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## **SCRUTINY WORK PROGRAMME 2017-2018**

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### **Report by Chief Executive**

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## **AUDIT AND SCRUTINY COMMITTEE**

**30 November 2017**

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### **1 PURPOSE AND SUMMARY**

- 1.1 **This report seeks approval for areas for Scrutiny review as part of a future Scrutiny work programme to be approved by Council.**
- 1.2 As detailed in the Scheme of Administration, the Audit and Scrutiny Committee is required to develop an annual programme of work for approval by Council. There are a number of ways in which the Audit and Scrutiny Committee can proceed with reviews – either by Information Briefing, Hearing, or Working Group review.
- 1.3 At its meeting on 26 October 2017, members of the Audit and Scrutiny Committee refined their proposals for areas for further review. The final proposed Work Programme is detailed in the Appendix to this report.
- 1.4 While it would be normal practice to submit an annual work programme to Council, it is proposed that due to the timing of the proposals, the work programme takes place over 15 months. Any other areas submitted for review in that period will be considered by Audit and Scrutiny Committee and approval sought from Council for inclusion in the work programme as appropriate.

### **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Audit and Scrutiny Committee agrees:-**
  - (a) **the Scrutiny review work programme as detailed in the Appendix;**
  - (b) **to recommend approval to Council of that work programme from January 2018 to March 2019; and**
  - (c) **to consider in future - as appropriate - additional items for inclusion in the Scrutiny work programme, with Council approval, up until March 2019.**

### **3 BACKGROUND**

- 3.1 As detailed in the Scheme of Administration, the Audit and Scrutiny Committee is required to develop an annual programme of work for approval by Council, based on the following functions within its remit:
- (a) monitoring the performance of the Authority towards achieving its policy objectives and priorities in relation to all functions of the Council;
  - (b) reviewing the effectiveness of all the Council's work against agreed standards, targets and budgets for the levels of services provided; and
  - (c) acting as a focus for value for money and service quality exercises.
- 3.2 At its meeting on 28 June 2017, members of the Audit and Scrutiny Committee suggested a number of areas for review, and requested that other Elected Members and Community Councils were also contacted at this stage to see if they had any other proposals. At its meeting on 26 October 2017, the Committee refined the proposals to include in a programme of work for approval by Council.
- 3.3 In keeping with the remit of the Committee, members need to focus on their strategic role, so it would not be appropriate for reviews to look at the detailed implementation of individual projects, which is an operational matter, but it would be appropriate for reviews to scrutinise delivery against the plan, or benefit realisation against a target. An example would be that of risk – it is fine to scrutinise risk policy process and management but not individual risk registers for projects.

### **4 TYPE OF REVIEW**

- 4.1 There are a number of ways in which the Audit and Scrutiny Committee can proceed with reviews. The first of these is through an information Hearing. Depending on the topic for review, invitations are made to officers, portfolio holders and, if appropriate, representatives of other organisations to attend Committee meeting and make a presentation on a particular subject. Members of Audit and Scrutiny can then decide whether they are satisfied with the outcome of the review, whether to make any recommendations or consider the subject further either through a more detailed Hearing or through the setting up of a Working Group to make a more thorough investigation.
- 4.2 In a similar way to an information Hearing, a more focussed Hearing could be arranged, whereby members of Audit and Scrutiny submit in advance to officers, portfolio holders and representatives of other organisations, questions which they wish answered. At the relevant Audit and Scrutiny meeting, these pre-submitted questions would be supplemented by others, to allow members to delve deeper into the particular topic. The Audit and Scrutiny Committee could either make recommendations based on their findings or decide that the matter required the setting up of a Working Group to probe further.

- 4.3 Again, depending on the topic, the Audit and Scrutiny Committee could decide to set up a Working Group straight away as the best way to take matters forward, with a report on the findings and conclusions of the Working Group being considered by the Audit and Scrutiny Committee. Membership of these Working Groups would not just be confined to members of Audit and Scrutiny, but include other Councillors, as well as, where appropriate, representatives from other agencies. Should specialist knowledge be required, then invitations could be made to experts to address a Working Group or to become a member of, or advisor to, such a Group.
- 4.4 Any Working Group set up by the Audit and Scrutiny Committee to investigate a particular topic should be required to submit for approval of the Committee a detailed remit in advance of its work. This will ensure that the Committee can check that the Working Group has not strayed from its original remit.
- 4.5 The breadth of some reviews will need to be taken into consideration, as will the number of reviews being undertaken at any given time, to ensure that members do not become over-burdened and resources are not stretched too thinly. Depending on the subject matter, officers from various Services of the Council can provide support to Audit and Scrutiny hearings and Working Groups.

## **5 PROPOSED REVIEWS**

- 5.1 Following the meeting on 26 October 2017, the proposed Scrutiny Work Programme items therefore are:
- (a) Health and Social Care Integration Joint Board – to be taken forward initially as a presentation to Audit and Scrutiny Committee:
- Proposed outcome – greater understanding of how the Integration Joint Board is delivering the Health and Social Care Strategic Plan to improve the lives of Borderers and meet the growth demands in the care sector. (Lead Officer: Rob McCulloch-Graham, Chief Officer, H&SCI)
- (b) SB Cares – to be taken forward as a presentation to Audit and Scrutiny Committee:
- Proposed outcome – the performance of SB Cares in relation to the aims and targets set within SB Cares Business Plan. (Lead Officer (SB Cares): Philip Barr, Managing Director, SB Cares)
- (c) Delivery of the IT Strategy and Plan within Scottish Borders Council – to be taken forward initially as a presentation to Audit and Scrutiny Committee:
- Proposed outcome – confirm the deliverables set out in the ICT programme are in place to deliver the business transformation programme and other corporate plan outcomes (Lead Officer: David Robertson, Chief Financial Officer)

- (d) Community Access to Schools – to be taken forward as a presentation to Audit & Scrutiny Committee:  
Proposed outcome – ensure community groups and the public make full use of availability of infrastructure in schools for learning, leisure and sport. (Lead Officer: Martin Joyce, Service Director Assets & Infrastructure)
- (e) Home Schooling Update - to be taken forward as a presentation giving an update on any legislative or guidance changes to home schooling requirements from the previous Scrutiny review carried out in February 2017. (Lead Officer: Donna Manson, Service Director Children & Young People)
- (f) 2G and 3G Sports Pitches Update – to be taken forward as a presentation giving an update on 2G and 3G artificial pitch provision in the Scottish Borders from the previous Scrutiny review carried out in February 2017. (Lead Officer: Martin Joyce, Service Director Assets & Infrastructure)

## **6 IMPLICATIONS**

### **6.1 Financial**

There are no costs attached to any of the recommendations contained in this report. Findings from reviews may have financial implications and they will be identified along with any recommendations for future action.

### **6.2 Risk and Mitigations**

There is a reputational risk to the Council should the Audit and Scrutiny Committee propose a programme of work that is either too onerous and risks not being completed, or that it focuses on 'soft' subjects or easy options so that the programme fails to deliver sufficient independent scrutiny of the particular subject matter. Establishment of a realistic, appropriate programme of work is thus essential. Another risk could be if any outcomes or recommendations arising from reviews are too impractical or unrealistic e.g. for financial or service resources available, to be taken up or put into effect. These risks can be mitigated by ensuring each Review has a specific remit and measurable outcome.

### **6.3 Equalities**

It is anticipated there will be no adverse impact due to race, disability, gender, age, sexual orientation or religious belief arising from the proposals in this report.

### **6.4 Acting Sustainably**

There are no economic, social or environmental effects arising from the proposals in this report.

### **6.5 Carbon Management**

There will be no impact on the Council's carbon emissions arising from the proposals in this report.

### **6.6 Rural Proofing**

This is not a new or amended policy or strategy, therefore there is no requirement for rural proofing.

- 6.7 **Changes to Scheme of Administration or Scheme of Delegation**  
No changes are required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report.

## 7 CONSULTATION

- 7.1 The Council's Corporate Management Team, the Chief Legal Officer, and the Chief Officer Audit and Risk, have been consulted and any comments received have been incorporated into the final report.

### Approved by

**Tracey Logan**  
**Chief Executive**

**Signature .....**

### Author(s)

Name	Designation and Contact Number
Jenny Wilkinson	Clerk to the Council, Tel 01835 825004

**Background Papers:** Nil

**Previous Minute Reference:** Audit and Scrutiny Committee, 26 October 2017

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jenny Wilkinson can also give information on other language translations as well as providing additional copies.

Contact us at Jenny Wilkinson, Scottish Borders Council, Democratic Services, Council HQ, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 825004 Email: [jjwilkinson@scotborders.gov.uk](mailto:jjwilkinson@scotborders.gov.uk)

**Scrutiny Work Programme 2018/19**

	Review subject	Outcome/Lead Officer
1	Health and Social Care Integration Joint Board	<ul style="list-style-type: none"> <li>Greater understanding of how the Integration Joint Board is delivering the Health and Social Care Strategic Plan to improve the lives of Borderers and meet the growth demands in the care sector. (Lead Officer: Rob McCulloch-Graham, Chief Officer, H&amp;SCI)</li> </ul>
2	SB Cares	<ul style="list-style-type: none"> <li>The performance of SB Cares in relation to the aims and targets set within SB Cares Business Plan. (Lead Officer (SB Cares): Philip Barr, Managing Director, SB Cares)</li> </ul>
3	Delivery of the IT Strategy and Plan within Scottish Borders Council	<ul style="list-style-type: none"> <li>Confirm the deliverables set out in the ICT programme are in place to deliver the business transformation programme and other corporate plan outcomes (Lead Officer: David Robertson, Chief Financial Officer)</li> </ul>
4	Community Access to Schools	<ul style="list-style-type: none"> <li>Ensure community groups and the public make full use of availability of infrastructure in schools for learning, leisure and sport. (Lead Officer: Martin Joyce, Service Director Assets &amp; Infrastructure)</li> </ul>
5	Home Schooling Update	<ul style="list-style-type: none"> <li>Presentation giving an update on any legislative or guidance changes to home schooling requirements from the previous Scrutiny review carried out in February 2017. (Lead Officer: Donna Manson, Service Director Children &amp; Young People)</li> </ul>
6	2G and 3G Pitches Update	<ul style="list-style-type: none"> <li>Presentation giving an update on 2G and 3G artificial pitch provision in the Scottish Borders from the previous Scrutiny review carried out in February 2017. (Lead Officer: Martin Joyce, Service Director Assets &amp; Infrastructure)</li> </ul>