Public Accounts Select Committee		
Title	Select Committee work programme 2015-16	
Contributor	Scrutiny Manager	Item 4
Class	Part 1 (open)	14 April 2015

1. Purpose

To ask Members to discuss and agree an annual work programme for the Public Accounts Select Committee.

2. Summary

This report:

1. Informs Members of the meeting dates for this municipal year.
2. Provides the context for setting the Committee's work programme.
3. Invites Members to decide on the Committee's priorities for the 2015-16 municipal year.
4. Informs Members of the process for Business Panel approval of the work programme.
5. Outlines how the work programme can be monitored, managed and developed.

3. Recommendations

The Select Committee is asked to:

- Note the meeting dates and terms of reference for the Public Accounts Select Committee.
- Consider the provisional work programme at appendix B.
- Consider adding further items to the work programme, taking into consideration the criteria for selecting topics; information about local assembly priorities; and items already added to the provisional work programme.
- Note the key decision plan, attached at appendix F, and consider any key decisions for further scrutiny.
- Agree a work programme for the municipal year 2015/16.
- Review how the work programme can be developed, managed and monitored over the coming year.

4. Meeting dates

4.1 The following Committee meeting dates for the next municipal year were agreed at the Council AGM on 26 March 2015:

- 14 April 2015
- 27 May 2015
- 14 July 2015
- 29 September 2015

- 28 October 2015
- 2 December 2015
- 27 January 2016
- 16 March 2016.

5. Context

5.1 The Committee's role is to examine issues relating to the Council's finances and to make recommendations for best financial practice across the authority, including improving procurement practice. The committee is also tasked with consulting and commenting on the actual and proposed contents of the Council budget and has a specific role in relation to the Audit Panel, whose effectiveness it is responsible for scrutinising. The Committee's terms of reference are set out in appendix A.
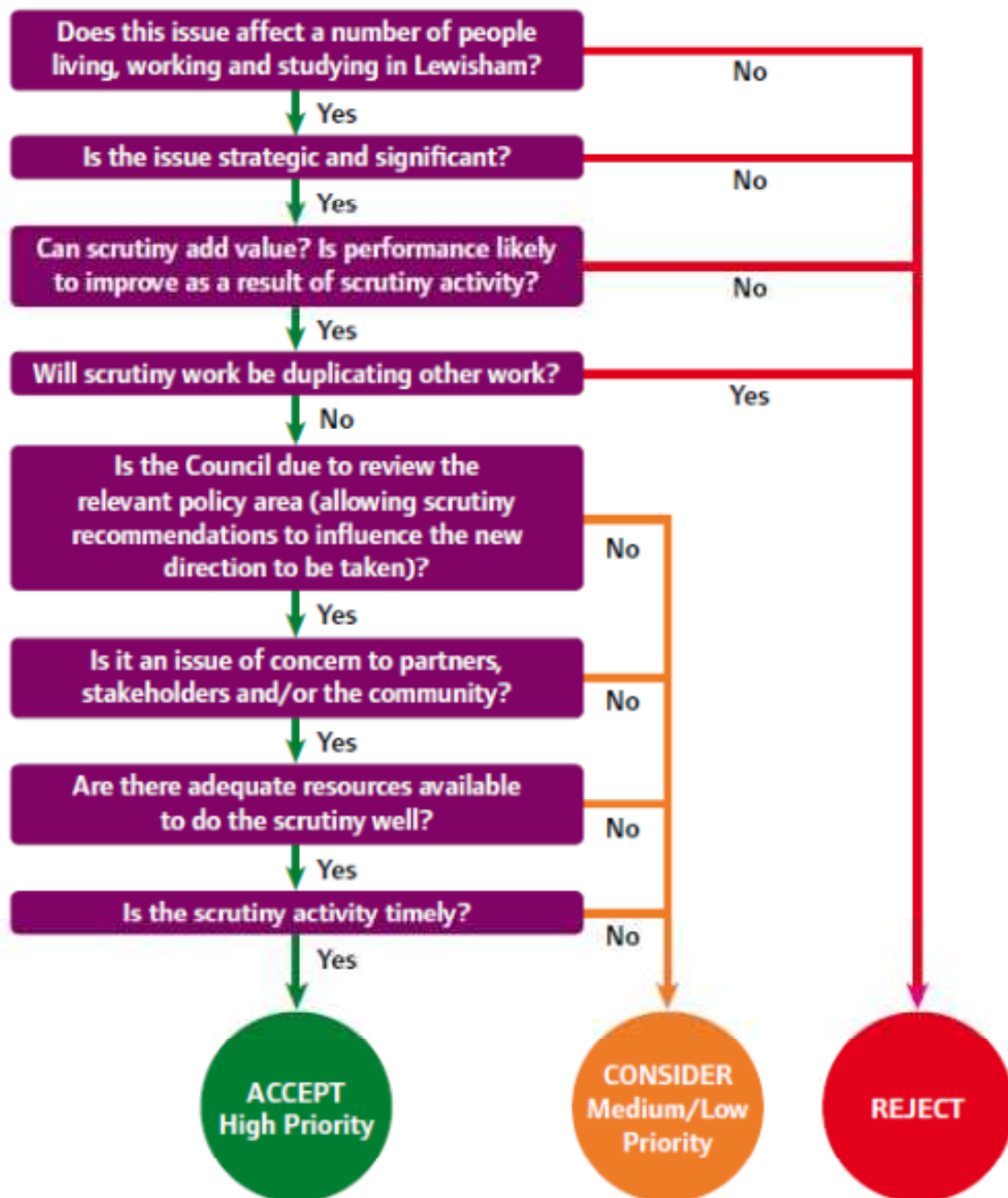
6. Deciding on items for the work programme

6.1 When deciding on items to include in the work programme, the Committee should have regard to:
- items the Committee is required to consider by virtue of its terms of reference;
- the criteria for selecting and prioritising topics;
- the capacity for adding items;
- the context for setting the work programme and advice from officers;
- suggestions already put forward by Members.

6.2   The following flow chart, based on the Centre for Public Scrutiny (CfPS) advice for prioritising topics is designed to help Members decide which items should be added to the work programme:

Scrutiny work programme – prioritisation process

Does this issue affect a number of people living, working and studying in Lewisham?
— No
↓ Yes

Is the issue strategic and significant?
— No
↓ Yes

Can scrutiny add value? Is performance likely to improve as a result of scrutiny activity?
— No
↓ Yes

Will scrutiny work be duplicating other work?
— Yes
↓ No

Is the Council due to review the relevant policy area (allowing scrutiny recommendations to influence the new direction to be taken)?
— No
↓ Yes

Is it an issue of concern to partners, stakeholders and/or the community?
— No
↓ Yes

Are there adequate resources available to do the scrutiny well?
— No
↓ Yes

Is the scrutiny activity timely?
— No
↓ Yes

ACCEPT High Priority

CONSIDER Medium/Low Priority

REJECT

Lewisham

7. Different types of scrutiny

7.1   It is important to agree how each work programme item will be scrutinised. Some items may only require an information report to be presented to the Committee and others will require performance monitoring data or analysis to be presented. Typically, the majority of items take the form of single meeting items, where members:

(a) agree what information and analysis they wish to receive in order to achieve their desired outcomes;
(b) receive a report presenting that information and analysis;
(c) ask questions of the presenting officer or guest;
(d) agree, following discussion of the report, whether the Committee will make recommendations or receive further information or analysis before summarising its views.

7.2   For each item, the Committee should consider what type of scrutiny is required and whether the item is high or medium/low priority (using the prioritisation process). Allocating priority to work programme items will enable the Committee to decide which low and medium priority items it should remove from its work programme, when it decides to add high priority issues in the course of the year.

In-depth review

7.3   Some items might be suitable for an in-depth review, where the item is scrutinised over a series of meetings. Normally this takes four meetings to complete:

- Meeting 1: Scoping paper (planning the review)
- Meetings 2 & 3: Evidence sessions
- Meeting 4: Agreeing a report and recommendations

7.4   If the Committee wants to designate one of its work programme items as an in-depth review, this should be done at the first meeting of the municipal year to allow sufficient time to carry out the review. A scoping paper for the review will then be prepared for the next meeting.

8. Provisional 2015/16 work programme

8.1   The Scrutiny Manager has drafted a provisional work programme for the Committee to consider, which is attached at appendix B. This includes:

- suggestions from the Committee in the previous year;
- suggestions from officers;
- issues arising as a result of previous scrutiny;
- issues that the Committee is required to consider by virtue of its terms of reference;
- items requiring follow up from Committee reviews and recommendations;
- standard reviews of policy implementation or performance, which is based on a regular schedule;

8.2   The Committee should also give consideration to:

- issues of importance to Local Assemblies
- decisions due to be made by Mayor and Cabinet (appendix F).

Suggestions from the Committee

8.3   At its last meeting of the 2014/15 municipal year, the Committee received a scoping paper on income generation and agreed to commence an indepth review on this matter. The Committee also agreed that the following suggestions would be put forward for consideration as part of the work programme for the 2015/16 municipal year:

- The Council's approach to shared services.
- Monitoring of public realm contracts.
- An update on Asset Management.

8.4   These suggestions have been incorporated into the draft work programme at appendix B.

Suggestions from officers

8.5   The following is an additional suggestion from officers:

- A report on the final outturn for the 2014/15 budget.

8.6   This suggestion has also been incorporated into the draft work programme at appendix B.

8.7   The medium term financial strategy reported to Mayor and Cabinet in July 2014 estimated that £85m of savings were still required for the period 2015/16 to 2017/8. In order to achieve savings, the Council has embarked on a series of thematic and cross-cutting reviews to fundamentally review the way it delivers services. This will mean that savings will be delivered over longer periods and will need to be agreed and taken as and when they are identified. Officers have committed to regular interactions with Members in order to facilitate scrutiny of the specific savings proposals arising from the major change programmes. The Select Committee will need to retain capacity in its work programme to consider these as is necessary.

Issues arising as a result of previous scrutiny

8.8   During the 2014/15 programme of meeting, members of the committee highlighted the need to have further information on the Council's ICT strategy.

8.9   In addition, Business Panel, at its meeting on 27th January 2015, suggested that the committee may want to consider the implementation of savings proposal 03 (creating an internal enforcement agency).

8.11   These items have been incorporated into the draft work programme at appendix B.

8.12   Items added to the provisional work programme under this heading include:

- Scrutinising the effectiveness of the Audit Panel.
- Annual Budget report

8.13   These items have been incorporated into the draft work programme at appendix B.

Items requiring follow up from Committee reviews and recommendations

8.14   The committee is due to receive an update on the implementation of any agreed recommendations arising from the review carried out on those with No Recourse to Public Funds. This has been scheduled for approximately six months after the Mayoral response is received.

Standard reviews of policy implementation or performance, which is based on a regular schedule

8.15   In previous years, Members of the Committee have agreed to consider the following items on a regular cycle and they have been incorporated into the draft work programme at appendix B:

- Financial forecasts (three times a year)
- The Management report (when financial forecasts are considered)
- Mid-year Treasury Review
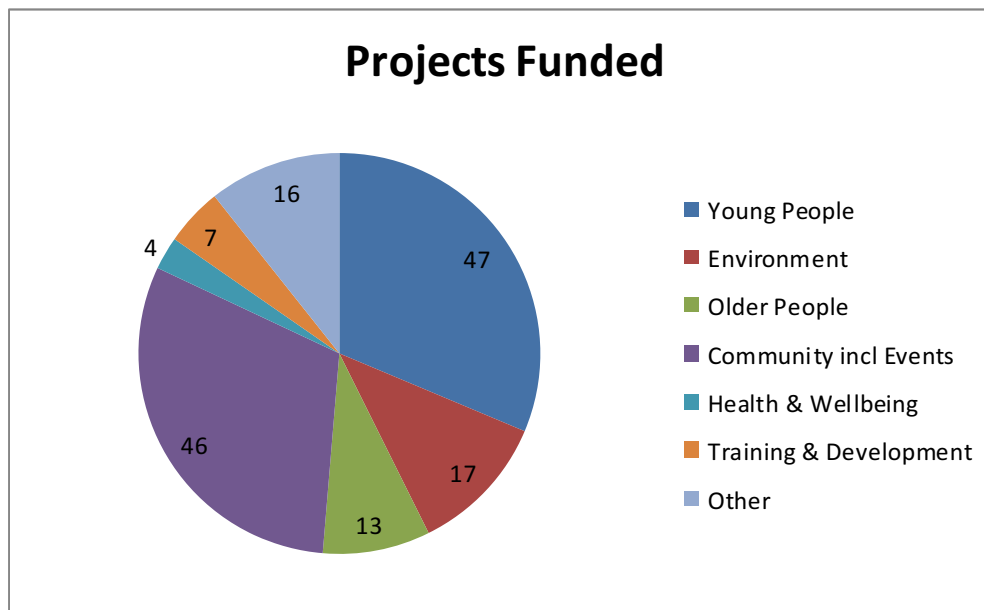- Annual Complaints Report.

Decisions due to be made by Mayor and Cabinet

8.16   Members are asked to review the most recent notice of key decisions (at appendix F) and suggest any additional items for further scrutiny.

Consideration of issues of importance to Local Assemblies

8.17   A list of assembly priorities is included at appendix D. Members are asked to consider whether there are issues of importance arising from their interactions with their ward assembly that should be considered for further scrutiny. All 18 wards priorities are impacted by the Council's finances.

8.18   At its meeting on 3 February 2015, the Safer Stronger Communities Select Committee scrutinised an annual update from officers about the assemblies programme. Members received the following breakdown of assembly funding for local projects:

Projects Funded

	Value
Young People	47
Environment	17
Older People	13
Community incl Events	46
Health & Wellbeing	4
Training & Development	7
Other	16

8.19 It is up to the Committee to agree the provisional work programme, outlined at appendix B and decide whether any additional items should be added.

9. Approving, monitoring and managing the work programme

9.1 In accordance with the Overview and Scrutiny Procedure rules outlined in the Council's constitution, each select committee is required to submit their annual work programme to the Overview and Scrutiny Business Panel. The Business Panel will meet on 28 April 2015 to consider provisional work programmes and agree a co-ordinated Overview and Scrutiny work programme, which avoids duplication of effort and which facilitates the effective conduct of business.

9.2 The work programme will be reviewed at each meeting of the Committee. This allows urgent items to be added and items which are no longer a priority to be removed. Each additional item added should first be considered against the criteria outlined above. If the committee agrees to add additional items because they are high priority, it must then consider which medium/low priority items should be removed in order to create sufficient capacity. The Committee has eight scheduled meetings this municipal year and its work programme needs to be achievable in terms of the amount of meeting time available.

9.3 At each meeting of the Committee, there will be an item on the work programme presented by the Scrutiny Manager. When discussing this item, the Committee will be asked to consider the items programmed for the next meeting. Members will be asked to outline what information and analysis they would like in the report for each item, based on the outcomes they would like to achieve, so that officers are clear on what they need to provide.

10. Financial implications

10.1 There may be financial implications arising from some of the items that will be included in the work programme (especially reviews) and these will need to be considered when preparing those items/scoping those reviews.

11.   Legal implications

11.1   In accordance with the Council's Constitution, all scrutiny select committees must devise and submit a work programme to the Business Panel at the start of each municipal year.

12.   Equalities implications

12.1   The Equality Act 2010 brought together all previous equality legislation in England, Scotland and Wales. The Act included a new public sector equality duty, replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

12.2   The Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act

- advance equality of opportunity between people who share a protected characteristic and those who do not.

- foster good relations between people who share a protected characteristic and those who do not.

12.3   There may be equalities implications arising from items on the work programme and all activities undertaken by the Committee will need to give due consideration to this.

13.   Crime and disorder implications

13.1   There may be crime and disorder implications arising from some of the items that will be included in the work programme (especially reviews) and these will need to be considered when preparing those items/scoping those reviews.

Background documents

Lewisham Council's Constitution
Centre for Public Scrutiny: The Good Scrutiny Guide

Appendices

Appendix A – Committee's terms of reference
Appendix B – Provisional work programme
Appendix C – CfPS criteria for selecting scrutiny topics
Appendix D – Local assembly priorities
Appendix E – How to carry out reviews
Appendix F – Key decision plan (April – July 2015)

Appendix A

The following roles are common to all select committees:

(a)   General functions

To review and scrutinise decisions made and actions taken in relation to executive and non-executive functions

To make reports and recommendations to the Council or the executive, arising out of such review and scrutiny in relation to any executive or non-executive function

To make reports or recommendations to the Council and/or Executive in relation to matters affecting the area or its residents

The right to require the attendance of members and officers to answer questions includes a right to require a member to attend to answer questions on up and coming decisions

(b)   Policy development

To assist the executive in matters of policy development by in depth analysis of strategic policy issues facing the Council for report and/or recommendation to the Executive or Council or committee as appropriate

To conduct research, community and/or other consultation in the analysis of policy options available to the Council

To liaise with other public organisations operating in the borough – both national, regional and local, to ensure that the interests of local people are enhanced by collaborative working in policy development wherever possible

(c)   Scrutiny

To scrutinise the decisions made by and the performance of the Executive and other committees and Council officers both in relation to individual decisions made and over time

To scrutinise previous performance of the Council in relation to its policy objectives/performance targets and/or particular service areas

To question members of the Executive or appropriate committees and executive directors personally about decisions

To question members of the Executive or appropriate committees and executive directors in relation to previous performance whether generally in comparison with service plans and targets over time or in relation to particular initiatives which have been implemented

To scrutinise the performance of other public bodies in the borough and to invite them to make reports to and/or address the select committee/Business Panel and local people about their activities and performance

To question and gather evidence from any person outside the Council (with their consent)

To make recommendations to the Executive or appropriate committee and/or Council arising from the outcome of the scrutiny process

(d)   Community representation

To promote and put into effect closer links between overview and scrutiny members and the local community

To encourage and stimulate an enhanced community representative role for overview and scrutiny members including enhanced methods of consultation with local people

To liaise with the Council's ward assemblies so that the local community might participate in the democratic process and where it considers it appropriate to seek the views of the ward assemblies on matters that affect or are likely to affect the local areas, including accepting items for the agenda of the appropriate select committee from ward assemblies.

To keep the Council's local ward assemblies under review and to make recommendations to the Executive and/or Council as to how participation in the democratic process by local people can be enhanced

To receive petitions, deputations and representations from local people and other stakeholders about areas of concern within their overview and scrutiny remit, to refer them to the Executive, appropriate committee or officer for action, with a recommendation or report if the committee considers that necessary

To consider any referral within their remit referred to it by a member under the Councillor Call for Action, and if they consider it appropriate to scrutinise decisions and/or actions taken in relation to that matter, and/or make recommendations/report to the Executive (for executive matters) or the Council (non-executive matters

(e)   Finance

To exercise overall responsibility for finances made available to it for use in the performance of its overview and scrutiny function.

(f)   Work programme

As far as possible to draw up a draft annual work programme in each municipal year for consideration by the overview and scrutiny Business Panel. Once approved by the Business Panel, the relevant select committee will implement the programme during that municipal year. Nothing in this arrangement inhibits the right of every member of a select committee (or the Business Panel) to place an item on the agenda of that select committee (or Business Panel respectively) for discussion.

The Council and the Executive will also be able to request that the overview and scrutiny select committee research and/or report on matters of concern and the select committee will consider whether the work can be carried out as requested. If it can be accommodated, the select committee will perform it. If the committee has reservations about performing the requested work, it will refer the matter to the Business Panel for decision.

The following roles are specific to the Public Accounts Select Committee:

- To make reports and recommendations to the Council or the Executive which promote the better custodianship of the Council's finances and to make recommendations for best financial practice across the authority.

- To investigate the possibilities for improving the Council's financial management practice and to make reports and recommendations to Executive or Council as appropriate.

- To encourage the highest standards of financial custodianship where necessary overseeing training activity for all members in this area.

- To consult on and to comment on and make recommendations to the Executive in respect of the actual and proposed contents of the Council's budget and without limiting the general remit of the committee, to hold the Executive to account for its performance in respect of all budgetary matters.

- To receive reports as appropriate from the Audit Panel in respect of their overview of contract procedure rules and financial regulations

- To make recommendations and reports for consideration by the Executive or Council to improve procurement practice.

- To scrutinise the effectiveness of the Audit Panel

Appendix B - Provisional Work Programme 2015/16

Work Item	Type of review	Priority	Strategic Priority	Delivery deadline	14-Apr	27-May	14-Jul	29-Sep	28-Oct	02-Dec	27-Jan	16-Mar
Lewisham Future Programme	TBC	High	CP10	Mar-16				**Savings**				
Election of Chair and Vice-Chair	Constitutional requirement	High	CP10	Apr-15	▓							
Select Committee Work Programme 15/16	Constitutional requirement	High	CP10	Apr-15	▓							
Financial forecasts 2015/16	Performance monitoring	Medium	CP10	Jan-16			▓		▓		▓	
Final Outturn 2014/15	Performance monitoring	Medium	CP10	Jul-15			▓					
Management report	Performance monitoring	Low	CP10	Jan-16			▓		▓		▓	
income generation review	In-depth review	Medium	CP10	Sep-15	Evidence session	Evidence session	Evidence session	Report and recs				
Mid-year Treasury Management Review	Performance monitoring	Medium	CP10	Oct-15					▓			
Annual complaints report	Performance monitoring	Medium	CP10	Dec-15						▓		
Shared Services	Performance monitoring	High	CP10	Jul-15			▓					
Asset management update	Standard item	Medium	CP10	Jul-15			▓					
ICT Strategy	Information item	High	CP10	May-15		▓						
NRPF	Recommendations follow-up	Medium	CP10	Dec-15		**Response**				**Follow-up**		
Annual Budget 2015/16	Standard item	High	CP10	Jan-16							▓	
Contract monitoring - public realm	Performance monitoring	Medium	CP10	Dec-15						▓		
Implementation of savings proposal 03 (creating an internal enforcement agency	Performance monitoring	Medium	CP10	Mar-16								▓
Audit Panel update	Constitutional Requirement	Medium	CP10	Mar-16								▓

Shaping Our Future: Lewisham's Sustainable Community Strategy 2008-2020		
	Priority	
1	Ambitious and achieving	SCS 1
2	Safer	SCS 2
3	Empowered and responsible	SCS 3
4	Clean, green and liveable	SCS 4
5	Healthy, active and enjoyable	SCS 5
6	Dynamic and prosperous	SCS 6

Corporate Priorities		
	Priority	
1	Community Leadership	CP 1
2	Young people's achievement and involvement	CP 2
3	Clean, green and liveable	CP 3
4	Safety, security and a visible presence	CP 4
5	Strengthening the local economy	CP 5
6	Decent homes for all	CP 6
7	Protection of children	CP 7
8	Caring for adults and older people	CP 8
9	Active, healthy citizens	CP 9
10	Inspiring efficiency, effectiveness and equity	CP 10

Appendix C – Criteria for selecting topics

The Centre for Public Scrutiny (CfPS) has developed a useful set of questions to help committees prioritise items for scrutiny work programmes:

General questions to be asked at the outset

- Is there a clear objective for scrutinising this topic – what do we hope to achieve?
- Does the topic have a potential impact for one or more section(s) of the population?
- Is the issue strategic and significant?
- Is there evidence to support the need for scrutiny?
- What are the likely benefits to the council and its customers?
- Are you likely to achieve a desired outcome?
- What are the potential risks?
- Are there adequate resources available to carry out the scrutiny well?
- Is the scrutiny activity timely?

Sources of topics

The CfPS also suggest that ideas for topics might derive from three main sources: the public interest; council priorities; and external factors. These are described below.

Public interest
- Issues identified by members through surgeries, casework and other.
- Contact with constituents.
- User dissatisfaction with service (e.g. complaints).
- Market surveys/citizens panels.
- Issues covered in media

Internal council priority
- Council corporate priority area.
- High level of budgetary commitment to the service/policy area (as percentage of total expenditure).
- Pattern of budgetary overspend.
- Poorly performing service (evidence from performance indicators/ benchmarking).

External Factors
- Priority area for central government.
- New government guidance or legislation.
- Issues raised by External Audit Management Letters/External Audit reports.
- Key reports or new evidence provided by external organisations on key issue.

Criteria to reject items

Finally, the CfPS suggest some criteria for rejecting items:

- issues being examined elsewhere - e.g. by the Cabinet, working group, officer group, external body;
- issues dealt with less than two years ago;
- new legislation or guidance expected within the next year;

- no scope for scrutiny to add value/ make a difference;
- the objective cannot be achieved in the specified timescale.

Appendix D – Assembly priorities

Bellingham

- Children and young people.
- Older people's issues
- Community events and festivals
- The promotion and development of Bellingham as a community

Blackheath

- Environment and Community.
- Provision for Older people, Young People and Children
- Parking, Streets and Waste.
- Crime and Anti-Social Behaviour

Brockley

- Creating a high-quality living environment – improving our local living environment and making Brockley a safer, cleaner and greener place to live, work and learn
- Connecting communities – bringing Brockley residents together and fostering a sense of community spirit, mutual understanding and respect, through community projects, events and activities

Catford South

- Streetscape and environment (litter, dog fouling, fly tipping, street furniture).
- Developing local opportunities for children (aged 16 and under) and young people (aged 17–25)
- Increase opportunities for older people
- Improvements to shopping hubs
- Community cohesion

Crofton Park

- Streetscape (litter, dog fouling, fly tipping, street furniture).
- Roads and pavement maintenance.
- Traffic and parking issues.
- Youth provision.
- Community cohesion.

Downham

- Crime and ASB
- Youth Provision
- The Environment
- Provision for the Elderly
- Adult Education

Evelyn

- Young people and children.
- Provision for older people.
- Community support on anti-social behaviour, crime and drug issues.
- Housing issues/developments.
- Community capacity building.

Forest Hill

- youth engagement and provision
- making Forest Hill more attractive
- community events and publicity

Grove Park

- Traffic congestion.
- Community communication.
- Neighbourhood security.
- Cleaner and better environment.
- More activities for the young and elderly

Ladywell

- Environment and landscape.
- Antisocial behaviour and crime.
- Local shops.
- Lack of youth and community facilities.
- Traffic.

Lee Green

- Safe healthy living – improving health services, crime reduction, improved environment, provision of outdoor spaces / exercise spaces, promote measures to reduce air pollution / promoting cleaner air.
- Roads and streets – road safety and traffic calming measures, road maintenance, cleaner streets, tree

planting, rubbish collection, improved road use, provision of cycling tracks, addressing parking and CPZ issues.
- Leisure and amenities – improved parks and open spaces, more meeting spaces / community centres, provision of cycling tracks, improved shops, Leegate, provision of more local events.
- Services and infrastructure – better social housing, provision of jobs locally, more services for the elderly and young people, increased use and access to local use for recreational activities, more school spaces.

Lewisham Central

- Improving health and well-being.
- Cleaner, better environment.
- Better access to activities and facilities for young people.
- Better access to training and employment for all inhabitants of the ward.
- Promoting and improving community cohesion.

New Cross

- Unemployment.
- Child poverty and young people.
- Community facilities.
- Environment.
- Community cohesion and engagement.
- Crime and antisocial behaviour.

Perry Vale

- The environment.
- Roads and traffic.
- Activities for younger people.
- Antisocial behaviour and crime.
- Activities for the whole community.

Rushey Green

- activities for children, young people or older people
- community cohesion (including the Rushey Green Festival)
- culture and the arts
- development of a Rushey Green Community Hub
- local streetscape, environment and ecology

Sydenham

- Bringing the community together – intergenerational and intercultural activities.
- Health, wellbeing and community safety – increasing wellbeing including supporting people who cannot get out as much.
- Vibrant high street.
- Clean and green – helping to keep Sydenham streets clean and appealing.
- Transport improvements

Telegraph Hill

- Safety, crime and antisocial behaviour.
- Youth activities and support projects.
- Traffic calming and transport.
- Community activities.
- Cleaning up dirty streets.

Whitefoot

- Crime and ASB
- Lack of Community Facilities
- Activities for Children and Young people
- Roads and Traffic
- Lack of Community Spirit

How to carry out an in-depth review

1 Scoping
- Consider local & national context and identify the key issues
- Agree objectives and key lines of enquiry of the review
- Agree structure (methods of evidence gathering to be used)
- Agree timetable for review

2 Evidence Gathering
Formal meetings can consider:
- Written evidence
  Reports
  Key documents
  Case studies
  Best Practice
  Data and analysis
- Oral evidence
  Questioning officers of the Council, Partner agencies & expert witnesses
- Results of "Other" evidence gathering activities
  Consultation (surveys, focus groups)
  Site visits
  Research

3 Agree recommendations and draft report
- All evidence and key findings presented to Committee
- Committee agrees evidence-based recommendations and draft report

4 Final report
- Committee agrees final report and recommendations for referral to Mayor and Cabinet

Mayor and Cabinet
- meets twice, once to consider report, once to consider response

5 Response
- Committee receives Mayoral response to their final report and recommendations within 2 months

6 Monitoring and Review
- Committee monitors the implementation of the agreed recommendations
- Considers further follow-up review?

Lewisham