

Community and Housing  
Overview & Scrutiny Panel

## Developing the Annual Work Programme



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The Annual Work Programme:

- Monitoring the Forward Plan & Scrutinising Cabinet.
- Monitoring performance and budgets.
- Making sure policies and strategies stay on track.
- Assessing the impact of policies and strategies.
- Developing and improving the work of the Panel
- **Undertaking in depth policy reviews.**



## Selecting Issues for Examination

- Whittle down the long-list.
- Agree the terms of reference – the questions to be addressed.
- Determine the depth of review: light, medium or full.
- Establish the Review Group.
- Set target end date.



## Shortlist

- Members priorities selected from the long-list.
- Are there any reviews carried over from last year?
- Capacity to do 2-3 reviews in any year depending on depth – including any carried forward.
- May identify a reserve pending completion of any ongoing review.



## Terms of Reference

- Are members happy with the questions posed?
- *Don't let the focus get too broad* – focus on a few key questions only.
- Make sure we look 'over the fence' and learn from elsewhere.
- Be sure the Council can *make a difference*.



## Review Team

- Who wants to be involved as a member of the Team? 5-6 team members (including external reps and invitees from other panels) with cross-party membership is ideal.
- Agree who is going to lead the review.
- Places will be advertised to members who are not on this O&SP.
- External representatives? (Leave it to the Group to decide).



## Next steps

- Scrutiny Support Officer will write-up draft work programme and review scoping papers for agreement by lead members.
- Submit work programme to OSCC for approval.
- Review Team(s) to meet and allocate tasks and sign off project plan.



## Scrutiny Review Short List

