



Scrutiny Work Programme (draft)
**Stronger City Economy Scrutiny Panel 2021-
2022**

Relighting our City

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Scrutiny – A New Approach

1. **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.
2. Effective **work planning and agenda setting** will take place to produce **jointly owned work plans**.
3. 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.
4. **Improved communication:** 'You said we did' updates and publicity (including social media)
5. Creation of a **strong organisational culture** that supports scrutiny work that **adds real value** and **evidences impact**.

Work Programme considerations:

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

Stronger City Economy Scrutiny Panel

Chair: Cllr Jacqueline Sweetman	Vice Chair: Cllr Christopher Haynes	SEB Lead: Richard Lawrence	Scrutiny Lead: Martin Stevens
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Date of Meeting	Agenda Publication	Item Description	Lead Report Author	Notes
15 July 2021	7 July 2021	Inward Investment and the Green Sector	Christopher Kirkland (Head of City Investment) / Richard Lawrence (Director of Regeneration)	<p>Item to include Town's Fund, Levelling Up Fund, Future High Street Fund, Cultural Development Fund (Phase 2), Community Renewal Fund (WMCA), Structural Funds (from March next year) and Covid-19 funds. Aspirations for the City moving forward to be included. Christopher Kirkland Investment Team information to be outlined. Three Cities work with Birmingham and Coventry.</p> <p>A) How much inward investment has been attracted in the last ten years and what types?</p> <p>B) Has investment started to decline and if so why?</p> <p>C) What is it that we currently don't know which we need to know to make things better?</p>

				<p>D) What will we be doing moving forward?</p> <p>E) Where have we missed out on investment and why?</p> <p>F) How does inward investment link to the marketing of the City?</p> <p>G) What is the impact of the Green Sector activity on Wolverhampton?</p> <p>H) What are the barriers and opportunities for collaboration, where has it worked in the past, where has it failed and what have we learnt? Are we exploiting the opportunities and are the right people in place? How does the Wolverhampton Pound link into this?</p>
14 October 2021	6 October 2021	Culture, Creative and Visitor Economy	Richard Lawrence (Director of Regeneration) / Isobel Woods (Head of Enterprise)	<p>To include Hotels and Civic Halls.</p> <p>Marketing of the City.</p> <p>Commonwealth Games / Festival of Britain.</p> <p>Ebay.</p>

		Jobs, Skills and Learning Opportunities	Julie Obada (Head of Skills) / Joanne Keatley (Head of Adult Education)	To include Kick Start. Learning City Promotion.
17 February 2022	9 February 2022	Place Level Economic Scrutiny		

DRAFT

Scrutiny Panel Remit & Functions

The scrutiny of policies to attract and retain new businesses and employment in the context of sustainable economic and environmental regeneration.

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

- Enterprise and skills
- City Development
- Visitor Economy
- Adult and Cultural Learning
- Economic Inclusion
- Service Development

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