



Scrutiny Work Programme (draft)

Vibrant & Sustainable City Scrutiny Panel 2020-2021

Theme – Connected City

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Scrutiny – A New Approach – Connected City

1. A new approach to scrutiny was agreed at Scrutiny Board on 14 July 2020. Scrutiny Board agreed a cross cutting theme for all panels. The agreed theme was '**Connected City**'. Connectivity and digital considerations will be considered as part of all items added to the work programme.
2. **Roles and expectations** have been defined for the Chairs of Scrutiny Panels, Strategic Executive Board (SEB) leads and Scrutiny Officers; creating a collective understanding of scrutiny's role within the Council. These can be seen in Appendix A.
3. Effective **work planning and agenda setting** will take place to produce **jointly owned work plans**.
4. The first panel meetings will receive an update on the areas that fall within the scope of the panel. There will then be an introduction to the **connected city theme**. This will enable the Panel to consider items for the workprogramme in line with the '**Connected City**' scrutiny theme.
5. Regular briefings will be arranged with the Scrutiny Panel Chair, Vice Chair, SEB lead and scrutiny officer to enable a shared understanding of priorities and reviews of progress and recommendations.
6. **Improved communication**: 'You said we did' updates and publicity (including social media)
7. Creation of a **strong organisational culture** that supports scrutiny work that **adds real value** and **evidences impact**.
8. Outcomes and recommendations from all panels will then be fed back to Scrutiny Board to unify into one comprehensive report based on the connected city theme.

Work Programme considerations:

- 1. Is the issue in the public interest?**
- 2. How does it link to the Connected City theme?**
- 3. How can scrutiny add value by looking at it?**
- 4. Where is the evidence to support looking at this issue?**
- 5. Can we evidence impact?**
- 6. Is there a change to National Policy?**
- 7. Does it affect citizens across the City?**
- 8. Are there performance concerns?**
- 9. Is it a safety issue?**

Vibrant and Sustainable City Scrutiny Panel

Chair: Cllr Mak Singh	Vice Chair: Cllr Paul Appleby	SEB Lead: Ross Cook	Scrutiny Lead: Martin Stevens
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Date of Meeting	Agenda Publication	Item Description	Lead Report Author	Council Plan Priority	Notes
24 September 2020	16 September 2020	<ul style="list-style-type: none"> Vibrant & Sustainable City update to include Covid response presentation Future Work Planning 	Ross Cook Scrutiny Lead/ SEB Lead Scrutiny Chair		
For information Items only – to be emailed out to Panel members – not for inclusion on the agenda.		<ul style="list-style-type: none"> S.106 Briefing Note. Housing Support for Veterans Briefing Note. 			Carried over from March cancelled meeting Carried over from March cancelled meeting
26 November 2020	18 November 2020	<ul style="list-style-type: none"> Budget Housing in a connected City 	Helen McGourlay / Jo McCoy		Local Connection update – outside of meeting – MS has emailed RC and Jenny Lewington drafting response.

					Applying for housing online process suggested at September meeting.
28 January 2021	28 January 2021	<ul style="list-style-type: none"> Digital Technology in Transportation including E- Scooters 			To include Fleet Procurement approach.
25 March 2021	17 March 2021	<ul style="list-style-type: none"> Environment in a connected City Portfolio Holder Statement and Question Time 	Portfolio Holder		Air Quality and Digital Monitoring raised at September meeting linking in with the Smart LED lights. Carbon Footprint raised at November meeting.

Scrutiny Panel Remit & Functions

The scrutiny of vibrant sustainable communities where people feel proud to live, keeping neighbourhoods, city infrastructure and the environment clean, Improving city housing and cultural and leisure services

The Panel will have responsibility for scrutiny functions as they relate to:

- Operational Services
- Public Realm
- Commercial Services
- Regulatory Services (policy)
- City Housing
- Planning (policy)
- Strategic Transport
- Keeping the city clean
- Keeping the city moving
- Improving the city housing offer
- Strategic asset management

General Role of the Scrutiny Board and Scrutiny Panels

Within the terms of reference set out in the Overview and Scrutiny Procedure Rules, the Scrutiny Board will:

1. Co-ordinate the work of the Scrutiny Panels and Scrutiny Review Groups.
2. Receive annual reports from the Councillor Champion and give consideration to the work undertaken and issues that the Councillor Champion wishes scrutiny to consider investigating further.
3. Maintain regular dialogue with the Cabinet on service improvement, performance management of cross-cutting issues, policy development and budgetary provision.
4. Oversee and ensure access to appropriate learning and development for scrutiny Councillors.
5. Discharge the call-in procedures relevant to its overarching role.

The Scrutiny Panels will:

1. Maintain regular dialogue with the Cabinet, Scrutiny Board and Councillor Champions.
2. Ensure that members of the public and stakeholders are informed of and involved in issues within the remit of each Panel.
3. Discharge the call-in procedure relevant to their terms of reference.

Appendix A: Roles and Responsibilities

1. Chair of Scrutiny Panel:

- To attend fortnightly meetings with the SEB lead and Scrutiny Officer
- To attend agenda setting meetings and other relevant briefings on a regular basis
- To contribute to the work planning for the panel and to bring forward relevant topics and issues for inclusion
- To chair meetings in a fair and open way and to encourage participation from panel members
- To attend Scrutiny Board (where appropriate) to provide feedback and updates on progress
- To prepare, when possible, questions in advance of a meeting to allow for healthy debate and to ensure that clear resolutions are made that add value and show impact
- To act as champion for scrutiny and to represent the best interests of the citizens of Wolverhampton

2. SEB Lead:

- Meet with the Chair, the Vice Chair and the Scrutiny Officer fortnightly to discuss upcoming issues, updates from previous meetings, workplans and any other relevant business as agreed by all parties.
- Recommend topics for inclusion on the workplan, working proactively with the Chair, Vice Chair and Scrutiny Officer to address any issues/opportunities/challenges that fit with the remit of the panel.
- To advise on the viability of any issues put forward by the panel for inclusion on the work plan.
- To attend relevant Scrutiny Panel meetings and provide an update at each meeting on any relevant issues within the remit of the panel. Also, attending Scrutiny Board (as appropriate) to provide feedback.
- To act as a champion for scrutiny in the Council and to encourage engagement with the scrutiny function and promote a healthy culture within which scrutiny can thrive

3. Scrutiny Officer:

- Provide support and guidance to the panel, its members, officers, partners and other stakeholders regarding the scrutiny function
- To ensure openness and transparency in the scrutiny function and to make sure that information is continuously shared and communicated between all relevant parties in a timely and suitable fashion
- To ensure that the appropriate persons are invited to meetings and that they are given adequate time to prepare and to provide guidance and support where appropriate
- To manage the administration of all relevant panels and meetings within statutory timescales
- To carry out research and information gathering exercises when required
- To provide advice on policy and legislation where appropriate
- To ensure that all resolutions are followed up and responses or actions fed back, monitored and recorded
- To act as liaison between the Chair and the SEB lead to ensure a shared understanding of priorities and work planning.
- To manage the agreed work plan and its outcomes to show impact and added value