

SOUTH LAKELAND DISTRICT COUNCIL

South Lakeland House Kendal, Cumbria LA9 4UQ

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Thursday, 8 July 2021

Dear Sir/Madam

Overview and Scrutiny Committee - Friday, 9 July 2021

I am now able to enclose, for consideration at the above-mentioned meeting, the following documents that were unavailable when the agenda was printed

8 Work Programme and Forward Plan

To consider the Overview and Scrutiny Committee Work Programme 2021/22, and the contents of the latest Forward Plan.

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Linda Fisher

Legal, Governance and Democracy Lead Specialist (Monitoring Officer)

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South Lakeland District Council Overview and Scrutiny Committee

Friday, 9 July 2021

Work Programme 2021/22 and Forward Plan

Portfolio:	Cllr Vicky Hughes, Chairman of the Overview & Scrutiny Committee
Report from:	Director of Strategy, Innovation and Resources
Report Author:	Ross Ette – Case Management Officer (Support Services) Linda Fisher – Legal, Governance and Democracy Lead Specialist (Monitoring Officer)
Wards:	N/A
Forward Plan:	N/A

1.0 Expected Outcome and Measures of Success

1.1 It is anticipated that the Committee's Work Programme will be set so as to make effective use of resources and will add strategic value to the work of the Council in line with its local priorities as contained in the Council Plan.

2.0 Recommendation

2.1 It is recommended that Overview and Scrutiny Committee:-

- (1) It is recommended that the Overview and Scrutiny Committee consider and agree the 2021/22 Work Programme; and**
- (2) Receives the latest version of the Forward Plan**

3.0 Background and Proposals

3.1 The Overview and Scrutiny Committee has the power to review or scrutinise decisions made, or actions taken, in connection with the discharge of any of the Council's functions. It also has power to make recommendations to the Council or Cabinet and to consider any matters which affect the Council's area or its communities. The Committee also plays an important role in policy development and review.

3.2 As part of these responsibilities, the Committee sets an annual work programme at its meeting in April of each year. The work programme ensures that the Committee is able to focus on those areas where it is likely to add the most value. It can do this through its formal meetings, through one-day/half-day workshops or through the work of task and finish groups.

3.3 Prioritisation is vital to ensure that there are sufficient resources to allow the work programme planning to take place and to ensure that the work programme is supported throughout 2020/21. An article published by the Local Government Scrutiny Information Unit *Making Scrutiny Count* suggests that "one major scrutiny and perhaps two shorter reviews in the course of a year is realistic".

4.0 Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Work Programme 2021/22 (Item 8 in original agenda)
2	Forward Plan (22 June 2021) (Item 8 in original agenda)

5.0 Consultation

5.1 The Work Programme has been prepared in consultation with the Chairman of the Committee, the Overview and Scrutiny Committee and the Monitoring Officer.

6.0 Alternative Options

6.1 The Committee could opt not to use a structured work programme. This is not recommended as, in order for scrutiny to operate effectively, there is a need to ensure that the work it carries out is timely, accords with the Council priorities, will add value and that there are appropriate resources available for the work to be carried out.

7.0 Implications

Financial, Resources and Procurement

7.1 There are no direct financial implications arising out of this report. However, any work pursued needs to provide good value for money and ensure that best use is made of the resources.

Human Resources

7.2 There are no direct staffing implications arising out of this report. There is, however, a need to ensure that there is an appropriate commitment of resources to support the work of the Committee throughout 2021-22.

Legal

7.3 Every local authority has a legal obligation to operate an overview and scrutiny committee. The preparation of a planned work programme ensures that the committee is effective in its role. In turn, this will enable the Council to demonstrate that there are effective scrutiny arrangements.

Health and Sustainability Impact Assessment

7.4 Have you completed a Health and Sustainability Impact Assessment? No.

7.5 If you have not completed an Impact Assessment, please explain your reasons: Consideration of any topics as part of the Overview and Scrutiny work programme will be considered during any reviews.

Equality and Diversity

7.7 Have you completed an Equality Impact Analysis? No.

7.8 If you have not completed an Impact Analysis, please explain your reasons: Consideration of any topics as part of the Overview and Scrutiny work programme will be considered during any reviews.

Risk Management	Consequence	Controls required
The work programme does not add value.	Resources are not used to their maximum.	A planned work programme that aligns with strategic priorities and agreed criteria.
The work programme is not balanced effectively.	The work programme is not completed or the effectiveness of planned work is reduced.	Regular reviewing of the work programme to ensure that the work will continue to add value in a timely manner.

Contact Officers

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Background Documents Available

None.

Tracking Information

Signed off by	Date sent	Date Signed off
Section 151 Officer	N/A	N/A
Monitoring Officer	08/07/21	08/07/21
CMT	N/A	N/A

Circulated to	Date sent
Lead Specialist	N/A
Human Resources Lead Specialist	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	29/06/21
Portfolio Holder	N/A
Ward Councillor(s)	N/A
Committee	09/07/21
Executive (Cabinet)	N/A
Council	N/A

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