

Report to: Place Scrutiny Committee

Date of meeting: 13 September 2018

By: Assistant Chief Executive

Title: Place Scrutiny Committee future work programme

Purpose: To review and agree items for the Place Scrutiny Committee's future work programme.

RECOMMENDATIONS: The Place Scrutiny Committee is recommended to:

1) Review and agree agenda items for the future Committee meetings, including items listed in the work programme in appendix 1;

2) Agree topics for Scrutiny Reviews to be included in the Committee's future work programme; and

3) Review upcoming items on East Sussex County Council's (ESCC) Forward Plan in appendix 3 to identify any issues that may require more detailed scrutiny.

1 Background

1.1 The work programme is an important tool in ensuring the correct focus and best use of the Committee's time in scrutinising topics that are of importance to the residents of East Sussex, and the efficient and effective working of the Council. It also provides clarity for those who may be requested to give evidence to the Committee on the issues under review, and the questions the Committee requires answers to.

1.2 Discussion of the work programme provides the Committee with the opportunity to examine topics that it may be of value to scrutinise, and to decide whether further scoping work is required. This provides a basis for deciding the best way of scrutinising a topic, the timescale, and who from the Committee will be involved in carrying out the review work. If there are a number of topics for review, the Committee can determine the priority of the work within the resources available to the Committee.

2 Supporting information

Work programme

2.1 The Committee is asked to review the items in the work programme contained in appendix 1 of the report, and agree the future agenda items and other scrutiny work of the Committee.

2.2 It is proposed to hold the Place Scrutiny Committee RPPR Board on Monday 17 December at 2.00pm, and Committee members are asked to note this date in their diaries.

Future Scrutiny Reviews

2.3 The Committee is asked to consider topics for Scrutiny Reviews to be included in the future work programme. In considering potential topics the Committee should take into consideration whether:

- It is relevant to the Council's Corporate Priorities
- The issue is of concern or of relevance to East Sussex residents

- Scrutiny can have an impact and add value by scrutinising this issue, service or policy
- The issue is one that the Committee can realistically influence
- The resources needed to undertake the review are available

2.4 Potential topics for scrutiny reviews are listed in work programme under the section headed “Potential future scrutiny work” in appendix 1. Any suggestions for potential scrutiny review topics should be discussed with the Chair, or the relevant Senior Democratic Services Officer, in advance of the Committee meetings.

2.5 It may be necessary for the Committee to carry out some initial work to establish the scope and possible lines of enquiry of a review, before making a decision to proceed with undertaking a full Scrutiny Review. A draft terms of reference for the Review can then be developed and submitted for consideration by the Committee. The Committee will then be in a position to agree whether to proceed with the Review; the Review objectives; the Chair and members of the Review Board and; a timescale for completion of the Review.

2.6 A proposal to undertake a Scrutiny Review of the Effectiveness of School Travel Plans, was discussed at the last Committee meeting. A draft terms of reference for this review has been included in appendix 2 for agreement by the Committee. The Committee is asked to consider this proposal and agree whether to proceed with the review. If agreed, the Committee will need to identify which Committee members will undertake the review work, who will Chair the review, and the timescale for submitting the report of the review Board to the Committee.

Forward Plan

2.7 A copy of the Council's Forward Plan of executive decisions for the period 1 September 2018 to 31 December 2018 is included in appendix 3. The Committee is requested to review the forthcoming items on the Forward Plan to identify any issues that may require more detailed scrutiny. The Forward Plan is revised and published on a monthly basis, and Committee members should regularly review the Forward Plan.

3. Conclusion and reasons for recommendations

3.1 An important part of the managing the work of the new Place Scrutiny Committee is to have an agreed future work programme. The Place Scrutiny Committee is recommended to agree the agenda items and topics for Scrutiny Reviews to be included in the future work programme, as described in this report and appendices. The Committee is also recommended to review the Council's Forward Plan of decisions to identify any issues that may require more detailed scrutiny.

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BACKGROUND DOCUMENTS

None.