



Report of the Chair of the Scrutiny Programme Committee

Audit Committee – 9 November 2017

Scrutiny Annual Report 2016-17 & Work Programme 2017/18

Purpose	To provide a report on the work of scrutiny for the municipal year 2016-17, and highlight scrutiny activities planned for 2017/18.
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For Information	

1. Introduction

1.1 This report is provided in order to share information that will help develop the relationship between scrutiny and the Audit Committee.

1.2 It has been agreed that there is a need for:

- Mutual awareness and understanding of the work of scrutiny and audit committee
- Respective work plans to be coordinated and avoid duplication / gaps
- Clear mechanism for referral of issues, if necessary

1.3 In support of this it has been agreed that at least once a year the chair of Scrutiny Programme Committee will appear at Audit Committee, and vice-versa, for a discussion on this. It is also now standard practice for the Audit Committee chair to be invited to the Annual Scrutiny Work Planning Conference. It is also expected that Chairs will raise any issues re. co-ordination / duplication on ongoing basis. Where matters

are to be referred between Audit and Scrutiny Committee this should be conveyed via letter.

1.4 To aid discussion this report appends:

- the latest Scrutiny Annual Report 2016/17
- the agreed Scrutiny Work Programme for 2017/18

2. Scrutiny Annual Report 2016/17

2.1 Every year Council requires that an annual report is produced for the work of scrutiny for the previous municipal year. The report for 2016/17, which was formally presented to Council in July 2017, is **appended**.

2.2 The Scrutiny Annual Report is used to:

- Highlight the work carried out by scrutiny
- Show how scrutiny has made a difference
- Support continuous improvement for the scrutiny function

2.3 For the sixth year the report is being produced as a simple scorecard. This approach is intended to highlight a small number of key indicators that illustrate four performance questions. These questions, which are intended to reflect a 'results based' approach, are:

- How much scrutiny did we do?
- How well did we do it?
- How much did scrutiny affect the business of the Council?
- What was the impact of scrutiny?

2.4 Charts have been added that show comparative data with previous years where available. Arrows on the main scorecard have also been added to indicate the direction of change for each measure.

2.5 Any comment made by the Audit Committee will help to inform future annual reports.

3. Scrutiny Work Programme 2017/18

3.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible. A summary of the agreed work programme for 2017/18 and specific activities is also **appended** for the Audit Committee's awareness.

3.2 The work programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.

- 3.3 The work of scrutiny is undertaken primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups. The outcomes from scrutiny activities are captured either in a report to cabinet (e.g. following in-depth scrutiny inquiries) or letter to individual cabinet members with views and recommendations.

4. Financial Implications

- 4.1. Any costs that arise out of work plan activities, for example expenses for witnesses or transport costs, are not envisaged to be significant and will be contained within the existing Scrutiny Budget.

5. Legal Implications

- 5.1 The Council Constitution requires that an overview and scrutiny annual report is produced each year although the style and content of the annual report is not prescribed.

6. Equality and Engagement Implications

- 6.1 There are no equality and engagement implications associated with the report.

Background Papers: None

Appendices:

- A. Scrutiny Annual Report 2016-17
- B. Scrutiny Work Programme 2017-18