
SCRUTINY WORK PROGRAMME 2019/20

Report by Chief Executive

AUDIT AND SCRUTINY COMMITTEE

22 August 2019

1 PURPOSE AND SUMMARY

- 1.1 This report presents potential subjects for Scrutiny review as part of the future Scrutiny work programme 2019/20 to be approved by Council.**
- 1.2 As detailed in the Scheme of Administration, the Audit & Scrutiny Committee is required to develop an annual programme of work for approval by Council. At its meeting held on 25 June 2019, the Audit and Scrutiny Committee agreed to request that officers liaise with communities/the public to advertise Scrutiny work and any suggested topics for Scrutiny review be submitted, with Elected Members and Community Councils subsequently contacted.
- 1.3 Two subjects were submitted by Community Councils. The Council's Corporate Management Team also suggested a further 3 subjects. It is for Audit & Scrutiny to determine whether to take forward these subjects and also put forward any other subjects they may wish to consider further.

2 RECOMMENDATIONS

- 2.1 I recommend that the Committee agrees which, if any, subjects submitted it would like to take forward for review, and which other subjects it would like to consider for inclusion in its work programme for 2019/20, and recommend the subsequent work programme to Council for approval.**

3 BACKGROUND

- 3.1 As detailed in the Scheme of Administration, the Audit & 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 level of services provided; and
 - (c) acting as a focus for value for money and service quality exercises.
- 3.2 In practice, this means that as well as members of the Committee submitting subjects for review, proposals are also sought from other sources for inclusion in a work programme.
- 3.3 At its meeting on 25 June 2019, the Audit & Scrutiny Committee considered how to take forward further subjects for inclusion in the Scrutiny reviews programme and agreed that officers liaise with communities/the public to advertise scrutiny work and ask for any items they wished considered by the Committee.

4 PROPOSED REVIEWS

- 4.1 The current Scrutiny work programme contains 2 outstanding review subjects – Community Access to Schools (scoping paper) and Amey – Trunk Roads management.
- 4.2 At its meeting held on 25 June 2019, the Audit and Scrutiny Committee agreed to request that officers liaise with communities/the public to advertise Scrutiny work and any suggested topics for Scrutiny review be submitted. The Clerk to the Council sent an email to all Elected Members on 12 July 2019 seeking proposals for subjects for review to be submitted by 22 August, with a similar email sent out to all Community Councils on 16 July 2019. They were also advised that subjects could be added to the programme at a later date if that timeline was too restrictive.
- 4.3 (a) Two responses have been received from Community Councils to date:
- A review of the Community Councillors Code of Conduct
 - A review of the status of the conservation area in Newcastleton
- (b) It is suggested that neither of these subjects are taken forward for review as they do not fall within the remit of the Committee. The Community Councillors Code of Conduct will be included in the review being carried out by the Working Group established to review the Scheme for Community Councils. The review of the status of the conservation area is contained in the Main Issues Report as part of the Development Plan.
- 4.4 (a) At its meeting on 14 August, the Council's Corporate Management Team discussed whether to suggest any subjects for Scrutiny review and proposed the following areas:

- The Council's Income Management policy – application of the policy across Council services accepting cash or taking card payments
- Common Ridings and Festivals – assessment of the level of in-kind SBC support provided
- Responsible Dog Ownership policy – application of the policy

(b) It is for Audit & Scrutiny members to decide whether to take forward any of the above suggestions.

4.5 Members of the Committee may also wish to propose other subjects for review or to do so at a later date.

5 IMPLICATIONS

5.1 Financial

There are no costs attached to any of the recommendations contained in this report.

5.2 Risk and Mitigations

There is a reputational risk to the Council should the Audit and Scrutiny Committee not review subjects, but also an equal risk if the Committee proposes a programme of work that is either superficial or too onerous. The establishment of an appropriate programme of work with any outcomes or recommendations arising from reviews being practical and realistic will mitigate this risk.

5.3 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.

5.4 Acting Sustainably

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

5.5 Carbon Management

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

5.6 Rural Proofing

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

5.7 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.

6 CONSULTATION

6.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR and the Communications Manager are being consulted and any comments received will be brought to the attention of Members at the meeting.

Approved by

**Tracey Logan
Chief Executive**

Signature

Author(s)

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Background Papers: Nil

Previous Minute Reference: Audit & Scrutiny Committee, 25 June 2019

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.

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