

**Scrutiny Work Programme  
Essential Reference Paper B**

**Community Scrutiny Committee work programme 2012/13**

| meeting                   | date                                      | topic  | Contact officer/lead  | Next Exec                |
|---------------------------|---|--|---|--------------------------|
| <b>THIS</b>               | <b>CIVIC YEAR</b>                         |  |   |                          |
| Meeting 2/4 in 2012/13    | 28 Aug 2012<br><br>Report deadline 15 Aug | <ul style="list-style-type: none"> <li>• Report from Health Eng Panel</li> <li>• Ageing Well – follow up</li> <li>• <b>TBC</b></li> <li>• Healthcheck through to June 2012</li> <li>• Work Programme</li> </ul>  | <ul style="list-style-type: none"> <li>• Chairman of the Panel</li> <li>• Executive Member</li> <li>• X</li> <li>• Lead Officer - Performance</li> <li>• Scrutiny Officer</li> </ul>  | 9 Oct 2012<br>6 Nov 2012 |
| <b>Member information</b> | On-line consultation                      | <ul style="list-style-type: none"> <li>• <b>2013/14 Proposed Service Options</b></li> </ul>  |   |                          |
| Meeting 3/4 in 2012/13    | 20 Nov 2012<br><br>Report deadline 7 Nov  | <ul style="list-style-type: none"> <li>• Report from Health Eng Panel</li> <li>• <b>Community Grants</b> review of applications and Q1/Q2 allocation</li> <li>• <b>TBC</b></li> <li>• Annual Equalities Report</li> <li>• Service plan monitoring Apr 2012 – Sept 2012 (Community only)</li> <li>• Healthcheck through to Sept 2012</li> <li>• Work programme</li> </ul> | <ul style="list-style-type: none"> <li>• Chairman of the Panel</li> <li>• Comm Eng Manager/ Grants officer</li> <li>• X</li> <li>• Comm Eng Manager/ Equalities Officer</li> <li>• Lead Officer – Corporate Planning</li> <li>• Lead Officer - Performance</li> <li>• Scrutiny Officer</li> </ul> | 4 Dec 2012               |
| <b>JOINT SCRUTINY</b>     | 15 Jan 2013                               | <ul style="list-style-type: none"> <li>• <b>2013/14 Budget items</b></li> </ul>  |   |                          |
| <b>JOINT SCRUTINY</b>     | 12 Feb 2013                               | <ul style="list-style-type: none"> <li>• <b>2013/14 Service Plans</b></li> <li>• <b>2012/13 Estimates and 2013/14 Future targets</b></li> </ul>  |   |                          |
| Meeting 4/4 in 2012/13    | 12 Mar 2013<br><br>Report deadline 27 Feb | <ul style="list-style-type: none"> <li>• Report from Health Eng Panel</li> <li>• Leisure Contract – year 4</li> <li>• <b>TBC</b></li> <li>• Healthcheck through to Dec 2013</li> <li>• Work programme 2013/14</li> </ul>   | <ul style="list-style-type: none"> <li>• Chairman of the Panel</li> <li>• Invite SLM</li> <li>• X</li> <li>• Lead Officer - Performance</li> <li>• Scrutiny Officer</li> </ul>  |                          |

**The four principles of good public scrutiny:**

- *provides 'critical friend' challenge to executive policy-makers and decision-makers*
- *enables the voice and concerns of the public and its communities*
- *is carried out by 'independent-minded governors' who lead and own the scrutiny role*
- *drives improvement in public services*

**Currently within East Herts Council, the criteria for selecting issues:**

For the Scrutiny Committee to select an issue to review, it must meet all of the following criteria:

- Of local, and preferably current, concern
- Linked to the council's corporate objectives
- Capable of being influenced by this committee
- Of manageable scope – focused rather than too wide ranging
- Of sufficient scope to warrant a scrutiny review – not something that can be easily fixed by meeting with the service provider
- Not being scrutinised elsewhere (eg another Scrutiny Committee)

At the last scrutiny evaluation there was a feeling, in the light of the current economic climate and limited resources, that there should also be some consideration given to

- areas where significant costs might be incurred or could be saved
- minimising the level of risk associated with the topic/issue
- the length of time since the topic was last reviewed.