

WORK PROGRAMME - CORPORATE OVERVIEW AND SCRUTINY PANEL

EXECUTIVE DIRECTORS	<ul style="list-style-type: none"> • Stephen Evans (Chief Executive) • Andrew Durrant (Executive Director of Place) • Kevin McDaniel (Executive Director of Adult Services and Health) • Lin Ferguson (Executive Director of Children's Services and Education)
LINK OFFICERS & HEADS OF SERVICES	<ul style="list-style-type: none"> • Andrew Vallance (Head of Finance and Interim S151 Officer) • Elaine Browne (Head of Law and Governance) • Nikki Craig (Head of HR, Corporate Projects and IT) • Louise Freeth (Head of Revenues, Benefits, Library and Resident Services)

MEETING: 31st JULY 2023

ITEM	RESPONSIBLE OFFICER
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

MEETING: 5th SEPTEMBER 2023

ITEM	RESPONSIBLE OFFICER
Annual Complaints and Compliments Report	Nikki Craig , <i>Head of HR, Corporate Projects and IT</i>
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

MEETING: 19th DECEMBER 2023

ITEM	RESPONSIBLE OFFICER
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

MEETING: 29th JANUARY 2024

ITEM	RESPONSIBLE OFFICER
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

MEETING: 11th APRIL 2024

ITEM	RESPONSIBLE OFFICER
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	COMMENTS

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

[Cabinet Forward Plan](#)

Royal Borough of Windsor and Maidenhead

Overview and Scrutiny Panels

Scrutiny Review – Scoping and Planning Document

Title of the Review	<i>Consider which method will be used (e.g. Challenge Session, Task and Finish Group)</i>
Panel Name	
Panel Members	
Support Officer(s)	
Lead Member(s)/Officer(s) Identify a nominated: - Elected Member - Lead Officer	<i>These individuals will perform the lead roles in the scrutiny review process. • They will provide active oversight and guidance to ensure coordination and delivery of the required outputs.</i>
Relevant Cabinet Member	<i>Which portfolios does this review relate to?</i>
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. 	<p><i>Supporting Rationale – Include a brief narrative to set the background and content to justify the purpose of the review.</i></p> <p><i>What are we looking to achieve from the review and how does this relate to the Corporate Plan (when finalised)?</i></p> <p><i>Clearly identify the relevant Corporate Plan Outcome: (specify the relevant Outcome statement from the Corporate Plan).</i></p> <p><i>Outcome Goal and Measure(s) – List the supporting Goal and Measure for this topic.</i></p>
Criteria for Selection	<i>Four core principles have been established (by the Centre for Governance and Scrutiny) to help people understand the</i>

<ul style="list-style-type: none"> • Why has this particular topic been considered to be a priority issue for scrutiny? • Which of the criteria promoted by the Centre for Governance and Scrutiny does it satisfy? 	<p><i>most important qualities of scrutiny and accountability;</i></p> <ol style="list-style-type: none"> <i>1. Constructive ‘critical friend’ challenge</i> <i>2. Amplifies the voices and concerns of the public</i> <i>3. Led by independent people who take responsibility for their role.</i> <i>4. Drives improvement in public services</i> <p><i>Scrutiny review prioritisation assessment criteria;</i></p> <ol style="list-style-type: none"> <i>1. Is the topic/issue likely to have a significant impact on the delivery of council services?</i> <i>2. Is the issue included in the Corporate Plan (e.g. of strategic importance to the council or its partners/stakeholders), or have the potential to be if not addressed?</i> <i>3. Is a focused scrutiny review likely to add value to the performance of its services?</i> <i>4. Is a proactive scrutiny process likely to lead to efficiencies / savings?</i> <i>5. Has other review work been undertaken which is likely to result in duplication?</i> <i>6. Do sufficient scrutiny resources already exist, or are readily available, to ensure that the necessary work can be carried out in a timely manner?</i>
<p>Terms of Reference</p>	<p><i>Be clear about what is being included and excluded to avoid scope creep. What methods/format will be used e.g. task and finish group, challenge session</i></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><i>Supporting Key Lines of Enquiry (KLOE) –</i></p> <p><i>What areas are to be examined and what evidence is required to examine these?</i></p> <p><i>If we do nothing where is the trend heading, is this OK? - What's helping and hindering the trend? - Are services making a difference? - Are they providing Value for Money? - What additional information / research do we need? - Who are the key partners we need to be working with (including local residents)? - What could work to turn the trend in the right direction? - What is the Council's and Members' role and specific contribution</i></p>
<p>Resource & budget requirements;</p> <ul style="list-style-type: none"> • specialist staff • any external support • site visits • consultation • research 	<p><i>Include an estimate of any specific support needs and /</i></p> <p><i>or budget requirements to help determine the cost vs</i></p> <p><i>benefit of the review process.</i></p> <p><i>- Consider how formal approval will be obtained for any</i></p> <p><i>specific resource requirement</i></p>
<p>Corporate Risks associated with this Review?</p> <p>Identify any weaknesses and barriers to success</p>	<p><i>Are there any associated risks already identified on the corporate risk register which will require direct consideration?</i></p>
<p>Who will receive the review conclusions and any resultant recommendations?</p>	<p><i>Cabinet or Full Council • Partners • Other?</i></p>
<p>What is the Review Timescale? • Identify key meeting dates and any deadlines for reports, recommendations or decisions.</p>	<p><i>Also consider the appropriate timing of a follow-up review to assess the any levels of improvement achieved as a direct result of the scrutiny review process. (A detailed plan for the review should also be developed to clearly set out the various stages, necessary actions and timescales)</i></p>
<p>How could a review be publicised?</p>	<p><i>Establish a proportionate communications plan (external and internal) to support the review process. • Will this review be subject to a press embargo? Yes / No • Who is the</i></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><i>lead communications contact? • Who is the designated spokesperson for the Scrutiny Review (Elected Member & Officer)?</i></p>
<p>Completed by/ Date:</p>	<p><i>Who has led in the compilation of this scoping document?</i></p>
<p>Approved by Scrutiny Panel / Date:</p>	<p><i>Which Panel has considered this review and when was it formally approved?</i></p>