



## **Corporate Overview Scrutiny Group**

**Thursday, 20 June 2019**

### **Creation of Work Programmes**

## **Report of the Executive Manager – Finance and Corporate Services**

### **1. Purpose of the report**

1.1 The terms of reference for the Corporate Overview Group accepted at Council in May 2019 clearly state that a key responsibility of this Group is to:

- Create and receive feedback on work programmes for the Growth and Development, Communities, and Governance Scrutiny Groups based on the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Investment Strategy and Transformation Plan.

1.2 This report is intended as a guide to aid the discussion and development of the work programmes for the Council's Scrutiny Groups for the year 2019/20.

### **2. Recommendation**

It is recommended that the Corporate Overview Group:

- a) Agree the work programmes as presented in Appendix Two for the Corporate Overview and Governance Scrutiny groups.
- b) Agree which topics, outlined in Appendix Four, require scrutiny this year and construct key lines of enquiry for each.
- c) Populate and agree the work programmes for the Growth and Development, and Communities Scrutiny Groups in Appendix Five.

### **3. Reasons for Recommendation**

3.1 To fulfil the requirements of the terms of reference for the Corporate Overview Group.

### **4. Supporting Information**

4.1 In March 2019, Council adopted a new structure for scrutiny comprised of one Corporate Overview Group and three additional Scrutiny Groups focused on Growth and Development, Communities and Governance. The Corporate Overview Group is responsible for setting the work programmes for all

Scrutiny Groups based on the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Investment Strategy and Transformation Plan. Links to these documents can be found at Appendix One.

- 4.2 This report sets out draft work programmes for both the Corporate Overview Group and Governance Scrutiny Group that are predominately based upon either legislative, regulatory or standing items. These are included at Appendix Two. The Corporate Overview Group is asked to agree these two work programmes. These programmes remain fluid throughout the year and can change if there is a good reason to amend any of the programmes.
- 4.3 Appendix Three contains potential items for scrutiny based on the above documents for discussion at the first meeting of the Corporate Overview Group. These have been assessed against the Scrutiny Matrix in advance of the meeting to aid and expedite the decision making process. Items such as the crematorium or the de-commissioning of the power station, where we know that there is more uncertainty (in terms of a project continuing or the timeline for commencing is some way off), have not been considered further at this stage. The information presented against each of these is not considered to be complete or exhaustive but should be taken as illustrative only i.e. to aid discussion and decision making. These are presented at Appendix Four. The Group is asked to be mindful of the resources required to prepare for and deliver informative scrutiny which allows members to gain an understanding of often complex subjects in a limited timeframe and question appropriately to be able to reach a conclusion. It is suggested, initially, as an outcome there is a focus on two main review areas for each of the Growth and Development, and Communities scrutiny groups; and, thereafter, develop a 'pipeline' of work for the respective groups. This will be challenging given the likely number of high priority topics to consider.
- 4.4 Having decided which topics require scrutiny this year and identified key lines of enquiry to guide officers, members of the Group are asked to discuss and agree the future work programme and populate the blank work programmes at Appendix Five for the Growth and Development, and Communities Scrutiny Groups.

## **5. Risks and Uncertainties**

There are no direct risks associated with this report.

### **Implications**

#### **6.1 Financial Implications**

There are no direct financial implications arising from the recommendations of this report.

## **6.2 Legal Implications**

There are no direct legal implications arising from the recommendations of this report.

## **6.3 Equalities Implications**

There are no direct equalities implications arising from the recommendations of this report.

## **6.4 Section 17 of the Crime and Disorder Act 1998 Implications**

There are no direct Section 17 implications arising from the recommendations of this report.

## **6.5 Other Implications**

None

## **6. Link to Corporate Priorities**

The construction and delivery of effective scrutiny work programmes will over time support each of the Council's Corporate Priorities.

## **8. Recommendation**

It is recommended that the Corporate Overview Group:

- a) Agree the work programmes as presented in Appendix Two for the Corporate Overview and Governance Scrutiny groups.
- b) Agree which topics, outlined in Appendix Four, require scrutiny this year and construct key lines of enquiry for each.
- c) Populate and agree the work programmes for the Growth and Development, and Communities Scrutiny Groups in Appendix Five.

<b>For more information contact:</b>	Peter Linfield Executive manager – Finance and Corporate Services 0115 9148439 plinfield@rushcliffe.gov.uk
<b>Background papers Available for Inspection:</b>	Scrutiny Review – Council 7 March 2019
<b>List of appendices (if any):</b>	<b>Appendix 1</b> – Document Links <b>Appendix 2</b> – Work Programme 2019-20 – Corporate Overview Group <b>Appendix 3</b> – Potential Items for 2019/20 Scrutiny Work Programmes <b>Appendix 4</b> – Scrutiny Matrix <b>Appendix 5</b> – Work Programmes

**Links**

***Cabinet Forward Plan***

<https://democracy.rushcliffe.gov.uk/mgListPlans.aspx?RPId=137&RD=0>

***Corporate Strategy***

[https://www.rushcliffe.gov.uk/media/1\\_rushcliffe/media/documents/pdf/aboutus/corporateinformation/Corporate%20Strategy%202016%20-2020.pdf](https://www.rushcliffe.gov.uk/media/1_rushcliffe/media/documents/pdf/aboutus/corporateinformation/Corporate%20Strategy%202016%20-2020.pdf) [new Corporate Strategy under development – features later on the agenda for Corporate Overview Group 20 June 2019]

***Medium Term Financial Strategy, Investment Strategy, Transformation Plan***

<https://democracy.rushcliffe.gov.uk/documents/s3748/Budget%20and%20Financial%20Strategy%20201920.pdf>

**Work Programme 2019-20 – Corporate Overview Group**

	Items / Reports
Thursday 20 June	<ul style="list-style-type: none"> <li>• Standing Items               <ul style="list-style-type: none"> <li>○ Implementation of Change – Scrutiny</li> <li>○ Development of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items               <ul style="list-style-type: none"> <li>○ Corporate Strategy</li> <li>○ Health and Safety Annual Report</li> </ul> </li> </ul>
Thursday 3 September	<ul style="list-style-type: none"> <li>• Standing Items               <ul style="list-style-type: none"> <li>○ Implementation of Change – Scrutiny</li> <li>○ Feedback from Scrutiny Group Chairmen</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Consideration of Requests for Scrutiny from Councillors</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items               <ul style="list-style-type: none"> <li>○ Customer Feedback Annual Report</li> </ul> </li> </ul>
Tuesday 19 November	<ul style="list-style-type: none"> <li>• Standing Items               <ul style="list-style-type: none"> <li>○ Implementation of Change – Scrutiny</li> <li>○ Feedback from Scrutiny Group Chairmen</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Consideration of Requests for Scrutiny from Councillors</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items               <ul style="list-style-type: none"> <li>○ Diversity Annual Report</li> </ul> </li> </ul>
Thursday 25 February	<ul style="list-style-type: none"> <li>• Standing Items               <ul style="list-style-type: none"> <li>○ Implementation of Change – Scrutiny</li> <li>○ Feedback from Scrutiny Group Chairmen</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Consideration of Requests for Scrutiny from Councillors</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items               <ul style="list-style-type: none"> <li>○ xx</li> </ul> </li> </ul>

**Draft Work Programme 2019-20 – Governance Scrutiny Group**

	Items / Reports
Tuesday 23 July	<ul style="list-style-type: none"> <li>• Statement of Accounts</li> <li>• Capital and Investment Outturn</li> <li>• Fraud Annual Report</li> </ul>
Thursday 19 September	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report Q1</li> <li>• Annual Audit Letter</li> </ul>
Tuesday 3 December	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report Q2</li> <li>• Capital and Investment Update</li> <li>• Risk Management</li> </ul>

Thursday 6 February	<ul style="list-style-type: none"><li>• Internal Audit Progress Report Q3</li><li>• Treasury Management Strategy</li><li>• Internal Audit Strategy</li><li>• External Audit Plan</li><li>• Certification of Grants and Returns</li></ul>
Thursday 13 May	<ul style="list-style-type: none"><li>• Internal Audit Progress Report Q4</li><li>• Internal Audit Annual Report</li><li>• Risk Management</li><li>• Annual Asset and Investment Strategy Report</li><li>• Annual Governance Statement</li></ul>

## Potential Items for 2019/20 Scrutiny Work Programmes

### Growth and Development

Topic	Observations
Economic development / business support offer	Considered potential topic for scrutiny during 2019/20 – see Appendix Four
Abbey Road and depot redevelopment	Considered potential topic for scrutiny during 2019/20 – see Appendix Four
Supporting and promoting economic vibrancy in towns and villages	Considered potential topic for scrutiny during 2019/20 – see Appendix Four
Customer service and digital transformation	Considered potential topic for scrutiny during 2019/20 – see Appendix Four
Bingham Leisure Centre	Will be the subject of a Cabinet-led working group during 2019/20 and further scrutiny is deemed unnecessary at this stage
Delivery of strategic sites	Fluid situation – not a suitable topic for scrutiny in 2019/20
HS2 and development corporation	Fluid situation – not a suitable topic for scrutiny in 2019/20
Infrastructure Development (Employment sites, A52, Poacher Line and Tram Extension)	Fluid situation – not a suitable topic for scrutiny in 2019/20
Oversight of Power Station	Fluid situation – not a suitable topic for scrutiny in 2019/20
Crematorium	Fluid situation – not a suitable topic for scrutiny in 2019/20

### Communities Potential Items

Topic	Observations
Carbon management plan development and review	Considered potential topic for scrutiny during 2019/20 – see Appendix Four
Community Partnership Review (Positive Futures, YouNG, RCVS)	Considered potential topic for scrutiny during 2019/20 – see Appendix Four
Health and Wellbeing (Future Health Infrastructure Provision)	No identified community need for scrutiny this year
National Waste Strategy	Fluid situation – not a suitable topic for scrutiny in 2019/20



**Topic:**

**Carbon management plan development**

At Council in March 2019, the following motion was proposed and accepted: *“In the light of the recent Intergovernmental Panel on Climate Change (IPCC) report, declaring a climate emergency, Rushcliffe Borough Council will evaluate the implications of the report and review its 2010 Carbon Management Plan. The review should be undertaken by a relevant scrutiny group, and their findings shall be considered by the Cabinet by no later than March 2020. This Council calls upon the designated scrutiny group to consider the Council setting a carbon neutral target to be achieved by 2030. The commitment to review and implement a refreshed target should also be integrated into the Council's commitment and leadership to parish councils, business and strategic partners, to deliver widespread carbon reductions across the borough. Rushcliffe Borough Council will continue to call on the Government to provide the necessary powers and resources to make local action on climate change easier.”*

This is also reflective of the commitments made in the emerging Corporate Strategy 2019-2023 under the Council’s Quality of Life priority:

Protecting the Borough’s environment by changing our policies and ways of working to protect our natural resources, and to implement infrastructure changes where they help our residents become more environmentally friendly

<b>Initial questions to ask</b>	
Why would we do this?	Committed to reviewing the 2010 Carbon Management Plan at Council in March 2019.
How does it link to the Council’s Corporate Strategy?	Reflected in the emerging 2019-2023 Corporate Strategy under Quality of Life.
What tangible benefits could result for the community or our customers?	
What evidence is there to support the need for a review?	
What would we wish to achieve and why?	Achievement of a Carbon Neutral target by 2030 to be set by the Cabinet no later than March 2020. Rushcliffe doing its part to stall future climate change.
Are resources available to undertake a scrutiny exercise and will the work programme accommodate it?	The Council has committed to environmental projects in the Corporate Strategy and resourced appropriately – this topic is seen as complimentary to those works.

<b>Reasons to reject the topic</b>	
Is it covered by the terms of reference for a scrutiny group?	The terms of reference for the Communities Scrutiny Group specifically state the Group can: consider projects and initiatives to further the Council's efforts to protect the environment of the Borough and promote environmental sustainability to our residents.
Is it already being addressed?	The contribution of Councillors through the Scrutiny process is seen as being essential to the review of the Council's Carbon Management Plan and the setting of a Carbon Neutral target.
Is it part of a legal process?	No
Does it fall within the Council's complaints procedure?	No
Is it a staffing matter that would fall within the jurisdiction of the Head of Paid Service?	No
Is it unlikely to result in real or tangible improvements for local people?	No – current examples include the free trees scheme, refill Rushcliffe, and wider recycling facilities.
Is there sufficient capacity to support such a review?	Yes

<b>Score</b>	<b>Importance</b>	<b>Impact</b>
0	No evidence of links to Aims and Priorities	No potential benefits
1	No evidence of links to Aims and Priorities, but a subject of high public concern	Minor potential benefits affecting only one ward/ customer / client group
2	Some evidence of links, but indirect	Minor benefits to two groups / moderate benefits to one
3	Good evidence linking both Aims and Priorities	Moderate benefits to more than one group / substantial benefits to one
4	Strong evidence linking both, and has a high level of public concern	Substantial community-wide benefits

<b>Importance</b>	4			Priority Topic for Scrutiny	
	3				
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<b>Impact</b>					

**Outcome:**

**Topic:****Community Partnership Review – Positive Futures**

The Council's contract with Positive Futures is due to expire in December 2020 and therefore a review of this programme is deemed timely in order to feed into a decision in October 2020.

Positive Futures, part of the Trent Bridge Community Trust, tackles social exclusion and anti-social behaviour in Cotgrave, Radcliffe on Trent, Bingham and Keyworth. The partnership takes a preventative approach to improving the attitude of young people towards school attendance, teachers and their behaviour before it escalates.

This is also reflective of the commitments made in the emerging Corporate Strategy 2019-2023 under the Council's Quality of Life priority:

Creating opportunities for young people to realise their potential

<b>Initial questions to ask</b>	
Why would we do this?	Rushcliffe has long supported projects that assist young people to realise their potential and to contribute to the local community
How does it link to the Council's Corporate Strategy?	Reflected in the emerging 2019-2023 Corporate Strategy under Quality of Life.
What tangible benefits could result for the community or our customers?	Continuation of the successful Positive Futures Partnership. Identification of areas where Positive Futures could contribute further.
What evidence is there to support the need for a review?	Partnership agreement is due to expire in December 2020.
What would we wish to achieve and why?	Ensuring the current partnership is delivering sound community outcomes and value for money. Continuation for the support to young people in the Borough.
Are resources available to undertake a scrutiny exercise and will the work programme accommodate it?	The Council has committed supporting young people in the emerging Corporate Strategy and resourced appropriately – this review is seen as key to delivering on this priority.

<b>Reasons to reject the topic</b>	
Is it covered by the terms of reference for a scrutiny group?	The terms of reference for the Communities Scrutiny Group specifically state the Group can:

	Reviewing the Council's partnerships to ensure that community needs are being met and the partnership is providing good value for money.
Is it already being addressed?	A review of this partnership could take place without member involvement but this would greatly dilute the process and may adversely affect the outcome.
Is it part of a legal process?	No
Does it fall within the Council's complaints procedure?	No
Is it a staffing matter that would fall within the jurisdiction of the Head of Paid Service?	No
Is it unlikely to result in real or tangible improvements for local people?	No – there is significant evidence of this partnership assisting young people within the Borough to realise their potential.
Is there sufficient capacity to support such a review?	Yes

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**Outcome:**

**Topic:****Economic Development / business support offer**

The Council has a long standing commitment to encouraging and supporting business growth within the Borough. The Rushcliffe Business Partnership ..... Our Economic Growth Team .... Considerable success in securing central government funding ... Something about focus on the development of employment sites within new developments and also business units for rent. And of course Growth Boards ...

This is also reflective of the commitments made in the emerging Corporate Strategy 2019-2023 under the Council's Sustainable Growth priority:

Bringing new business to the Borough and nurturing our existing businesses, helping them to grow and succeed

<b>Initial questions to ask</b>	
Why would we do this?	Opportunity to find out what the Economic Growth Team are doing to support business growth in the Borough
How does it link to the Council's Corporate Strategy?	Reflected in the emerging 2019-2023 Corporate Strategy under Sustainable Growth.
What tangible benefits could result for the community or our customers?	
What evidence is there to support the need for a review?	
What would we wish to achieve and why?	
Are resources available to undertake a scrutiny exercise and will the work programme accommodate it?	

<b>Reasons to reject the topic</b>	
Is it covered by the terms of reference for a scrutiny group?	The terms of reference for the Growth and Development Scrutiny Group specifically state the Group can: oversee significant projects contributing towards growth in the Borough to ensure deliverables are met and growth related outcomes achieved.
Is it already being addressed?	
Is it part of a legal process?	No
Does it fall within the Council's complaints	No

procedure?	
Is it a staffing matter that would fall within the jurisdiction of the Head of Paid Service?	No
Is it unlikely to result in real or tangible improvements for local people?	
Is there sufficient capacity to support such a review?	Yes

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**Outcome:**



**Topic:****Abbey Road and Depot Redevelopment**

Recycling2Go moved from Abbey Road Depot after xx years in May 2019 to pave the way for the Council to realise its ambition to change the use of this site which is in the centre of a residential area. Streetwise will be moving in September 2019. Council is in receipt of a £300k land release grant from central government; this needs to be spent by March 2020. Concept is for modular housing, large proportion of affordable homes, plan of how we are going to achieve that...

Included in emerging Corporate Strategy as a task for completion in 2019.

Identified in the transformation and Efficiency Plan 2019/20 to 2023-24.

<b>Initial questions to ask</b>	
Why would we do this?	To ensure the redevelopment of the Abbey Road site, its transformation from an industrial area to contemporary housing estate, is well managed and delivers the identified community outcomes.
How does it link to the Council's Corporate Strategy?	The vacation and clean up of the site is contained within the emerging Corporate Strategy as a task for 2019.
What tangible benefits could result for the community or our customers?	
What evidence is there to support the need for a review?	
What would we wish to achieve and why?	
Are resources available to undertake a scrutiny exercise and will the work programme accommodate it?	

<b>Reasons to reject the topic</b>	
Is it covered by the terms of reference for a scrutiny group?	The terms of reference for the Growth and Development Scrutiny Group specifically state the Group can: oversee significant projects contributing towards growth in the Borough to ensure deliverables are met and growth related outcomes achieved.
Is it already being addressed?	
Is it part of a legal process?	No

Does it fall within the Council's complaints procedure?	No
Is it a staffing matter that would fall within the jurisdiction of the Head of Paid Service?	No
Is it unlikely to result in real or tangible improvements for local people?	No – it would significantly improve the quality of life for residents living near Abbey Road.
Is there sufficient capacity to support such a review?	Yes

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**Outcome:**

**Topic:****Supporting and promoting economic vibrancy in towns and villages**

Rushcliffe has long recognised the importance of economic vibrancy within all of our towns and villages. Keeping these welcoming, attractive and prosperous brings people together and fosters community spirit. It also provides a sound opportunity for small businesses and supports local trade. Promoting economic vibrancy is also a core element of the Borough Council's Growth Boards.

This is also reflective of the commitments made in the emerging Corporate Strategy 2019-2023 under the Council's Quality of Life priority:

Recognising opportunities to create vibrant town centres which are digitally enabled, attractive and accessible to all, and provide a pleasant retail experience

<b>Initial questions to ask</b>	
Why would we do this?	To learn about what the Council is doing to support and promote economic vibrancy in towns and villages, and to offer suggestions / challenge to this process.
How does it link to the Council's Corporate Strategy?	Reflected in the emerging 2019-2023 Corporate Strategy under Quality of Life.
What tangible benefits could result for the community or our customers?	
What evidence is there to support the need for a review?	
What would we wish to achieve and why?	
Are resources available to undertake a scrutiny exercise and will the work programme accommodate it?	

<b>Reasons to reject the topic</b>	
Is it covered by the terms of reference for a scrutiny group?	The terms of reference for the Growth and Development Scrutiny Group specifically state the Group can: consider projects and initiatives to promote economic vibrancy, local democracy and community leadership within local towns and villages contributing towards the overall Council goal of creating Great Place and Great Lifestyle.

Is it already being addressed?	
Is it part of a legal process?	No
Does it fall within the Council's complaints procedure?	No
Is it a staffing matter that would fall within the jurisdiction of the Head of Paid Service?	No
Is it unlikely to result in real or tangible improvements for local people?	No – town and village centres are at the heart of our local communities, efforts to ensure they remain vibrant will impact upon our residents' quality of life.
Is there sufficient capacity to support such a review?	Yes

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**Outcome:**

**Topic:****Customer service and digital transformation**

Each year, the Council sees xxx residents in person at a community contact centre, talks to xx residents over the phone, and receives xxx online requests for assistance or service. Providing good customer service has always been of paramount importance to Rushcliffe Borough Council. This year, the Community Contact Centre in West Bridgford, the Council's main focus of direct customer service, needs to move as the Police Force are selling the building currently used by both. The Council has also recently launched a new Digital by Design strategy to draw together a number of technology-focused improvements in customer experience and access to services.

Included in emerging Corporate Strategy as a task for completion in 2019.

Potential to contribute towards the Council's Transformation Savings of £254k for 2019/20.

<b>Initial questions to ask</b>	
Why would we do this?	To ensure customer needs continue to be met and remain at the heart of service delivery.
How does it link to the Council's Corporate Strategy?	Included in emerging Corporate Strategy as a task for completion in 2019.
What tangible benefits could result for the community or our customers?	Ability to access Council services at a time and in a way that suits the individual.
What evidence is there to support the need for a review?	
What would we wish to achieve and why?	
Are resources available to undertake a scrutiny exercise and will the work programme accommodate it?	Yes

<b>Reasons to reject the topic</b>	
Is it covered by the terms of reference for a scrutiny group?	The terms of reference for the Growth and Development Scrutiny Group specifically state the Group can: review the growth in demand for Council services ensuring all residents can access the services they need in a timely and cost efficient manner.
Is it already being addressed?	

Is it part of a legal process?	No
Does it fall within the Council's complaints procedure?	No
Is it a staffing matter that would fall within the jurisdiction of the Head of Paid Service?	No
Is it unlikely to result in real or tangible improvements for local people?	No – the continued development of face-to-face, telephone and online services will benefit the residents of the whole borough.
Is there sufficient capacity to support such a review?	Yes

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<b>Impact</b>						

**Outcome:**

## Appendix 5

### Work Programme 2019-20 – Growth and Development Scrutiny Group

	Items / Reports
Tuesday 15 October	
Tuesday 7 January	
Tuesday 17 March	

### Work Programme 2019-20 – Communities Scrutiny Group

	Items / Reports
Thursday 3 October	
Thursday 9 January	
Thursday 19 March	