



# Committee report

Committee	<b>CORPORATE SCRUTINY COMMITTEE</b>
Date	<b>8 JUNE 2021</b>
Title	<b>WORKPLAN 2021-2022</b>
Report of	<b>STATUTORY SCRUTINY OFFICER</b>

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## SUMMARY

1. To consider the current workplan, as developed by the Committee during 2020/21 and the criteria used for selecting topics.

## BACKGROUND

2. The setting of the Committee's workplan is an essential part of the Council's overview and scrutiny process. The committee's current workplan was developed on a rolling basis and includes items where there is either a need to consider a key strategic report or where it has agreed to monitor progress with an item following consideration of an earlier report. The rolling workplan is for a 12-month period.
3. Although items may be suggested by the Cabinet, another Committee, Director or the public the committee is ultimately responsible for selecting matters to be included within the workplan.
4. The workplan is designed to assist in giving advance notice of items by specifying the reason why it is being included and the outcomes being sought. This assists in enabling all those involved to have a focussed debate. There has to be a realistic approach to the workplan so that it is manageable and deliverable taking into account the resources available.
5. It is important that all topics are assessed against agreed criteria to ensure that time is not wasted on impulse decisions. That way, less important matters can be rejected in a structured transparent way. In accordance with best practice guidance from the Centre for Governance and Scrutiny, and taking into account the statutory guidance, the criteria for selecting items includes the following :-
  - Poor performing service as evidenced by performance data
  - High level of user/ general public dissatisfaction with service (surveys/ complaints)
  - Public interest issue covered in local media
  - High level of budgetary commitment to the service / policy area
  - Pattern of budgetary overspends
  - Council corporate priority area

- Central government policy area
  - New government guidance or legislation
  - Key reports or new evidence provided by external organisations on a key issue
6. An item should be rejected if it is already being looked at by the Cabinet, a Director or another internal/external body.
7. The main guiding questions that should be used when identifying a possible workplan item are :-
- What do you want to achieve by looking at this topic?
  - What difference will Scrutiny make by looking at the topic?
  - How will you know that you have made a difference?
  - How does this topic further the priorities of the Council?
  - How does this topic address concerns/issues raised by the community?
  - What value will scrutinising this topic add?
  - Will service users and the public be involved in the work?
  - Overall view – will the impact of scrutiny be more than the cost and time of doing it? Is it worth the investment?
8. In addition, consideration should be given to what approach should be taken when dealing with the item, the activities involved, witnesses and evidence required.

#### RECOMMENDATION

9. The current workplan for 2021-22 be noted.
10. That the criteria to be used in setting items for inclusion within the Annual Work Plan be agreed.

#### APPENDICES ATTACHED

11. Appendix 1 – Current workplan.
12. Appendix 2 – form for submitting a possible item for inclusion in the scrutiny workplan

#### BACKGROUND PAPERS

13. [Ministry for Housing, Communities and Local Government – Statutory Guidance on Overview and Scrutiny in Local Government and Combined Authorities – May 2019](#)
14. [Centre for Governance and Scrutiny – Planning work, delivering impact – Using the work programme and the annual report to make scrutiny more effective – November 2020](#)
15. [Centre for Governance and Scrutiny – The Good Scrutiny Guide – June 2019](#)

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