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COMMITTEE: STRATEGIC O&S **REF NO:** OS/18/15
DATE: 25 OCTOBER 2018
SUBJECT: STRATEGIC OVERVIEW & SCRUTINY
ANNUAL REPORT 2017-2018 AND FUTURE WORK
PROGRAMME
CHAIR: STRATEGIC OVERVIEW & SCRUTINY COMMITTEE:
COUNCILLOR E HARSANT
CHIEF EXEC: RUSSELL WILLIAMS

Short description of report content and the decision requested:

In accordance with the Constitution (Part 3, Section 4 Overview & Scrutiny Functions), this is the Strategic Overview & Scrutiny Committee's Annual Report containing information on the Committee's activities over the 2017-18 year period under the chairmanship of Councillor Liz Harsant.

The Overview & Scrutiny Committee is requested to approve the Annual Report and Work Programme of the Committee for 2018-19 for consideration at the next Council meeting.

List of Appendices included in this report: -

Appendix 1 - Strategic Overview & Scrutiny Annual Report 2017-2018.

Appendix 2 - Work Programme 2018/19

This report has been prepared by Trisha Sutton – Councillor & Committee Services Officer – Democratic Services.

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This report was prepared after consultation with:

Strategic Overview & Scrutiny Committee
Corporate Management Team

The following policies form a context to this report:

(All relevant policies must also be referred to in the body of the report)

Building a Better Ipswich

This report **is not** a key decision included in the Forward Plan

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report but which are not published and do not contain exempt information –

OTHER HELPFUL PAPERS

(Papers, which the report author considers, might be helpful – this might include published material)

1. Annual Work Programme 2017-2018
2. Ipswich Borough Council's Constitution

1. Introduction

- 1.1 The Strategic Overview & Scrutiny Committee is required to produce an Annual Report to Council on its activities (and that of its Sub-Committees) throughout the year.
- 1.2 Attached, as **Appendix 1**, is the 2017-2018 Annual Report.
- 1.3 The Constitution also requires that as soon as it is reasonably possible after the start of each Council year, a work programme detailing the matters the Committee proposes to scrutinise during that year should be presented to Council for information. However, the Strategic Overview & Scrutiny Committee need not keep to the approved Work Programme.
- 1.4 Attached, as **Appendix 2** is the 2018-19 Work Programme which is submitted as an item to each Overview & Scrutiny Committee, to allow for items to be added or removed.

2. Background

- 2.1 The Annual Report gives an overview of scrutiny work and investigations carried out over the year 2017-2018 under the chairmanship of Councillor Liz Harsant.
- 2.2 The Steering Group with membership made up of the lead Councillors from each political group continued to discuss meetings to coincide with the preparation of the agenda for the next Strategic Overview and Scrutiny committee meeting and were instrumental in ensuring that the scope for each scrutiny topic was clear.
- 2.3 The Committee also agreed to continue with the use of Task & Finish Groups to undertake process reviews to bring together customers, Councillors and officers in a review of key frontline processes in order to improve service delivery from an external customer focused perspective. The method used was as follows:- a proposal form would commission a review by the Overview & Scrutiny Steering Group which would be submitted at the Work Programme item to the Committee. Following discussion, the Overview & Scrutiny Committee would either request that an item be placed on a future agenda or that a Task & Finish Group be convened, with appropriate Councillors, who would scope a review.
- 2.4 The benefits of this approach saw Officers, Councillors and customers working together in a different and more dynamic way to identify improvements to service delivery. This approach also maintained a discipline of service improvements through a process of external challenge and provided the Strategic Overview & Scrutiny Committee with an effective means by which it could scrutinise service delivery.

3. Policy Context

- 3.1 Building A Better Ipswich:

The work of Strategic Overview & Scrutiny Committee touches on all aspects of the Corporate Plan 2017, e.g. its underlying principles and priorities.

4. Performance Monitoring

4.1 Scheduled meetings throughout the year on scrutiny investigations are followed by reporting to the Strategic Overview & Scrutiny Committee with progress, outcomes and recommendations.

5. Risk Management

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (scale 1-6) 1 - almost impossible; 6 – very high	Impact of risk, if it occurred taking account of actions (Scale 1 – negligible; 4 - catastrophic)	Actions to mitigate risk
Strategic O&S Committee does not effectively communicate progress and outcomes from its annual work programme to the Council.	O&S recommendations not followed through.	Engagement of Corporate Management Team	2	2	When agreeing scrutiny items for the annual work programme, the Corporate Management Team is engaged in the process to ensure agreed outcomes are achieved and reported. Annual report is prepared and reported to Council.

6. Environmental Impact Assessment

6.1 Not applicable in the context of this report.

7. Equalities and Diversity Implications

7.1 There are no equalities and diversity implications directly associated with this report.

8. Financial Considerations

8.1 There are no financial considerations directly associated with this report.

9. Recommendations: -

- 9.1 That O&S Committee approves the Strategic Overview & Scrutiny Committee Annual Report 2017-2018, attached at Appendix 1 of report Ref No: OS/18/15, for submission to Full Council.**
- 9.2 That the Strategic Overview & Scrutiny Committee's Work Programme for 2018/19, attached at Appendix 2 of report Ref No: OS/18/15, be approved.**