



Report Title: **Overview and Scrutiny - Work Programme 2007/08**

Report of: Chair Of Overview and Scrutiny Committee

Wards(s) affected: **ALL**

1. Purpose

1.1 To determine what issues the Overview and Scrutiny Committee would like reported to it during the Municipal Year.

1.2 To initially agree seven topics from the list at Appendix E, for which the Committee wishes to commission in-depth "task and finish" scrutiny review panels, plus scrutiny of the budget..

2. Recommendations

2.1 That the Committee:

- i. identifies the reports it wants submitted to it during the 2007/8 Municipal Year;
- ii. identifies and prioritises those topics to be subject to detailed review, with the aim of setting up task and finish review panels to investigate the eight priority topics (including budget scrutiny), with the remainder forming a rolling programme of future reviews;
- iii. Indicates those topics that have been suggested that it considers unsuitable for a in-depth scrutiny review and should therefore be taken off the rolling programme list.

2.2 That the Scrutiny Manager be instructed

- i. to circulate a draft Committee detailed work programme for 2007/8 incorporating the reports identified in 2.1.i. above to all members of the Committee prior to finalising it in consultation with the Chair.

- ii. to submit to future meetings of the Committee, scoping reports on carrying out detailed investigations into the topics selected.
- iii. to report to future meetings on the feasibility of undertaking detailed reviews into the other topics on the Committee’s rolling programme.

Report Authorised by: Councillor Gideon Bull - Chair

3. Executive Summary

3.1 This report sets out the reports which could be submitted to Committee over the next year and suggest a number of topics which could be subjected to more detailed review.

4. Reasons for any change in policy or for new policy development (if applicable)

4.1 N/A

5. Local Government (Access to Information) Act 1985

5.1 Previous reports and decisions

6. Finance, Legal and Equalities Comments

6.1 N/A to the report at this stage

7.0 BACKGROUND

7.1 Statute provides that the Overview and Scrutiny Committee has the power to:

- review or scrutinise Executive and Council decisions in connection with any council service,
- make reports or recommendations with respect to any executive of council functions, and
- report or make recommendations on matters which affect the authority’s area or its inhabitants and in particular to scrutinise health issues.
- Following a “Call-In” review decisions made but not yet implemented.

7.2 The Committee’s powers to scrutinise are very wide and it is for Members to decide what items they want on their work programme and how they intend to carry out scrutiny exercises through the year. It is, therefore, essential that each year the Committee identifies:

- the issues it wants to be reported to it; and
- the topics for which it will commission scrutiny review panels to carry out more detailed reviews.

8.0 REPORTS WHICH COULD BE SUBMITTED TO THE COMMITTEE

Reports on Performance

8.1 Scrutiny Members have a key role in helping to improve the performance of the Authority and Health bodies. One of the ways they may do this is by considering performance indicator, audit and inspection reports. The role is not that of formal monitoring, which in Haringey is a Cabinet function, but of receiving sufficient information to gain an overview of how the Council or Health body is performing and which may help to identify areas where scrutiny may wish to become involved. Attached as **Appendix A** is a list of performance management reports which the Committee wish to receive.

Reports on Services and Strategic Developments

8.2 One of the aims of the Committee's work programme is to provide Members with information about Council and Health services. **Appendix B** identifies service and strategic issues on which the Committee might find it helpful to ask for reports. This list is indicative only and the Committee may wish to ask for reports on other issues. Besides improving Member's knowledge of the way the Council operates, such reports will enable them to identify areas which might be subject to detailed reviews in the future. In order to ensure that Officers are not swamped with work it is proposed that the Committee receive up to 10 such reports a year, with no more than one from any service area (not Directorate).

Short Commissioned Reports

8.3 **Appendix C** is a list of scrutiny topics that have been suggested in the past and which could be the subject of one-off feasibility reports to the Committee. Such reports will be produced by scrutiny support staff with the assistance and support of senior staff from services or Health body. They will enable the Committee to decide whether it wishes to take no further action, make recommendations to the Cabinet, or to commission a more detailed scrutiny review. It is suggested that seven topics be selected.

Follow – up Reports on Past Scrutiny Reviews

8.4 It is essential that the Committee regularly follow up progress in implementing agreed recommendations from previous scrutiny reviews and whether the intended outcomes were achieved. This is a key function for determining the "added value" of scrutiny involvement. **Appendix D** is a list of previous scrutiny reviews where such an update is relevant in the municipal year.

Urgent Reports

8.5 Occasionally events occur which necessitate an urgent report to Overview and Scrutiny Committee. Whilst clearly such reports can not be planned the need to allocate sufficient time for consideration of unforeseen events needs to be allowed for in the committees work programme.

9.0 **NUMBER OF ITEMS SUBMITTED TO EACH COMMITTEE MEETING**

9.1 Overview and Scrutiny members have raised concerns over the length of the agenda for some of its meetings. This has been by necessity rather than design, particularly in relation to Health issues where timescales have been imposed on local health bodies and the period for scrutiny involvement has been limited.

9.2 It is proposed that when possible no more than six reports should be considered at each meeting. A typical scrutiny agenda may therefore consist of:

- Executive Question Session (two Executive Members attending).
- performance reports.
- issue for information.
- reports on possible topic for detailed review.
- a report following up one or more past reviews or a final in-depth report from a commissioned task and finish scrutiny review panel.

The Committee's Annual Work Programme

9.4 If the Committee agree the above meeting framework and identifies which reports it wishes to receive during the year, a detailed work programme can be drafted. This can then be circulated to Members for comment prior to being agreed, in consultation with the Chair. However, if there are any major disagreements or if any Committee member requests it, the detailed programme will be reported to the next meeting of the committee for approval.

Call-In

9.5 The current Chair has decided that these will be considered at additional meetings wherever possible.

10.0 **TOPICS FOR DETAILED SCRUTINY**

10.1 In addition to the more regular work of the Committee, it is able to commission a number of task and finish scrutiny review panels, to look at chosen topics in-depth.

10.2 Scrutiny review panels require a high level of commitment from the Members who serve on them. It is proposed that the size of scrutiny panels be flexible and that they consist of between 4 and 7 Members drawn from each of the political parties. Each scrutiny panel will continue to be Chaired by a member of the Overview and Scrutiny Committee and the rights and position of statutory co-optees will not be affected.

Rolling Programme

10.2 One of Scrutiny's long term aims is to develop and introduce a rolling programme of topics for in-depth scrutiny review. Not only will this allow the Committee to plan its future work programme but it will result in greater flexibility. Reviews can then be commissioned as resources allow. There is also no reason why task and finish reviews cannot run into the next municipal year albeit that membership might change in some circumstances. This would alleviate the bunching of scrutiny panel reports and allow a more balanced flow of scrutiny reports to the Executive.

Scoping/Feasibility Reports

10.3 Members should not be asked to take decisions about the way they wish to carry out a review, until they receive a report for each topic, prepared either by the service involved, or by scrutiny officers. It is accepted that the process of drawing up a feasibility report will commit resources, but the additional information available will help Members focus reviews and to terminate them at an early stage if there is unlikely to be a satisfactory outcome. It is also essential that senior officers from the services concerned are involved in the preparation of the feasibility reports to ensure that strategic issues are properly dealt with.

10.4 Whilst health issues will invariably be different there is no reason why the above approach cannot be adopted when practical.

Criteria for determining the value of a Review

10.5 Two years ago the Overview and Scrutiny Manager drafted criteria for determining the likely value for scrutiny reviews and used it to give a priority rating to each suggested topic. It was hoped that this would help Committee members to identify worthwhile reviews which accorded with the Council's priorities. This was not entirely beneficial as there were set criteria by which projects were evaluated and these were not weighted in any way. The marking was also in some incidences, by necessity, subjective.

10.6 A further complication was that some Non Cabinet Members, who were not on the Overview and Scrutiny Committee, saw the nomination and marking system as officers determining the scrutiny programme. It is crucial to the effective working of scrutiny, that all Members are aware that this Committee determines the scrutiny work programme. For this reason it is suggested that members of the Committee, rather than relying on an officer evaluation, prioritise suggestions for in-depth review themselves by applying the criteria set out below :

1. Does the proposal relate to something that the Council has given priority to in its Community Strategy?
2. Has the topic been identified in self assessment report or by any other external or internal audit or inspection improvement plan?

3. Does the issue have a demonstrably high public profile? (Identified through complaints, ward casework, local media etc.)
4. Is it likely that the scrutiny review would achieve tangible outcomes, increase cost effectiveness or 'add value' in some other way?
5. Would the likely outcomes of the scrutiny review have an impact on a substantial number of local people?
6. Would the review duplicate work recently completed, currently in progress, or planned to take place in another review process in the near future?
7. Would the scrutiny review be completed within a reasonable timescale?

Length of Review

10.7 In the past Officers sought, when preparing the feasibility report to identify those reviews which could be completed in less than four meeting and those which would take longer. Limiting the length of a review in this way did, however, on some occasions, inhibit the Panel from following up unexpected or detailed information which arose during the course of the investigation. It is suggested that, in future, decisions about the length of time of a review should be left to the review panel.

Topics for more Detailed Review

10.8 Attached as **Appendix E** is a list of review topics together with an indication of how each one arose and officer comments. This list resulted from a consultation programme involving all members and senior officers, our partners and the public. It also includes suggestions made in previous years, but never undertaken. The topics suggested are wide and varied and cover work undertaken not just by the council but also by our partners. It is suggested that for each topic the Committee considers the practicability of undertaking a detailed review and the advantages which might result from considering the matter in greater depth. (see paragraph 10.6). The Committee may also wish to ask the Executive if they can assist in the development of Council policy by looking at; issues such as the use of Local Area Agreements to deliver better outcomes for local people. This would also be in accordance with the Government's current views.

10.9 Included in appendix E are a number of more specific reviews some of which have resulted from previous investigations. In some cases these focus on value for money and in other instances on a specific area of work.

10.10 One topic the Committee scrutinises each year is the budget proposals and Members are considering how they intend to do this.

10.11 It is suggested that the Committee identify and prioritise those topics which it thinks could be the subject of a detailed review. In order not to overburden any service it is suggested that no Directorate should be asked to undertake more than two detailed reviews at the same time. Officers should then be instructed to submit feasibility/scoping reports to the Committee on the topics identified as having the greatest priority so that members may

initially commission 6 task and finish scrutiny reviews, in addition to budget scrutiny and determine which of its members should chair each review. It is suggested that the committee

10.12 To assist in this process of selecting in-depth topics all Directors will be invited to attend a meeting, or to ensure that they are represented by a senior officer, to advise members on potential reviews, their significance to departmental service objectives and the potential value of scrutiny review.

11.0 **JOINT OVERVIEW AND SCRUTINY COMMITTEE**

11.1 The Overview and Scrutiny Committee decided to establish a Joint Scrutiny Committee together with Barnet, Enfield and Hertfordshire Councils in order to respond to proposals to re-organise Acute Hospital Services over the area. Consultation on the proposals has been delayed, but is expected to formally commence in Summer 2007.

Performance Management Reports

The Committee would like reports, at the relevant time, on the following:

- The Council Performance Reports - 6 monthly
- The Council Plan, followed by update – 6 monthly
- The Children’s Service’s annual performance self-assessment
- School Places Planning - Annual Report
- Exam results – Annual Report
- Local Area Agreement Stretch Targets – 6 monthly
- Annual Adult Services Performance Self Assessment Report
- CPA Updates – short reports
- Annual Health Check – NHS Performance Ratings
- Adult Services Budget Monitoring - Update

Reports Which Provide Information about Policies and Services

For instance:

TOPIC	INITIAL SELECTION
Youth Justice Plan	
Children and Young People Plan	
Haringey's Strategy for Young people	
Haringey's Strategic Partnership	
Family Support Strategy	
Children's Centres	Priority
The Action being taken to implement a Common Assessment Framework (Children's Services)	
Local Area Agreement 2007 -2100	Priority
Review of Carers Strategy	More information requested
Domestic Violence Strategy	
Safer Communities Strategy	Priority
Crime and disorder Information Sharing Protocol	
Sexual Health Strategy	Priority
Employment and Skills Strategy	
Haringey Housing Strategy	
Homelessness Strategy	
Tenants Participation Compact	
Neighbourhood Renewal strategy	Priority
Strategic framework for Improving Adults' well-being	
Sports and Physical Activity Strategy	
The Cultural Strategy	
Recycling Strategy	Priority
Partnership working –an outline of who the Council's partners are and what they do	Priority
The Council's risk management strategy.	
Equalities Scheme	
Customer Charter	
Consultation Strategy	Priority
Mental health Action Plan	Priority
Life Expectancy Plan	
Supporting People Strategy	
Sustainable Community Strategy	Priority
Smoking Cessation Strategy	
Haringey Health report	Commissioned for 2 July 07 meeting
Haringey Primary Care Strategy	Commissioned for 2 July 07 meeting
Haringey Budget Strategy	Commissioned for 30 July 07 meeting

Appendix C

SUGGESTED SCRUTINY TOPICS WHICH COULD INITIALLY BE THE SUBJECT OF ONE OF REPORTS TO THE COMMITTEE

Topic	Initial Selection
CHILDREN AND YOUNG PEOPLE	
Driving up educational achievement of children looked after by the Council	priority
Provision of play facilities for children under school age	
Support to pupils with drug and/or alcohol problems	priority
Effective co-ordination of services for young people aged 16/19	
Fostering and Adoption of looked after children in Haringey	
Child Protection	Priority
Vulnerable Adults	Priority
URBAN ENVIRONMENT	
Out of hours enforcement & late night economy (licensing)	
Essential User Permits and permits for specific roads	Priority
Environmental Health – review strategy	
Conservation of our local heritage – good design	Priority
Performance of Housing Associations & Accredited Landlords	Priority
Homes for Haringey Business Plan	Priority
Performance of Homes for Haringey	Priority
Joint working of ASBAT	Priority
Paving Front Gardens/cross overs	
ACE PEOPLE & ORG & DEVELOPMENT	
HR Strategy, - effectiveness of new strategy	

ACE PPP&C	
Funding for Community Organisations	
Haringey Compact	Priority
Town Twinning	
Haringey Strategic Partnership	Priority
ADULTS CULTURE & COMMUNITY & SERVICES	
Direct Payments for Care Packages	Priority
Libraries	Priority
HEALTH SERVICES	
Access to St Anne's Hospital Site	Priority

**The Committee wish to receive the following
Follow-up Reports on Past Reviews in 2007/08**

Allotments

Customer Services

Estate Parking

Intermediate Care

Mobile Phone Masts

Neighbourhood Wardens

Repairs to highways and Footpaths

Street Cleanliness

Teenage Pregnancy

Youth Re-Offending

Support To Small Businesses

OVERVIEW AND SCRUTINY

Appendix E

POTENTIAL REVIEW TOPICS 2007/08

Topic	Suggestion originated from
<u>Children and Young People</u>	
Young persons sexual health	Councillor
PFI Contracts with Secondary schools	Councillor
Building Schools for the Future	Executive Advisory Board
Financial controls and project management arrangements for our major capital projects i.e. BSF (£177m) and Children's Centres phase 2 (c. £5m).	Councillor
Continuity of service provision as child changes schools	Scrutiny review into extended services provided at schools
Consistent charges and concessions for extended services provided by schools	Scrutiny review into extended services provided at schools
Child Protection	Member of the public
Vulnerable Adults	Councillor
Child Adolescent MH Service	Executive Advisory Board
Child and Young People's legal costs	Executive Advisory Board
Youth Provision	Councillor
Natural parents fundamental role to their children up to 5 years	Councillor
Wi Fi Networks in schools	Councillor
<u>RESOURCES</u>	
Value for money in areas of past investment – to be identified suggestion from Finance.	Suggested in past
Budget consultation process and budget scrutiny	Carried out every year
Themed value for money reviews – areas to be	Suggested in

identified by Finance Department	past
Base Budgets Residential Care	Councillor
Commercial Property Portfolio (shops)	Councillor
Procurement Process - Food purchase	Councillors
Parking Income Collection	Councillor
Parking Enforcement	Councillor
Quarterly Revenue Budget Monitoring	Councillor
<u>ENVIRONMENT</u>	
Sustainability – promotion of sustainable living to the public	Suggested in past
Air Quality	Councillor
Value for money of arrangements for collecting fly tipped rubbish	Arose from Fly tipping scrutiny review
Utility works (planning and co-ordination)	Executive Advisory Board
Waste Collection	Councillors & Executive Advisory Board
Transport strategy	Councillor
Pavement Crossovers and paved gardens	Councillor and public
Regeneration	Councillor
Essential User Permits and permits for specific roads	Councillor
The energy efficiency of council-owned buildings, including schools and housing.	Suggested in past by a Councillor
Grants and interest free/low interest loans for homeowners to make their properties more environmentally-friendly, e.g. to install solar panels, insulation and water butts	Councillor suggested in past
Promotion of car sharing and car pools.	Councillor Suggested in past
Habitat conservation areas of our parks.	Councillor Suggested in past
Planning Process	Councillor
Planning Enforcement	Councillor s Suggested in past
Registered Social Landlords Part 2	Executive Advisory Board
Joint working of ASBAT	Councillor

Out of Hours Agenda	Councillor
Social Clubs	Councillor
HMO Licensing	Councillors
CHIEF EXECUTIVES	
Haringey Compact	Voluntary Sector
Effectiveness of partnerships	Suggested in past
Drug and alcohol crime	Suggested in past
Working with other agencies to combat crime	Suggested in past
Neighbourhood Management and Services	Councillor
Haringey Strategic Partnership	Councillor
Community Consultation	Councillor
Local Area Agreement Stretch Targets	Councillor
Staff sickness and related costs of cover	Councillor
Haringey's Communications	Councillor
Customer Services	Councillor
ADULT CULTURE & COMMUNITY SERVICES	
What is being done to encourage smoking cessation	Health body Suggested in past
Libraries	Councillor
Support for carers	Councillor
Life Long Learning	Councillor
Blue badge scheme	Councillor
Services for older people – partnership working	Councillor
Concerts in parks policy review	Councillor
HEALTH SERVICES	
What should an “information prescription” look like	Health Service
Primary care	Health Service
Licensing, affects of new legislation on health	Health Service
Access to General Practitioners	Councillors & Health Service
Priority Housing for people with Mental Health illnesses	Councillors & Health Service
Prevention and early intervention	Health Service
Access to dentists	Councillor and the Executive Advisory Board
Addressing Health Inequalities	Health Service
High Intensity Users	Health Service

Access to St Anne's Hospital Site	Health Service
Young persons mental Health	Health Conference
Acute mental health care	Health service Health conference
Health education	Health conference
Dementia	Health conference
Control of hospital visitors	Health conference
Single sex wards	Health conference
Hospital born infections	Health conference
Eating disorders	Health conference
Obesity	Health Service
Patient transport	Health conference
Others	
Job Centre Plus	Executive Advisory Board
CONEL	Executive Advisory Board

Reviews started and rolling over municipal year

I.T. Projects	Chair – Gideon Bull
School Exclusions	Chair – Pat Egan
The Haven Day centre	Chair - Gideon Bull