



REPORT of OVERVIEW AND SCRUTINY WORKING GROUP

to
OVERVIEW AND SCRUTINY COMMITTEE
21 JANUARY 2021

REPORT OF THE WORKING GROUP ON REQUESTED SCRUTINY ITEMS

1. PURPOSE OF THE REPORT

- 1.1 To update the Committee on Working Group discussions and make recommendations to build the Committee's workplan of scrutiny items.

2. RECOMMENDATIONS

- (i) That the report of the Working Group activity be received and reviewed and assurance that the process for Overview and Scrutiny is effective, be confirmed, making recommendations where it is not;
- (ii) That the recommended scrutiny items and their timetable set out at paragraph 3.3 below, and additionally in **APPENDICES A** and **B** be adopted.

3. SUMMARY OF KEY ISSUES

- 3.1 The newly appointed Working Group met on 8 December 2020 to:
- review the current process for Overview and Scrutiny (O&S) items and discuss promoting this wider;
 - review the current member form and any submissions (of which there was one);
 - review the Transformation timeline information and discuss potential workplan items associated with this.
- 3.2 The Working Group discussed ways to raise awareness of the new process and reporting form to all Members, and agreed on the following:
- Issuing regular links and reminders to the form to Members;
 - Requesting Officers to add a document with the overview and scrutiny process and a link to the form on Modern.Gov;
 - Reminding Members of the new process at Political Group meetings;
 - Asking the Leader of the Council / Chairman of the Council to officially launch/ announce the process at a Council meeting.

- 3.3 The Working Group reviewed the information on two potential scrutiny items and would like to put forward the following:

Item 1 – further to discussion at previous Overview and Scrutiny Committee meetings

Transformation – learning from what we have done (APPENDIX A)

Did we achieve Outcomes of Transformation? Both high level and the finer detail.

Resident and customer experience, and Council reputation- what is the effect of Transformation?

Lead officer: Cheryl Hughes

Expected delivery time: 12 weeks

Item 2- upon consideration of a Member form which had been submitted 08/12

A review of the Debt collection process and policy and the impact on residents (APPENDIX B)

A review of to what extent bailiff and Attachment of Earnings are used, consideration of whether we be using bailiffs? What systems do we have in place to check vulnerability before we send debt to the Bailiffs?

Lead officer: Stuart Jennings

Expected delivery time: 12 weeks

- 3.4 If the Committee approves the scrutiny items listed in paragraph 3.3 above, the lead Officer will draw up full terms and draft work, engaging with the working group of the Committee throughout their investigation. A full report and findings will be brought back to the Committee for review.

4. CONCLUSION

- 4.1 The information set out is provided to update the Committee on the recent Working Group meeting and recommend items for the Scrutiny Workplan that have been identified as a result.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The challenge and work of overview and scrutiny can help assure the organisation that we are working to our Strategic Themes.

6. IMPLICATIONS

- (i) **Impact on Customers** – Good scrutiny will provide assurance that our processes are effective for our customers.
- (ii) **Impact on Equalities** – Good scrutiny will provide assurance that we are working in a fair and equal way.

- (iii) **Impact on Risk** – Good scrutiny and processes help to minimise organisational risk.
- (iv) **Impact on Resources (financial)** – The investigations are not expected to incur any additional costs.
- (v) **Impact on Resources (human)** – The investigations will be carried out by existing officer resource.
- (vi) **Impact on the Environment** – Not Applicable (NA).
- (vii) **Impact on Strengthening Communities** –NA.

Background Papers: None

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