

WORK PROGRAMME - CORPORATE OVERVIEW AND SCRUTINY PANEL

EXECUTIVE DIRECTORS	<ul style="list-style-type: none"> • Tony Reeves (Interim Chief Executive) • Adele Taylor (Executive Director of Resources and S151 Officer) • Emma Duncan (Monitoring Officer and Director of Law and Governance) • Andrew Durrant (Executive Director of Place) • Kevin McDaniel (Executive Director of People)
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: 14th DECEMBER 2022

ITEM	RESPONSIBLE OFFICER
Budget 2023/24	Andrew Vallance , <i>Head of Finance</i>
Work Programme	Mark Beeley , <i>Democratic Services Officer</i>

MEETING: 30th JANUARY 2023

ITEM	RESPONSIBLE OFFICER
Corporate Plan 2021-26 Performance Report	Rebecca Hatch , <i>Head of Strategy</i>
Work Programme	Mark Beeley , <i>Democratic Services Officer</i>

MEETING: 3rd APRIL 2023

ITEM	RESPONSIBLE OFFICER
Work Programme	Mark Beeley , <i>Democratic Services Officer</i>

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	COMMENTS
Update reports on the Transformation Programme	<i>Suggested by Cllr Werner – scoping document to be drafted.</i>
Resident Scrutiny Suggestion – Physical separation of resident services & library services	<i>Suggested by a resident – report will be considered by the Panel in 2023.</i>

Royal Borough of Windsor and Maidenhead

Overview and Scrutiny Panels

Scrutiny Review – Scoping and Planning Document

Title of the Review	The delivery of equalities, diversity and inclusion within the council and the community
Panel Name	Corporate Overview & Scrutiny Panel
Panel Members	Councillors Clark, Story, G Jones, Sharpe, Shelim, Walters, Bond, Davies, L Jones, Price and Werner
Support Officer(s)	Rebecca Hatch – Head of Strategy Ellen McManus-Fry – Equalities Officer Mark Beeley – Democratic Services and Scrutiny Officer
Lead Member(s)/Officer(s) Identify a nominated: - Elected Member - Lead Officer	Councillor Helen Price Ellen McManus-Fry – Equalities Officer
Relevant Cabinet Member	Councillor Samantha Rayner
Purpose of the Review <ul style="list-style-type: none"> • Specify exactly which Outcome(s) the review is examining? • Also being clear what the review is not looking at • What is the Scrutiny Review seeking to achieve? • Where possible refer to VFM issues of service cost, service performance and/or customer satisfaction. 	To consider the delivery of equalities, diversity and inclusion across the council, this would be done in two parts: <ul style="list-style-type: none"> • A review of the Equality Impact Assessment. • A refresh of the Equality Objectives.
Criteria for Selection <ul style="list-style-type: none"> • Why has this particular topic been considered to be a priority issue for scrutiny? 	Ensuring that equalities, diversity and inclusion is delivered across the council would: <ul style="list-style-type: none"> • Amplify the voices and concerns of the public. • Help to drive improvement in public services.

<ul style="list-style-type: none"> • Which of the criteria promoted by the Centre for Governance and Scrutiny does it satisfy? 	<ul style="list-style-type: none"> • Ensure fairness and transparency. <p>The suggested topic is included as a core principle of the new Corporate Plan and is therefore of strategic importance to the council. The Panel would ensure that an equalities process has been properly implemented and add value by providing comments on areas which could be improved.</p> <p>As this is a new project, no other review work has been undertaken which is likely to result in duplication.</p>
<p>Terms of Reference</p>	<p>The Panel would be briefed at regular intervals on the progress of the equalities programme. These briefings would take place outside of formal meetings.</p> <p>If Panel Members identified a specific area which they wished to bring to scrutiny, a scoping document could be prepared.</p>
<p>What are the anticipated outcomes of the review?</p> <p>Key Lines of Enquiry</p> <p>Sources of Information/Evidence</p> <p>What factors / outcomes will demonstrate that this Scrutiny Review has been a success?</p>	<p>The Panel would provide oversight of the process and can provide comments and feedback to officers.</p> <p>Any areas of concern or of specific interest could then be brought to the Panel as a separate issue for scrutiny.</p>
<p>Resource & budget requirements;</p> <ul style="list-style-type: none"> • specialist staff • any external support • site visits • consultation • research 	<p>N/A</p>
<p>Corporate Risks associated with this Review?</p> <p>Identify any weaknesses and barriers to success</p>	<p>N/A</p>

<p>Who will receive the review conclusions and any resultant recommendations?</p>	<p>Relevant officers will consider and review comments made from Panel Members to make improvements to the process.</p> <p>The Panel would receive any reports which had been considered to require additional scrutiny.</p>
<p>What is the Review Timescale? • Identify key meeting dates and any deadlines for reports, recommendations or decisions.</p>	<p>The Panel would be briefed at regular intervals across the year on progress.</p>
<p>How could a review be publicised?</p> <p>Do we need to publicise the review to encourage community involvement? • What sort of media coverage do we want? (e.g. Flyers, leaflets, radio broadcast, press release, etc.)</p>	<p>Noted on the work programme.</p>
<p>Completed by/ Date:</p>	<p>21st October 2022</p>
<p>Approved by Scrutiny Panel / Date:</p>	<p>To be considered by the Corporate Overview & Scrutiny Panel in November 2022.</p>