
Report to: Overview and Scrutiny Committee

Date: 12 July 2019

Subject: **Scrutiny Work Programme 2019/20**

Director: Angela Taylor, Corporate Services

Author(s): Khaled Berroum, Scrutiny Officer

1. Purpose of this report

- 1.1 To approve the scrutiny work programme for 2019/20 following the member's workshop held on 28 June 2019.
- 1.2 To consider any additional agenda items, formal referrals to scrutiny, reviews, call in, matters to raise at the next Combined Authority meeting and any other tasks, issues or matters the Committee resolves to undertake or consider further.

2. Information

- 2.1 The Scrutiny work programme details the planned work the Overview and Scrutiny Committee has resolved to undertake, investigate further and focus on in the current municipal year (June 2019 – June 2020) within the resources, remit and powers available to it.
- 2.2 The work programme is set at the beginning of the year and considered at each meeting where it can be amended and changed as the year progresses.

Referrals to scrutiny

- 2.3 Under Scrutiny Standing Order 10, any Member of the Overview and Scrutiny Committee, the Combined Authority or any elected Member of a West Yorkshire council (or the City of York Council) may formally refer a matter to the Committee for consideration. The referral must be in writing to the Scrutiny Officer. The Committee must then consider and discuss the referral and respond to the referrer explaining whether or not it will consider the matter further and why.

- 2.4 A referral was made by Cllr Scott Patient, cabinet member for Climate Change and Environment at Calderdale Council, to the scrutiny officer via email asking if the Overview and Scrutiny Committee could look at what the Combined Authority is doing in regards to the recently declared 'climate emergency' – "Especially with regards to bringing different authorities together and pooling work". This topic is addressed in paragraphs 2.12 – 2.19 below in this report.

Reviews

- 2.5 Last year, the committee requested a review of current scrutiny arrangements following the publication of new statutory scrutiny guidance by the government and accompanying 'Good Scrutiny Guide' by the Centre for Public Scrutiny.
- 2.6 A proposed terms of reference and scope for this review is included is attached at **Appendix 3**.
- 2.7 No other reviews are ongoing or have been proposed at this time.

Work programme workshop on 28 June 2019

- 2.8 This year, the committee decided to approach work programming in a workshop setting. This allowed members to have more time to consider the Combined Authority and LEP's plans for the year ahead in greater depth so they could select a more focused, strategic and balanced work programme that tackles key issues while maintaining a flexible overview of other issues as they arise.
- 2.9 During the workshop, members considered the following:
- a set of work programming principles as suggested by government guidance, good practice and this committee's members in the past
 - a summary of topics in last year's work programme and outstanding issues that could be carried onto this year
 - a summary of the Combined Authority and LEP's plans for 2019/20 provided by the senior leadership team (SLT)
 - a series of templates to help members scope, categorise and select topics, dates and scrutiny methods
- 2.10 Members discussed upcoming key areas of work and possible topics with support from the Combined Authority's Managing Director, senior leadership team and scrutiny officer.
- 2.11 It was agreed that the scrutiny officer would produce a shortlist of topics for approval at this committee meeting based on the discussion in the workshop, suggestions by members in the past, outstanding issues from last year's work programme and the senior leadership team's forward plan.

Proposed topics for the agenda forward plan 2019/20

- 2.12 In addition to the review of scrutiny outlined in paragraphs 2.5 - 7, a summary of the proposed topics for the 2019/20 work programme is attached as

Appendix 1 for determination and a work programme summary and forward plan based on the suggested topics is attached at **Appendix 2**.

2.13 Suggestions include:

1. Climate change
2. Local industrial strategy
3. Business grants
4. Budget and business planning
5. Enterprise Zones
6. Devolution and LEP review/merger
7. Preparations for Brexit
8. Channel 4 opportunities
9. Apprenticeships and Skills Commission
10. Transport connectivity
11. Digital inclusion/exclusion
12. Procurement strategy

2.14 It is advised that current resources and capacity available to scrutiny can support up to two or three time limited working groups in one municipal year. All other topics are advised to be considered through a combination of items at committee meetings, briefing notes in a new standing 'Overview and Monitoring' report and scrutiny chair / officer briefings on the committee's behalf.

2.15 Following discussion and approval of the work programme by this Committee, the chosen topics will be circulated to lead directors and chief officers for comment, consultation and advice on timescales and content.

Working groups

2.16 Under Scrutiny Standing Order 7, the Overview and Scrutiny Committee may appoint working groups to consider matters more closely, fulfil 'tasks', make recommendations and otherwise inform the scrutiny process.

2.17 Last year, two working groups were re-appointed on 13 July 2018 on an interim basis: LEP Review and Transport working groups. They were first appointed in 2015/6 and re-appointed on 22 September 2016, 20 September 2017 and 13 July 2018 on an interim basis. These working groups reported their conclusions in the Scrutiny Annual Report 2018/19 – available on the Combined Authority website.

2.18 Based on the suggested topics in **Appendix 1** it is proposed that last year's working groups not be reappointed and instead two time-limited task and finish groups be appointed this year:

1. Climate Change
2. Business Grants Evaluation

2.19 Task and Finish Groups should draft a terms of reference and a scope for their work and report back to the main committee either through periodic updates at

committee meetings and/or a final end-of-year report when their work is complete.

Key decisions and call in

- 2.20 Members of the Overview and Scrutiny Committee may call in any decision of the Combined Authority, a decision-making committee and any key decisions taken by an officer (with the exception of urgent decisions). Key decisions are defined as any decision incurring a financial cost or saving of £1 million or more, or a decision likely to have a significant effect on two or more wards.
- 2.21 Decision makers have two days to publish notice of a decision, at which point scrutiny members have five working days to call in the decision, delaying its implementation, and formally requiring the decision maker to reconsider.
- 2.22 Five members of the Overview and Scrutiny Committee – including at least one member from two different constituent councils (West Yorkshire) – may call-in a decision by notifying the Scrutiny Officer in writing by 4.00 pm on the fifth working day following publication. The Committee then has 14 days to scrutinise the decision and make recommendations. Further information is set out in Scrutiny Standing Order 13.
- 2.23 The latest key decisions and forward plans of key decisions are published on the [key decisions section of the Combined Authority's website](#).

Matters to raise at the next Combined Authority meeting on 1 August 2019

- 2.24 The Chair of the Overview and Scrutiny Committee has a standing invite to meetings of the Combined Authority as a (non-voting) observer in order to raise any scrutiny matters and convey any feedback from scrutiny members to the Combined Authority.
- 2.25 The next Combined Authority meeting will take place on 1 August 2019.
- 2.26 A summary of the Combined Authority's draft agenda forward plan is outlined in **Appendix 2**.
- 2.27 [Minutes and agendas from past meetings](#)¹ of the Combined Authority can be accessed on the Combined Authority's website. Agendas and reports for future meetings will also be published there.

Actions for the Scrutiny Officer

- 2.28 As outlined in Scrutiny Standing Order 16, the statutory scrutiny officer provides support to the Overview and Scrutiny Committee's work programme and all of its members in exercising their scrutiny duties and fulfilling their objectives.

¹ <https://westyorkshire.moderngov.co.uk/ieListMeetings.aspx?Committeeld=133>

3. Financial Implications

3.1 There are no financial implications directly arising from this report.

4. Legal Implications

4.1 There are no legal implications directly arising from this report.

5. Staffing Implications

5.1 There are no staffing implications directly arising from this report.

6. External Consultees

6.1 No external consultations have been undertaken.

7. Recommendations

7.1 That the Overview and Scrutiny Committee selects topics for scrutiny this year, approves a work programme and appoints any working groups it deems necessary.

7.2 That the proposed scrutiny review terms of reference be considered.

8. Background Documents

[Scrutiny Standing Orders](#)

[Scrutiny Annual Report 2018/19](#)

[Past agendas and minutes from meetings of the Combined Authority](#)

[Forward plan of key decisions from 1 July 2019](#)

[‘Overview and scrutiny: statutory guidance for councils and combined authorities’](#) (7 May 2019, Ministry of Housing, Communities and Local Government - MHCLG)

[‘The Good Scrutiny Guide’](#) (June 2019, Centre for Public Scrutiny)

9. Appendices

Appendix 1 – Shortlist of suggested topics for 2019/20

Appendix 2 – DRAFT Work Programme 2019/20 summary

Appendix 3 – DRAFT Scrutiny Review terms of reference