

This report will be made public on 13 October 2020



Report number: **A/20/02**

To: Council
Date: 21 October 2020
Status: Non- executive decision
Responsible Officer: Susan Priest, Chief Executive

SUBJECT: ANNUAL SCRUTINY WORK PROGRAMME 2020/21

SUMMARY: This report presents recommendations for the work programme for the Overview and Scrutiny committee for the remainder of the municipal year 2020/21.

RECOMMENDATIONS:

1. To receive and note report A/20/02.
2. To approve the annual scrutiny programme (shown at appendix 1) for the remainder of the municipal year 2020-21.

1. INTRODUCTION

- 1.1 The overview and scrutiny procedure rules require that the work programme of the committee be approved at the annual meeting of the council (the programme can be a rolling one) as the annual scrutiny programme. See rule 7.2 of the overview and scrutiny procedure rules.
- 1.2 As it is unclear when the next Annual meeting of the Council will be held, it was suggested that the workplan be submitted to the next available extraordinary meeting of the Council for endorsement.
- 1.3 The Committee considered what work programme should be adopted as the annual scrutiny programme and this report sets out the recommendations of the Overview and Scrutiny Committee.
- 1.4 The Overview and Scrutiny Committee, and its Sub-Committee performs all scrutiny functions on behalf of the Council.
- 1.5 The terms of reference of the Overview and Scrutiny Committee are set out in Part 7 of the Constitution.
- 1.6 These rules apply to the Overview and Scrutiny Committee, and any sub-committees, with any necessary changes.

2. FORMULATION OF THE SCRUTINY WORKPLAN

- 2.1 On Thursday 30 July, Ian Parry from the Centre for Governance and Scrutiny (formerly Centre for Public Scrutiny) held a workshop with Members of both the Overview and Scrutiny Committee, and the Cabinet, to build a future Scrutiny work plan. Members of the Overview and Scrutiny Committee were given a list of items, made up of topics from various sources, including the Corporate Plan, Member ideas, Community concerns, and Cabinet forward decisions.
- 2.2 Overview and Scrutiny Members were then invited to score each item from 1-5 (5 highest, 1 lowest), based on each of the following criteria:
 - High general public concern,
 - Critical to council priorities and plans,
 - High financial value,
 - Risks in successful delivery.
- 2.3 Based on this, the nine highest scoring items were selected for the Scrutiny workplan. Nine items would make up the main workplan, with an additional three in 'reserve' for the Committee. These 'reserve' items will allow for some flexibility in the workplan, in the event that the Committee is required to consider other urgent matters.

- 2.4 In addition to the items selected, the Overview and Scrutiny Committee has a statutory requirement to act as the Council's Crime and Disorder Committee and to meet for that purpose at least once a year.
- 2.5 It is the intention that the Committee would consider two items per meeting (with only six meetings per year). In addition, the work plan must allow some flexibility, allowing for Members to make suggestions for topics throughout the course of the year.
- 2.6 The proposed workplan is set out at appendix 1 to this report.
- 2.7 The Committee approved the workplan at their meeting on 6 October 2020.

3. RISK MANAGEMENT ISSUES

A summary of the perceived risks are as follows:

No perceived risks.

4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

4.1 Legal officer's comments (AK)

It is a requirement of the constitution that the work programme of the committee be approved at the annual meeting of the council.

4.2 Finance officer's comments (RH)

There are no financial implications to this report.

4.3 Diversities and equalities implications (GE)

There are no equalities implications directly arising from this report.

5. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Jemma West, Committee Services Specialist
Tel: 01303 853369
Email: jemma.west@folkestone-hythe.gov.uk

Background documents

CfPS scoring summary and selection tool.

Appendices:

Appendix 1: Suggested Annual Scrutiny Work Programme 2020/21.

Scrutiny Work plan – 2020/21

SUBJECT	PRIORITY
Otterpool Park - Business plan	1
FHDC COVID recovery plans – economy/community/environment	2
Folkestone Town Centre Regeneration	3
HRA Business Plan	4
Housing – HRA Asset Management Framework	5
Updates from the Working Groups	6
Other Housing – Housing Options; Private sector housing	7
Homelessness Strategy	8
Corporate Plan	9
The items below will be held in reserve :	
Housing Tenant & Leaseholder Liaison Strategy	10
S106 decision making, prioritisation and processes	11
Unauthorised encampments – policy shaping	12