

Report Title:	Corporate Overview and Scrutiny Panel - Annual Report 2021/22
Contains Confidential or Exempt Information	No - Part I
Member Reporting:	Councillor Gerry Clark, Chairman of the Panel
Lead Officers:	Duncan Sharkey, Chief Executive Adele Taylor, Executive Director of Resources
Meeting and Date:	Full Council – 19 July 2022

REPORT SUMMARY

Part 9A B4 of the [council constitution](#) requires an Overview and Scrutiny Panel to report annually to Full Council on 'its workings and make recommendations for future work programmes and amended working methods if appropriate'.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Full Council notes the annual report of the Corporate Overview and Scrutiny Panel.

2. CHAIRMAN'S INTRODUCTION

- 2.1 The Corporate Overview and Scrutiny Panel met six times during the year and scrutinised 17 reports.
- 2.2 The Chairman would like to thank; all Members of the Panel for their contributions to the scrutiny function, officers of the council for the time and effort that they have put into the preparation of papers and their responses to questions asked by Members prior to and during the meetings, and the registered public speakers for their valued comments and suggestions.

3. TOPICS SCRUTINISED DURING THE MUNICIPAL YEAR 2021/22

- 3.1 The 17 reports considered by the Panel included:
 - Q4 Performance Report (June 2021)
 - Workforce Profile Report (June 2021)
 - Q1 Performance Report (October 2021)
 - Annual Complaints and Compliments Report (October 2021)
 - Review of Council Governance of RBWM Property Company (October 2021)
 - Corporate Plan Challenge (October 2021)
 - Corporate Transformation Strategy & Action Plan (November 2021)
 - Resident Scrutiny Suggestion – RBWM App (November 2021)
 - CIPFA Action Plan Update (November 2021)
 - Financial Update (November 2021)

- Draft Budget 2022/23 Scrutiny Challenge (December 2021)
- Draft Budget 2022/23 - Fees and Charges (January 2022)
- Budget 2022/23 - Car Parking Income Targets (January 2022)
- Q2 Data and Performance Report (January 2022)
- Future Performance Reporting Arrangements (January 2022)
- Corporate Plan Performance Management and Q3 Performance Summary (April 2022)
- Financial Update (April 2022)

- 3.2 In October 2021, the Panel scrutinised the Corporate Plan in a 'Challenge Session'.
- 3.3 Prior to the meeting all Members of the Council were invited to submit questions, written responses were prepared by officers ahead of a pre-briefing to establish the key lines of enquiry.
- 3.4 During the 'Challenge Session' three registered public speakers addressed the Panel. The Panel challenged the 'assumptions and targets' of the Corporate Plan, making several recommendations that were subsequently accepted by Cabinet.
- 3.5 In December, the Panel scrutinised the Draft Budget 2022/23 in another 'Challenge Session' with an expanded Panel of 10 Members. This comprised of Members from other Overview and Scrutiny Panels and followed a similar process as the 'Corporate Plan Challenge'.
- 3.6 One registered Public Speaker addressed the Panel, several recommendations and minority comments were recorded.
- 3.7 In January 2022, the Panel received a report relating to 'Future Reporting Arrangements'. Cabinet had agreed that the Corporate Overview and Scrutiny Panel should take overarching responsibility for reviewing the council's performance against the Corporate Plan. This will enable scrutiny of the council's performance as a whole, thereby providing greater strategic oversight of overall performance, preventing a siloed approach.
- 3.8 To enable the Corporate Overview and Scrutiny Panel to fulfil this role, the Panel will receive quarterly performance reports as a standing agenda item.
- 3.9 Reporting will be by exception, focusing the Panel's attention on areas where there are challenges, or where there has been significant progress. These reports will be published and available to all other Overview and Scrutiny Panels.
- 3.10 In addition, Panel Members will be able to review the data on the Citizen's Portal. This new, public-facing, performance dashboard will share performance information across all goals, major programmes and key operational performance metrics and will enable Members and the public to review progress and identify issues independently.

4. CALL-INS CONSIDERED DURING THE MUNICIPAL YEAR 2021/22

- 4.1 No calls-ins have been considered by the Panel this municipal year.

5. RESIDENT SUGGESTIONS CONSIDERED DURING THE MUNICIPAL YEAR 2021/22

- 5.1 RBWM App – Panel Members welcomed the suggestion and agreed that it was a good idea and worthy of further exploration. Officers are currently working on the suggestion and will report back to the Panel towards the end of 2022.

6. TASK AND FINISH GROUPS ESTABLISHED DURING THE MUNICIPAL YEAR 2021/22

- 6.1 No Task and Finish Groups have been established by the Panel this municipal year.

7. PROPOSALS FOR IMPROVED WORKING METHODS

- 7.1 Be more proactive in requesting early sight of relevant reports that are on the Cabinet Forward Plan.
- 7.2 Distribute 'to note' reports to Panel Members electronically and only bring the reports to Panel meetings if necessary or requested by Panel Members for debate or in depth questions.
- 7.3 Work closely with Cabinet to ensure that the Panel is more involved with policy development, rather than only once the report has been finalised.
- 7.4 Monitor the 'value for money' aspect of the Panel, considering what changes and improvements the Panel has instigated.
- 7.5 Look at alternative ways of conducting Task and Finish groups, for example a "single day Task and Finish".

8. THANKS

- 8.1 All Members of the Panel would like to convey their thanks to everyone who has contributed to the function of Corporate Overview and Scrutiny Panel meetings:
- Mark Beeley – Clerk to the Panel
 - Officers of the council
 - Local residents

9. PROPOSED WORK PROGRAMME FOR THE MUNICIPAL YEAR 2022/23

- 9.1 Items suggested but not yet programmed:
- Customer Journey
 - Communication
 - RBWM App
- 9.2 Dan Brookman is currently working on the RBWM App agenda item, it's anticipated this will be on the agenda for a meeting later in the year. It's likely

the Customer Journey and Communication items will be incorporated into this item.

10. APPENDICES

10.1 This report is supported by one appendix:

- Appendix A – Corporate Overview and Scrutiny Panel Work Programme 2022/23

REPORT HISTORY

Decision type:	Urgency item?	To follow item?
For information	No	No

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WORK PROGRAMME - CORPORATE OVERVIEW AND SCRUTINY PANEL

EXECUTIVE DIRECTORS	<ul style="list-style-type: none"> • Duncan Sharkey (Chief Executive) • Adele Taylor (Executive Director of Resources and S151 Officer) • Emma Duncan (Monitoring Officer and Deputy Director of Law and Strategy) • Andrew Durrant (Executive Director of Place)
LINK OFFICERS & HEADS OF SERVICES	<ul style="list-style-type: none"> • Elaine Browne (Head of Law) • Nikki Craig (Head of HR, Corporate Projects & IT) • Karen Shepherd (Head of Governance) • Andrew Vallance (Head of Finance and Deputy S151 Officer)

MEETING: 25th JULY 2022

ITEM	RESPONSIBLE OFFICER
Corporate Plan Performance Management and Q4 Performance Summary	Rebecca Hatch , <i>Head of Strategy</i>
Updated Workforce Profile 22/23	Nikki Craig , <i>Head of HR, Corporate Projects & IT</i>
Budget Build	Andrew Vallance , <i>Head of Finance</i>
Medium Term Financial Strategy 2023/24 – 2027/28	Andrew Vallance , <i>Head of Finance</i>
Property Company Governance Action Plan Update	Adele Taylor , <i>Executive Director of Resources</i>
Work Programme	Panel Clerk

MEETING: 4th OCTOBER 2022

ITEM	RESPONSIBLE OFFICER
Annual Complaints and Compliments Report	Nikki Craig , <i>Head of HR, Corporate Projects & IT</i>
Customer Journey, Communication and the RBWM App	Dan Brookman , <i>Head of Transformation</i>
Corporate Plan Review	Key Officers
Corporate Plan Performance Management and Q1 Performance Summary	Rebecca Hatch , <i>Head of Strategy</i>
Work Programme	Panel Clerk

MEETING: 14th DECEMBER 2022

ITEM	RESPONSIBLE OFFICER
Budget 2023/24	Andrew Vallance , <i>Head of Finance</i>
Work Programme	Panel Clerk

MEETING: 30th JANUARY 2023

ITEM	RESPONSIBLE OFFICER
Corporate Plan Performance Management and Q2 Performance Summary	Rebecca Hatch , <i>Head of Strategy</i>
Work Programme	Panel Clerk

MEETING: 3rd APRIL 2023

ITEM	RESPONSIBLE OFFICER
Work Programme	Panel Clerk

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	COMMENTS
The delivery of Equality, Diversity & Inclusion within the community and Council	<i>Suggested by Cllr Price – discussion at June 2022 meeting. Scoping document required.</i>

[Terms of Reference for the Corporate Overview and Scrutiny Panel](#)