

Scrutiny Forward Plan 2023/24

Items referred for Pre-Cabinet Scrutiny

Title of Report	Description	Date of Cabinet meeting	Cabinet portfolio	Lead officer	Referred to
Official Feed and Service Plan 2023-24		18 July 2023		Alan Richards Interim Executive Director, (Environment and Place)	Place 10 th July 2023
Public Health Annual Report		18 July 2023		Krishna Ramkhelawon, Interim Director of Public Health	People 11 th July 2023
Delivery of Southend Outcomes and Priorities – Annual Report and Provisional Outturn 2022/23		18 July 2023		Joe Chesterton, Executive Director (Finance & Resources)	P&R 12 th July 2023
Treasury Management Report 2022/23		18 July 2023		Joe Chesterton, Executive Director (Finance & Resources)	P&R 12 th July 2023
Reducing Heating Charges		18 July 2023		Joe Chesterton, Executive Director (Finance & Resources)	P&R 12 th July 2023

Place Scrutiny Committee

Chair: Councillor Ron Woodley

Support Officer: Tim Row, Principal Democratic Services Officer, timrow@southend.gov.uk

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Meeting date: 29 August				
Meeting date: 30 October				
Meeting date: 4 December				
Meeting date: 12 February 2024				

People Scrutiny Committee

Chair: Councillor Tricia Cowdrey

Support Officer: Stephanie Cox, Principal Democratic Services Officer, stephaniecox@southend.gov.uk

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Meeting date: 30 August				
Meeting date: 31 October				
Meeting date: 6 December				
Meeting date: 14 February 2024				

Policy and Resources Scrutiny Committee

Chair: Councillor Steven Wakefield

Support Officer: Stephanie Cox, Principal Democratic Services Officer, stephaniecox@southend.gov.uk

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Meeting date: 31 August				
Meeting date: 2 November				
Meeting date: 7 December				
Meeting date: 1 February 2024 (Budget)				
Meeting date: 15 February 2024				

Cross-cutting Scrutiny, reviews and working panels

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Outside Bodies Task and Finish			Leader	S Cox (Principal Democratic Services Officer)

Issues suitable for scrutiny

The following criteria can help to determine a scrutiny committee's programme. A topic does not need to meet all of these criteria in order to be scrutinised, but they are intended as a guide for prioritisation.

- Is the issue a priority area for the Council?
- Is it a key issue for local people?
- Will it be practicable to implement the outcomes of the scrutiny?
- Are improvements for local people likely?
- Does it examine a poor performing service?
- Will it result in improvements to the way the Council operates?
- Is it related to new Government guidance or legislation?

Other points also need to be taken into account when considering whether to review a particular issue:

- Is the subject specific – so that those undertaking the scrutiny can understand exactly what they are scrutinising?
- Is it achievable within the timescale allowed?

The following criteria may also be helpful in identifying what issues are not suitable for scrutiny:

- The issue is already being examined by another body.
- The matter is sub judice or prejudicial to the Council's interests.
- The matter relates to a specific case falling within the complaints procedure.
- The issue relates to an individual disciplinary matter or grievance.

It will be important for members to:

- Ensure that the programme includes a balance of different types of work, including short, medium and long term reviews.
- Issues could be considered at single meetings, or may need to be the subject of a longer term, more in-depth scrutiny review;
- Have regard to the ongoing work of the scrutiny committees, including performance monitoring, budget scrutiny, crime and disorder scrutiny and consideration of the Corporate Plan;
- Ensure that the scrutiny committees retain sufficient capacity to respond to issues that may arise within the year, including pre-scrutiny and call-ins;
- Take into account the resources available to support scrutiny.

The scrutiny chairs will need to consider how best to carry out the pieces of work in discussion with relevant officers and the scrutiny team.