


<p>Non-Executive Report of the:</p> <p>Overview and Scrutiny</p> <p>26 July 2021</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Sharon Godman, Divisional Director Strategy, Policy and Performance</p>	<p>Classification: Unrestricted</p>
<p>Overview and Scrutiny Work Programme 2021/22</p>	

Originating Officer(s)	Filuck Miah, Strategy & Policy Officer Daniel Kerr, Strategy and Policy Manager
Wards affected	All Wards

Executive Summary

This report sets out the draft 2021/22 work programmes for the:

- Overview and Scrutiny Committee;
- Health & Adults Scrutiny Sub-Committee;
- Housing & Regeneration Scrutiny Sub-Committee; and
- Children & Education Scrutiny Sub-Committee (to be confirmed after 19.07.2021)

This report also describes the work programmes for the Scrutiny Leads:

- Resources & Finance;
- Environment & Community Safety.

The work programme has been informed by a councillor workshop session (including co-optee members) and in consultation with senior officers.

Recommendations:

The Overview and Scrutiny Committee is recommended to:

1. To agree the draft O&S Work Programme for 2021/22
2. Note the specific equalities considerations as set out in Paragraph 4

1. REASONS FOR THE DECISIONS

- 1.1 The work programme of the Overview and Scrutiny Committee (OSC) and its three sub-committees and Scrutiny Leads, set out focus areas that scrutiny members have identified as important to scrutinise over this Municipal Year.
- 1.2 The Council's constitution arrangements confirms that OSC is responsible for agreeing their work programme for the year.

2. ALTERNATIVE OPTIONS

- 2.1 OSC may suggest additional areas to add value in improving service delivery to residents and support the Council's improvement journey.

3. DETAILS OF THE REPORT

- 3.1. The scrutiny function at the Council is undertaken by an Overview and Scrutiny Committee, three Scrutiny Sub-Committees (Health & Adults, Housing & Regeneration, and Children's & Education), together with two Scrutiny Leads – OSC members who have responsibility for leading the scrutiny of Resources & Finance and Environment & Community Safety.
- 3.2. The work programming process was conducted for each Scrutiny Committee and Scrutiny Lead to provide focus for the scrutiny function.

Developing the work programme

- 3.3. OSC Members attended a workshop on 19 June 2021 to discuss the work programme for the 2021/22 Municipal Year. This was a joint workshop across all scrutiny committee areas in order to develop a better co-ordinated approach to delivering Scrutiny in 2021/22.
- 3.4. To identify areas of focus for the Committee, the session considered:
 - Scrutiny values
 - Prioritisation methods and tools
 - Council priorities, performance information and horizon scan
 - How to engage residents and partners more effectively
 - Outcomes the Committees wish to achieve.
- 3.5. Members also considered what makes an effective work plan and held discussions to explore how Scrutiny could add value to service delivery and what Members understood to be the key priorities for the council. The discussion focused on:
 - how the council communicates and consults any residents,
 - how the council can change its paternalistic practices,

- whether the council has the relevant performance measures in place,
 - breaking down silos (internally and externally),
 - developing a placed based approach,
 - improving the speed of delivery.
- 3.6. Members voted on their priorities for each Committee and produced a list of the top five areas for each Committee to cover. In developing the work programme, OSC were clear that they wanted to look at fewer issues in more depth and be clear about what outcomes they want to achieve and how they can add value in order to allow them to make more effective recommendations.
- 3.7. In delivering the work programme scrutiny will focus on raising the profile of scrutiny through promoting scrutiny toolkit and public scrutiny guide, develop new internet webpage to engage residents and raise awareness of the Council's scrutiny function, using digital technology to allow residents to feed into the work programme and engage with meetings, engaging all non-executive Councillors in the OSC work programme through Members bulletin/hub and develop a more public engaging annual report for 2021/22.

Agreeing the work programme

- 3.8. Following the workshop, discussions were held with the OSC to prioritise, scope and agree the format of scrutiny activities for the year. Scrutiny leads agreed and specified the priorities in their area, developed an understanding of OSC priority outcomes, and defined how scrutiny can add value. This was presented back to the OSC on 28 June 2021 for discussion.
- 3.9. Additionally, an online form was developed to capture resident's views on what they feel the focus areas for the work programme should be. There has already been a number of submissions. All responses will be considered by Scrutiny Members for incorporation into agenda items or added to the work programme currently, and throughout the year.
- 3.10. Following presentation at Full Council, Scrutiny leads and OSC will engage key stakeholders to encourage buy-in and a final work programme will be agreed by the OSC at their meeting on the 26th July 2021.

Types of scrutiny

- 3.11. The 2021/22 the scrutiny work programme will comprise of different types of scrutiny focus:
- **Scrutiny Spotlight Sessions:** A Cabinet Member and/or a senior leader from a stakeholder organisation (e.g. the Borough Commander) provides an overview of their work, including key risks within their portfolio, and is then questioned by members of the Committee;
 - **Scrutiny Reviews:** led by a scrutiny lead member to examine a topic over multiple evidence gathering sessions, followed by a report with recommendations for service improvement. These are directly supported

by an officer from Corporate Strategy, Policy and Performance Team, with input from the relevant directorates;

- **Scrutiny Challenge Sessions:** led by a scrutiny lead member, these take place during one 'deep dive' evidence gathering session and are followed by a report with recommendations for service improvement. These are directly supported by an officer from Corporate Strategy, Policy and Performance Team, with input from the relevant directorates;
- **Budget & Policy Framework Scrutiny:** The Committee has a mandatory consultation role on all items that are the responsibility of Full Council to agree rather than the Executive, including the budget.

4. EQUALITIES IMPLICATIONS

- 4.1 The Public Sector Equality Duty (as set out in the Equality Act 2010) aims to embed equality considerations into the day to day work of public bodies, so that they tackle discrimination and inequality and contribute to making society fairer.
- 4.2 OSC and scrutiny sub-committee work programmes include key equality considerations of the Strategic Plan, including reducing inequality, promoting community cohesion and enabling community engagement. Identifying and prioritising issues, which are important to local residents, will play an important role in developing the work programme to drive service improvement.
- 4.3 Key to addressing equalities issues, is making scrutiny more accessible to residents. Accordingly, the OSC will be implementing its communication plan (appended to this report) to improve accessibility for example, offer greater opportunities for residents to contribute i.e. send in questions on agenda topics ahead of the committee meeting.
- 4.4 To ensure the Scrutiny work programme captures the diverse range of resident's views and concerns, an online form has been created to allow them to submit their items for OSC to consider as part of the 2021/22 work programme. This has been promoted through the Council's social media channels to ensure all residents are aware of this opportunity and their submissions will be taken into account when reviewing relevant items.

5. OTHER STATUTORY IMPLICATIONS

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
 - Consultations,

- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 This report sets out the Overview and Scrutiny Committee work programme for the Municipal Year 2021/22. It also includes draft work programmes for the Health & Adults, Housing & Regeneration and Children's & Education Scrutiny Sub-committees.
- 6.2 It is envisaged that the work programme will be delivered through existing resources and therefore there are no additional financial implications arising from the recommendations within this report. However, in the event that additional resources may be required to deliver particular aspects of the work programme, these will need to be considered as part of the council's budget setting and medium-term financial strategy.

7. COMMENTS OF LEGAL SERVICES

- 7.1 Section 9F of the Local Government Act 2000 requires authorities to set up an Overview and Scrutiny Committee. The Overview and Scrutiny Committee has a strategic and co-ordinating role over the Council's scrutiny function and in therefore it is appropriate that it has a draft work programme.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

- Appendix 1: Draft Overview & Scrutiny Committee work programme 2021/22
- Appendix 2: Draft Health & Adults Scrutiny Sub-committee work programme 2021/22
- Appendix 3: Draft Housing & Regeneration Scrutiny Sub-committee work programme 2021/22
- Appendix 4: Draft Children's & Education Scrutiny Sub-committee work programme 2021/22 (to be confirmed after 19.07.2021)
- Appendix 5: Draft Scrutiny Lead Resources & Finance work programme 2021/22
- Appendix 6: Draft Scrutiny Lead Environment & Community Safety work programme 2021/22

- Appendix 7: Overview & Scrutiny Communications Plan

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- These must be sent to Democratic Services with the report
- State NONE if none.

Officer contact details for documents:

Or state N/A

Appendix 1: Draft Overview & Scrutiny Committee Work Programme 2021/22

Meeting	Type of Scrutiny	Item	Outcome
Monday, 28 th June 2021	Strategic Performance Monitoring	End of year Performance report 2020/21	To review the council's performance against the strategic goals and provide critical friend challenge to service delivery
	OSC Work Programme Report	Draft Work Programme	To review the OSC work programme for 2021/22
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations
Monday, 26 th July 2021	Tracking Recommendations	Safer Neighbourhood Ward Panels Scrutiny Action Plan	To track the implementation of recommendations from the scrutiny challenge session
	Strategic Performance Monitoring	Budget Year End Report 2020-21	To monitor the council's finances to ensure these align with council priorities and provide residents with value for money
	OSC Report: Scrutiny Challenge Session	Empowering Communities	To agree the recommendations of the Empowering Communities Challenge Session
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations
Monday, 20 th September 2021	Strategic Performance Monitoring	Strategic Performance & Delivery Reporting Q1 2021/22	To review the council's performance against the strategic goals and provide critical friend challenge to service delivery
	Strategic Performance Monitoring	P3 Budget Monitoring Report	To review the council's performance against the strategic goals and provide critical friend challenge to service delivery
	Spotlight	Digital Exclusion	To review how the council is responding to digital exclusion
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations
Monday, 25 th October 2021	Budget & Policy	MTFS 2022-25/ Fees and Charges	To provide critical friend challenge to the budget setting process in line with the council's priorities
	Budget & Policy	Licensing Policy	To review the impact of the council's proposed changes to

			its Licensing Policy
	Spotlight	Liveable Streets	To review progress of the Liveable Streets Programme
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations
Monday, 22 nd November 2021	Strategic Performance Monitoring	Strategic Performance & Delivery Reporting Q2 2021/22	To review the council's performance against the strategic goals and provide critical friend challenge to service delivery
	Strategic Performance Monitoring	P6 Budget Monitoring Report	To review the council's performance against the strategic goals and provide critical friend challenge to service delivery
	Spotlight	Waste Service Performance	To review the performance of the Waste Service
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations
Monday, 13 th December 2021	Spotlight	Mayors Spotlight	To hold the Mayor to account
	Tracking Recommendations	Community Buildings	To track the implementation of recommendations from the scrutiny challenge session.
	Cabinet Spotlight	Housing	To review the progress of the housing and development
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations
Monday, 10 th January 2022	Budget & Policy	Budget Scrutiny	To provide critical friend challenge to the budget setting process in line with the council's priorities
Monday, 24 th January 2022	Spotlight	Borough Commander Review of 2020-21 and Priorities for 2021-22	To understand challenges and key areas of work undertaken to tackle community safety
	Cabinet Spotlight	Community Safety, Faith and Equalities	To review progress of community safety priorities with a focus on tackling serious youth violence.
	Spotlight	Governance Improvement Plan	Review progress against governance improvement plan
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations

Monday, 21 st February 2022	Strategic Performance Monitoring	Strategic Performance & Delivery Reporting Q3 2021/22	To review the council's performance against the strategic goals and provide critical friend challenge to service delivery
	Strategic Performance Monitoring	P9 Budget Monitoring Report	To review the council's performance against the strategic goals and provide critical friend challenge to service delivery
	Spotlight	BAME Commission Action Plan	To review the progress of the BAME Commission action plan
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations
Monday, 7 th March 2022	Cabinet Spotlight	Youth Services	To monitor the progress and performance of the new youth services structure
	Tracking Recommendations	Recycling Behaviour Change	To track the implementation of recommendations from the scrutiny challenge session.
	Tracking Recommendations	Review of LBTH response to COVID-19	To track the implementation of recommendations from the scrutiny challenge session.
		O&S Annual Report 2021/22	
	Pre-Cabinet	Pre-Decision Scrutiny Questions	To review Cabinet decisions and make strategic recommendations

Monday, 12 July 2021	OSC Briefing Session	Strategic Measures Target Setting	To understand the approach and process for target setting and examine the strategic measures Targets for 2021/22
-------------------------	----------------------	-----------------------------------	--

Thursday, 22 July 2021	OSC Briefing Session	Savills Report Information	To understand and examine the implications for the council
------------------------------	----------------------	----------------------------	--

TBC	OSC Challenge Session	Swimming provision in the Borough	To review and make recommendation for Swimming provision in the borough
-----	-----------------------	-----------------------------------	---

Appendix 2: Draft Health & Adults Scrutiny Sub-Committee work programme 2021/22

Meeting	Type of Scrutiny	Item	Outcome
---------	------------------	------	---------

Meeting	Type of Scrutiny	Item	Outcome
Wednesday, 1 Sep 2021	Spotlight	Food provision in the borough	
	Spotlight	Adults Mental Health Provision	<ul style="list-style-type: none"> Review annual report and joint presentation from East London Foundation Trust (ELFT) highlighting challenges in the system Impact of permanent move of Columbia and Cazaboun Ward in East Ham
Tuesday, 26 October 2021	Spotlight	Access to primary care	Equality of access to primary care by BAME communities
	Spotlight	Better Care Fund (BCF) programme	How it is supporting integration and details of the new governance framework
	Spotlight	Public Health Annual Report and Public Health Budget	Transparency around how funds are being utilised
Tuesday, 16 November 2021	Deep dive	Review of Council Budget Proposals	Review of specific proposals (tbc) and assess potential impact on community via equality analysis
	Spotlight	Restoring health provision	<ul style="list-style-type: none"> Restoring elective care and addressing backlog Urgent response to dental provision in the borough
	Spotlight	Impact of Long Covid	How is NHS addressing the issue of Long Covid
Tuesday, 8 th March 2022	Spotlight	Adults Learning Disability Scrutiny Action Plan	<ul style="list-style-type: none"> Update on scrutiny recommendations Update on LD provision focusing on health outcomes, employment and accommodation

Appendix 3: Draft Housing & Regeneration Scrutiny Sub-committee work programme 2021/22

Meeting	Type of Scrutiny	Item	Outcome
---------	------------------	------	---------

Meeting	Type of Scrutiny	Item	Outcome
Tuesday, 22 nd June 2021	Policy Framework	Agree Work Plan for the year	To ensure that the work of the sub- committee is purposeful and strategic driven
	Spotlight	Fire Safety scoping exercise	Increased pace and accountability on fire safety, implementing lessons learned and engagement with residents.
	Spotlight	Planning Bill White Paper	Increased oversight into planning reforms and engagement on next steps including lobbying and policy development
Thursday, 9 th September 2021	Scrutiny Review	Fire Safety	Increased pace and accountability on fire safety, implementing lessons learned and engagement with residents
	Policy Framework	Social Landlords Performance Report	Increased accountability and resident involvement in RP performance
	Spotlight	Housing Allocations Audit Report & Intermediate Housing	Quality assurance concerning operations regarding housing allocations. Shaping of next steps and potential amendments to the allocations policy / intermediate housing
Tuesday, 19 th October 2021	Policy Framework	Social Landlords Performance Report	Increased accountability and resident involvement in RP performance
	Spotlight	Tenancy Agreement Review	Presentation on the outcome of the consultation with tenants on the proposed revised tenancy conditions.
	Spotlight	Regeneration Framework	Increased oversight into regeneration approach, context and partner involvement with a view to extract the impact of regeneration on residents and shape next steps including lobbying and policy development
Thursday, 2 nd December 2021	Policy Framework	Social Landlords Performance Report	Increased accountability and resident involvement in RP performance

Meeting	Type of Scrutiny	Item	Outcome
	Spotlight	6-Month Review of the use of PRS Allocations	Review of the implementation and impact of the recent change in allocations policy regarding use of the private rented sector
	Spotlight	Economic Growth - Employment	Increased oversight into employment delivery, context and partner involvement with a view to shape next steps including lobbying and policy development
Tuesday, 15 th March 2022	Policy Framework	Social Landlords Performance Report	Increased accountability and resident involvement in RP performance
	Spotlight	Housing Strategy 2016 – 2021 Refresh	Increased oversight into housing reforms across all tenures and engagement on next steps including lobbying and policy development
	Spotlight	Open Spaces Action Plan	More efficient use of vacant/under-utilised land held by stakeholders

Appendix 4: Draft Children’s & Education Scrutiny Sub-Committee Work Programme 2021/22

Work programme to be confirmed after meeting with Cabinet Member and Corporate Director on 19th July 21.

Appendix 5: Cllr Leema Qureshi – Draft Scrutiny Lead Resources & Finance Work Programme 2021-21

Area of work	Method	Timescale
Portfolio Overview	• Regular meetings with Cabinet Lead	Ongoing
	• Regular meetings with Corporate Director Resources	Ongoing
	• Induction meetings with Divisional	Jul – Sep 21

	Directors & Heads of Services <ul style="list-style-type: none"> Service visits/ engagement (subject to Covid-19 regulations) 	Sep – Feb 22
Grants Scrutiny	<ul style="list-style-type: none"> Attendance at Grants Determination Sub Committee Presenting OSC Questions and comments 	July – Mar 22
Council Workforce Diversity	<ul style="list-style-type: none"> Scrutiny challenge session 	TBC
Exploration of council's Commercialisation Strategy	<ul style="list-style-type: none"> Meeting with CD and or DD to discuss progress, challenges and future opportunities 	Sep – Oct 21
Budget Scrutiny	<ul style="list-style-type: none"> Quarterly Budget Monitoring Budget Scrutiny 	Sept – May 22 Jan 22
Spotlight Digital Exclusion	OSC	Mar 22

Appendix 6: Cllr Faroque Ahmed – Draft Scrutiny Lead Environment & Community Safety Work Programme 2021-22

Area of work	Method	Timescale
Portfolio Overview	<ul style="list-style-type: none"> Quarterly meetings with Cabinet Leads Quarterly meeting with Corporate/ Divisional Directors of Place and HAC Induction meetings with Divisional Directors and Heads of Services Service visits engagements (subject to Covid-19 regulations) 	Ongoing Ongoing Jul – Sep 21 Sep – Feb 22
Exploration of violent crime agenda through a public health agenda	<ul style="list-style-type: none"> Meeting with CD and or DD to discuss progress, challenges and future opportunities 	Jul – Sep 21
Tracking Recs: Safer Neighbourhood Ward Panels Action Plan	OSC	Jul 21
Spotlight: Liveable Streets	OSC	
Environment Spotlight: Waste Service Performance	OSC	Nov 21
Parking	Challenge Session	TBC
Spotlight Community Safety: Borough Commander	OSC	Jan 22
Tracking Recs: Recycling Behaviour Change	OSC	Mar 22

Appendix 7: Overview & Scrutiny Communications Plan

Objective:

- Increase the profile of the role and activity of the Overview & Scrutiny Committee and scrutiny Sub-Committees.

Measures

- Engagement from residents; increased participation in scrutiny activity

Outcomes

- Residents feel more involved in decision-making
- Council is open and transparent about its activities
- Residents feel more trust in the Council

Action	Detail	Completion Date	Lead
Promote Toolkit	<ul style="list-style-type: none"> - Promote through Yammer, DLTs, team meetings, member bulletin, managers briefing, weekly staff newsletter - Promote scrutiny public guide via external comms and social media channels and link in with any work or policies which focuses on transparency. 	30th September, 2021	Filuck Miah/Michael Diop
Develop new intranet webpage	<ul style="list-style-type: none"> - Develop new intranet webpage to showcase scrutiny function and act as resource hub for staff. To include: <ul style="list-style-type: none"> - Committee work programmes & meeting dates - Committee members & contact details - Toolkit - Resource pack (see below) - Published scrutiny reviews 	30 th September, 2021	Filuck Miah/Phillip Nduoyo
Develop Resource Pack for Intranet	<ul style="list-style-type: none"> - Develop a resource hub of useful documents for officers, including: <ul style="list-style-type: none"> - Scrutiny Review/Challenge Session scoping document, - Briefing paper for Scrutiny Lead (for O&S update), - key lines of enquiry, - Chairs script, 	30 th September, 2021	Daniel Kerr & Filuck Miah

	<ul style="list-style-type: none"> - Chairs brief, - Committee Work programme, - action log, - report template for reviews & challenge sessions 		
New internet webpage	<ul style="list-style-type: none"> - Develop new internet webpage to engage residents and raise awareness of the Council's scrutiny function. To include: <ul style="list-style-type: none"> - Committee work programmes & meeting dates - Committee members & work programmes - Committee papers - Resident 'agenda item' suggestion form - Published Scrutiny reviews & challenge sessions (including update on progress) - Video updates from Leads - Monthly updates on discussion at meetings 	30 th September 2021	Filuck Miah & Daniel Kerr
Social media updates	<ul style="list-style-type: none"> - Regular Social media updates to promotes meetings of the Overview and scrutiny Committees and its Sub-committees, including Reviews and Challenge sessions - Invite residents to ask questions for upcoming meetings - Stream meetings on Facebook live and/or in Ideas Stores 	Ongoing	Daniel Kerr/Comms
Article in Our East End	<ul style="list-style-type: none"> - Quarterly article in Our East End to promote a positive story of scrutiny. This could be an update on the items Committees have reviewed or a focus on a review/challenge session and how the recommendations have improved service delivery - Details of OSC Leads and how to get in touch with them 	Quarterly	Daniel Kerr / Comms
Annual Report development	<ul style="list-style-type: none"> - Develop 2021/22 annual report - Liaise with Communications to design an innovative report which is more accessible and engaging for residents – through Video? 	1 st March, 2021	Daniel Kerr/Michael Diop
Members Bulletin	<ul style="list-style-type: none"> - Engage all non-executive Members in scrutiny updates through regular (quarterly?) updates in the Members Bulletin. - Could the Chair have a quarterly article? 	All members informed of Overview and Scrutiny developments	Daniel Kerr/Comms
Resident feedback form	<ul style="list-style-type: none"> - Review resident feedback to ensure their views are incorporated into the Committees work programmes - Application of online comms technology (where feasible) e.g. Slido 	Ongoing	Daniel Kerr/Filuck Miah

	on key topics to increase accessibility to engagement with residents		
Internal Communications	- Promote the work of Scrutiny throughout the organisation through internal communication mechanisms including CE Roadshows	Ongoing	Daniel Kerr/Sarah Francis