) or suitable for a short review (one - two committee meetings). Also supply your ideas that are suitable for presentation/information briefing at Committee – for consideration for a future review.

## Prioritising topics for scrutiny

We will use the Institute of Local Government Studies (Birmingham University) prioritisation guide to help screen out topics that will not result in positive change – see Appendix 2.

Officers will produce a list of topics once all suggestions have been received, using the prioritisation guide. This will then be presented at the Scrutiny Conference for consideration by Members, to determine a short list of priority topics for each committee.

## Advice & Guidance

If you have any queries please contact the office for support:

Joanne Wilson – Scrutiny and Elections Officer

☎ 01246 242385

✉ [joanne.wilson@bolsover.gov.uk](mailto:joanne.wilson@bolsover.gov.uk)

Corporate Governance, Bolsover District Council, The Arc, High Street, Clowne, Chesterfield, Derbyshire, S43 4JY.

# APPENDIX 1 – Recent Review Topics

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**Avoid topics where a review has taken place in the last 3 municipal year:**

**2016/17**

## **Customer Service & Transformation**

- Review of Heating costs to tenants in properties with a District Heating System

### Reports to Committee:

- Derbyshire Revenues and Benefits Initiative – Housing Benefit and Local Taxation Support Verification Policy – approval of a revised policy
- Review of CAN Rangers Services – Progress Update
- Council Tax – Houses of Multiple Occupation
- Update on Increase in the use of on-line services
- Update on the Transformation Programme.
- Employee Survey Results
- Draft Procurement Strategy
- Mobile Device Policy
- Client ICT Strategy
- Health and Wellbeing Survey and Action Plan
- Safe and Warm Scheme Update
- Assessing the Impact of the Automated Cash Payment Machines (Revisiting the Recommendation Made in Relation to the *Review of the Impact of Welfare Reform on the Contact Centres* – 2014)
- B@Home – Local Letting Policy

**Healthy, Safe Clean & Green Communities**

- Review of Where does public health fit within planning policy?
- Annual Review of Community Safety Partnership (statutory function)

**Reports to Committee:**

- Director for Public Health Annual Report
- Enforcement Policy
- Update of Community Cohesion Project
- Leisure Survey Results
- Closure of Bolsover Hospital Consultation
- Update of Corporate Plan Target H10
- Local Plan Consultation
- Update on Environmental Enforcement Initiatives
- Annual Review of Community Safety Partnership
- Sustainable Communities Strategy Update
- A Healthy Bolsover – Update on Action Plan

**Growth**

- Review of Creation of a Development Prospectus – evidence gathered but no formal review report produced due to existing service activity.

**No formal review – various reports to Committee as below:**

- Empty Properties Scheme Update
- Demonstration of New Business Web pages
- Government Consultation on 100% Business Rates Retention
- Asset Backed Joint Venture Company
- Joint Venture/Housing
- Town Centre Regeneration Plans
- Growth Strategy
- Growth Performance Indicators
- Regeneration Framework: Accepting the Framework
- One Public Estate
- Marketing and how the Authority attracts Businesses
- The Authority's approach to Debt Management

**Customer Service & Transformation**

- Review of Strategic Alliance – Interim Report – 3 suggestions for 2018/19 programme
- Review of Disability Adaptations in Council Properties
- Elections Task & Finish group

Reports to Committee:

- Transformation Programme – scoping of full review on hold pending agreement of full Programme
- New Bolsover Local Lettings Scheme
- Update report on Health & Wellbeing Strategy

**Healthy, Safe Clean & Green Communities**

- Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District
- Annual Review of Community Safety Partnership (statutory function)

Reports to Committee:

- Homelessness – Update Report
- Licensing Policy

**Growth**

- Review of Income Generation

Reports to Committee:

- Growth Strategy Updates
- Growth Performance Indicators
- Update on High Street Regeneration
- Quality Jobs in the District – evidence gathered to support future review
- Planning for the future – Growth in Bolsover District
- Business Growth update
- BDC Website and demonstration
- Extension to the target date for the Local Plan submission and the consequences to the authority of an extension



**Customer Service & Transformation**

- Review of Standards Committee – Operational Review
- Review of Delivery of Environmental Health & Licensing (follow-up to Review of Strategic Alliance)

Reports to Committee:

- Customer Service Standards and Compliments, Comments and Complaints Policy – Review of revised Policy
- Joint Equality & Diversity Policy for Service Delivery – Review of Revised Policy
- LG&SCO and Housing Ombudsman Annual Report 2017/18
- Update on Transformation Programme 2015-19 Monitoring Report and Transformation Plan 2018
- Carbon Reduction Plan 2019-30 - Consultation
- Technology to Improve Support to Members and Transparency within the Democratic Function – Transformation Business Case
- Single Equality Scheme 2019-23 – Consultation on Revised Scheme

**Healthy, Safe Clean & Green Communities**

- Review of The Authority's Perception of Young People
- Annual Review of Community Safety Partnership (statutory function)

Reports to Committee:

- Homelessness – Update Report
- Anti-Social Behaviour Policy: Policy Review
- Corporate Enforcement Policy: Policy Review
- Licensing Act – Statement of Licensing Policy 2019-2024: Policy Review
- Gambling Act – Statement of Principles 2019-2022: Policy Review
- Health and Well Being Strategy – update on the action plan.

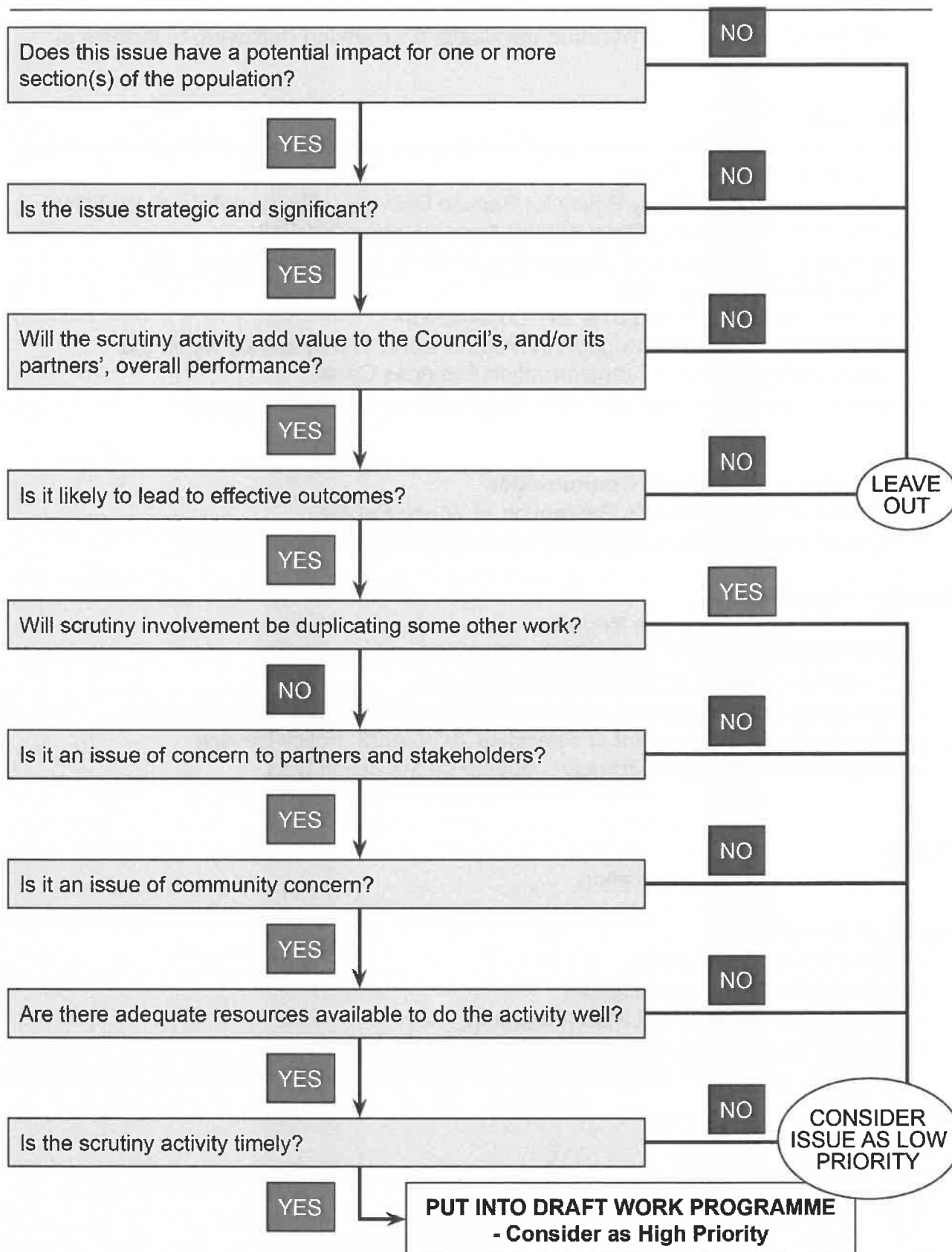
**Growth**

- Review of Income Generation

Reports to Committee:

- Growth Strategy Updates
- Growth Performance Indicators
- Draft Local Enforcement Plan (Planning)
- Update on Sustainable Community Strategy 2006-20

# APPENDIX 2 – Scrutiny Work Plan Prioritisation Aid



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# APPENDIX 3 – Topic Suggestion Form

Please return this form to:

Scrutiny and Elections Officer, Governance, Bolsover District Council, The Arc, High Street, Clowne, Chesterfield, Derbyshire, S43 4JY  
by **22<sup>nd</sup> March 2019**. Please contact the office if you require advice, using the contact details on page 5.

Name: .....

Please list up to two suggestions below:

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
<b>What topic are you suggesting and the possible review title e.g. Review of. ...</b>		
<b>Does this issue have a potential impact on one or more section(s) of the population?</b>		
<b>Does this topic relate to a specific geographical area or the whole District?</b>		
<b>Is the issue strategic and significant?</b> (Include reference to how it contributes to the delivery of the Council's priorities)		

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
<p><b>Will the scrutiny activity add value to the Council's, and/or its partners' overall performance?</b></p> <p>(Include reference to current issues with service dissatisfaction/ under performance/complaints)</p>		
<p><b>Is it likely to lead to effective outcomes?</b> (E.g. improve value for money, increase income, make savings)</p>		
<p><b>Will scrutiny involvement be duplicating some other work?</b></p> <ul style="list-style-type: none"> <li>• <b>Is this function currently being reviewed? (E.g. via Internal Audit/ Service Review)</b></li> </ul>		
<p><b>Is it an issue of concern to partners and stakeholders?</b></p>		

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
<p>Is the topic an issue of community concern?</p> <ul style="list-style-type: none"> <li>• Has it been raised by residents in your ward?</li> </ul>		
<p>Are there adequate resources available to do the scrutiny activity well?</p>		
<p>Is the scrutiny activity suggested timely?</p> <ul style="list-style-type: none"> <li>• Has this subject been reviewed in the last 3 years? If so when, what was the outcome and what would a further review achieve or how would it make an impact?</li> </ul>		

Method of Delivery – support to Scoping of Review	Topic No.1	Topic No.2
<p><b>Is there Statutory Responsibility for the area in question, i.e. planning enforcement?</b></p>		
<p><b>How could the public be engaged? e.g. survey, discussion group or co-opted onto a Panel</b></p>		
<p><b>Please tick one of the boxes to your right to identify which type of review your topic is suitable for:</b></p>	<p><b>In depth review (up to 6 months)</b></p> <p><b>Mini review (1-2 meetings) – formal report to Committee with recommendations agreed on the day/at the subsequent meeting.</b></p> <p><b>Update Presentation or Report to the Scrutiny Committee to support development of future review topic (low priority issue)</b></p>	<p><b>In depth review (up to 6 months)</b></p> <p><b>Mini review (1-2 meetings) – formal report to Committee with recommendations agreed on the day/at the subsequent meeting.</b></p> <p><b>Update Presentation or Report to the Scrutiny Committee to support development of future review topic (low priority issue)</b></p>



**We speak your language**

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Polish

**Mówimy Twoim językiem**

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Slovak

**Rozprávame Vaším jazykom**

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Chinese

**我们会说你的语言**

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