

This Report will be made  
public on 22 March 2021



Report Number **OS/20/14**

**To:** Overview and Scrutiny Committee  
**Date:** 30 March 2021  
**Status:** Non executive decision  
**Responsible Officer:** Susan Priest, Chief Executive

**SUBJECT:** OVERVIEW AND SCRUTINY WORK PROGRAMME  
21-22

**SUMMARY:** This report sets out a proposed work programme for Overview and Scrutiny work for the municipal year 21/22.

**RECOMMENDATIONS:**

1. To receive and note report OS/20/14.
2. To adopt and implement the Scrutiny work programme, set out in paragraph 1.3 of the report, for the municipal year 21/22.

## 1. INTRODUCTION

- 1.1 In January 2021, suggestions for Scrutiny topics were sought from various sources, with the criteria that only issues which affected residents across the whole district would be considered.

In addition, the following topics would not be considered:

- Individual service complaints
- Topics outside of the remit of the council, where the council has no powers or influence.
- Issues where Scrutiny has considered in the last 12 months
- Areas relating to quasi-judicial functions, ie Planning and Licensing.

The final list of topics included Member and officer suggestions, community concerns, policies which were due for renewal, and topics rolled over from the previous year's Scrutiny work plan.

- 1.2 These suggestions were then circulated to Members of the Overview and Scrutiny Committee, who were invited to score each item from 1-5 (5 highest, 1 lowest), based on each of the following criteria:

- High general public concern,
- Critical to council priorities and plans,
- High financial value,
- Risks in successful delivery.

- 1.3 Based on this, the nine highest scoring items were selected for the Scrutiny workplan. Nine items would make up the main workplan, with an additional three in 'reserve' for the Committee. These 'reserve' items will allow for some flexibility in the workplan, in the event that the Committee is required to consider other urgent matters.

The selections are shown in the table below.

Item no	Topic	High general public concern	Critical to council priorities and plans	High financial value	Risks to the council in successful delivery	Total
1	Otterpool Park Business Plan (annual review)	20	20	19	19	78
2	Folkestone Place Plan	19	16	14	17	66
3	Budget Strategy 22/23	11	18	18	16	63
4	HRA Asset Management Framework	12	17	18	14	61
5	Treasury Management Strategy 22/23	8	17	18	17	60

6	HRA Business Plan	12	16	15	15	58
7	Civic Centre and Access Point (relocation and business case)	20	12	13	12	57
8	Debt management and write off policy framework	13	11	16	16	56
9	Performance Management Framework and KPI's – reform of framework	11	12	16	16	55
<b>The items below will be held in reserve:</b>						
10	Licensing Policy (Consultation responses)	14	14	12	14	54
11	Safeguarding policy	15	15	10	14	54
12	Review progress of climate emergency action plan	15	13	12	14	54

Appendix one to the document shows the scores for all topics that were put to the Committee.

- 1.4 In addition to the items selected, the Overview and Scrutiny Committee has a statutory requirement to act as the Council's Crime and Disorder Committee and to meet for that purpose at least once a year.
- 1.5 It is the intention that the Committee would consider two items per meeting (with only six meetings per year). In addition, the work plan must allow some flexibility, allowing for Members to make suggestions for topics throughout the course of the year, and to enable any other urgent items to be considered.
- 1.6 The Overview and Scrutiny Committee are asked to endorse the Scrutiny Workplan, prior to its consideration and endorsement at the Annual meeting of the Council on 5 May 2021.

## **2. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS**

### **2.1 Legal Officer's Comments (AK)**

It is important for Overview and Scrutiny Committee to establish and agree a work programme. This will enable the Overview and Scrutiny committee to fulfil its constitutional and legal function.

### **2.2 Finance Officer's Comments (RH)**

There are no financial implications to this report.

### **2.3 Diversities and Equalities Implications (GE)**

There are no equalities implications directly arising from this report.

### **3. CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Jemma West – Committee Services Specialist

Telephone: 01303 853369

Email: [Jemma.west@folkestone-hythe.gov.uk](mailto:Jemma.west@folkestone-hythe.gov.uk)

#### **Appendices:**

Appendix 1 – scores for all items.

Appendix 2 - summary of each item

The following background documents have been relied upon in the preparation of this report:

None.