



**Business Overview and Scrutiny Committee  
Wednesday, 4 July 2018**

<b>REPORT TITLE:</b>	<b>Business Overview &amp; Scrutiny Committee - Work Programme Report</b>
<b>REPORT OF:</b>	<b>The Chair of the Committee – Councillor Mike Sullivan</b>

**REPORT SUMMARY**

This report explains the process of developing and managing the scrutiny work programme for the municipal year. The Business Overview & Scrutiny Committee, in cooperation with the other three Overview & Scrutiny Committees, is responsible for proposing and delivering an annual scrutiny work programme. This work programme should align with the corporate priorities of the Council, in particular the delivery of the Wirral Plan pledges which are within the remit of the Committee.

It is envisaged that the work programme will be formed from a combination of scrutiny reviews, standing items and requested officer reports. This report provides the committee with an opportunity to plan and regularly review its work across the municipal year.

**RECOMMENDATION/S**

Members are requested to:

Approve the proposed Business Overview & Scrutiny Committee work programme for 2018/19, making any required amendments.

## SUPPORTING INFORMATION

### 1.0 REASON/S FOR RECOMMENDATION/S

To ensure members of the Environment Overview & Scrutiny Committee have the opportunity to contribute to the delivery of the annual work programme.

### 2.0 OTHER OPTIONS CONSIDERED

Not Applicable

### 3.0 BACKGROUND INFORMATION

#### 3.1 THE SCRUTINY WORK PROGRAMME AND THE WIRRAL PLAN

The work programme should align with the priorities of the Council and its partners. The programme will be informed by:

- The Wirral Plan pledges
- The Council's transformation programme
- The Council's Forward Plan
- Service performance information
- Risk management information
- Public or service user feedback
- Referrals from Cabinet / Council

The specific Wirral Plan pledges and associated strategies of particular relevance to the Environment Overview & Scrutiny Committee are:

<b>Pledge</b>	<b>Plans &amp; Strategies</b>
Greater job opportunities in Wirral	Wirral Growth Plan
Workforce skills match business need	Wirral Growth Plan Skills Strategy (In development)
Increase inward investment	Wirral Growth Plan
Thriving small Businesses	Wirral Growth Plan
Vibrant tourism economy	Growth Plan Wirral Visitor Economy Strategy
Transport & technology infrastructure fit for the future	Transport Strategy Digital Strategy
Assets and buildings are fit for purpose	Asset Strategy

### 3.2 PRINCIPLES FOR PRIORITISATION

Good practice suggests that, in order to maximise the impact of scrutiny, it is necessary to prioritise proposed topics within the work programme. Members may find the following criteria helpful in providing a guideline towards ensuring that the most significant topics are prioritised:

<b>Principles for Prioritisation</b>	
Wirral Plan	Does the topic have a direct link with one of the 2020 pledges?
	Will the review lead to improved outcomes for Wirral residents?
Public Interest	Does the topic have particular importance for Wirral Residents?
Transformation	Will the review support the transformation of the Council?
Financial Significance	Is the subject matter an area of significant spend or potential saving?
	Will the review support the Council in achieving its savings targets?
Timeliness / Effectiveness	Is this the most appropriate time for this topic to be scrutinised?
	Will the review be a good use of Council resources?

By assessing prospective topics using these criteria, the Committee can prioritise an effective work programme that ensures relevance and the highest potential to enhance outcomes for residents.

### 3.3 DELIVERING THE WORK PROGRAMME

It is anticipated that the work programme will be delivered through a combination of:

- Scrutiny reviews undertaken by task & finish groups
- Evidence days and workshops
- Committee reports provided by officers
- Standing committee agenda items, for example, performance monitoring and financial monitoring
- Spotlight sessions
- Standing panels (where deemed necessary)

As some of the selected topics may well cut across the Wirral Plan themes, it is anticipated that some of the scrutiny topics may be of interest to members of more than one committee. In these circumstances, opportunities for members of more than one committee to work jointly on an item of scrutiny work will be explored.

Regular work programme update reports will provide the committee with an opportunity to plan and regularly review its work across the municipal year.

### **3.4 SCRUTINY WORK PROGRAMME ITEMS**

#### Commercial Strategy

In the 2017/18 municipal year, the Business Overview & Scrutiny Committee agreed to undertake pre-decision scrutiny of the Council's developing Commercial Strategy as part of the agreed work programme. As the strategy was still in early development, no scrutiny was undertaken. This item has now been transferred into the work programme for the 2018/19 municipal year. A single workshop to undertake pre-decision scrutiny will be convened and all Overview & Scrutiny Committee Members will be invited to attend. Upon a date being agreed for the workshop, Members will be notified of the arrangements.

#### Universal Credit

A scrutiny report of the emerging impact of Universal Credit is included elsewhere on this agenda. Subject to agreement by Committee, it is proposed that further workshops are held later in the municipal year. As with the previous workshops, all Overview & Scrutiny Members will be invited.

#### Further Development of the Scrutiny Work Programme

At the agenda setting meeting of the Chair and Party Spokespersons, a number of items were considered for inclusion as part of the Committee's work programme for the 2018/19 municipal year. These are detailed below:

- Impact of Universal Credit – Further Scrutiny workshops (See above)
- Council's use of consultants and interim staff - Report
- Wirral Growth Company – Report outlining progress and achievements
- Wirral Waters – Workshop covering latest developments
- Impact of Car Parking Charges (Country Parks)
- Resident Car Parking – Follow up and impact report
- Hoylake Golf Resort – Progress updates as required
- Wirral Plan Strategies – Action Plan Updates

Committee Members are invited to suggest other possible topics for inclusion in the work programme through the Chair or relevant Party Spokesperson.

#### Risk

In the previous municipal year, a number of Members highlighted the need for scrutiny to consider risk as part of the scrutiny work programme. To develop Members' understanding of risk and risk management, a number of 'risk awareness sessions' will be delivered early in the municipal year. Proposals for how scrutiny considers risk as part of the scrutiny work programme can then be developed through Member feedback.

**4.0 FINANCIAL IMPLICATIONS**

Not Applicable

**5.0 LEGAL IMPLICATIONS**

Not Applicable

**6.0 RESOURCE IMPLICATIONS: ICT, STAFFING AND ASSETS**

The delivery of the scrutiny work programme will be met from within existing resources.

**7.0 RELEVANT RISKS**

Not Applicable

**8.0 ENGAGEMENT/CONSULTATION**

Not Applicable

**9.0 EQUALITY IMPLICATIONS**

This report is for information to Members and there are no direct equality implications.

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**APPENDICES**

**Appendix 1:** Business Overview & Scrutiny Committee – Work programme

**REFERENCE MATERIAL**

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>