

Scrutiny Topic Referral Form and Guidance

Guidance Notes

Scrutiny Committees set their work programme once a year, usually between June and July. Once this work programme is set, any topic that an Officer / Member thinks should be added to the work programme has to be approved by the full Committee prior to adding it onto the work programme.

This is usually done at a Committee meeting, where the Committee receives a brief overview of what it being proposed, and they then decide if they would like to add it to the Annual work programme. Scrutiny Committees have limited time and resources and therefore work plans need to be manageable.

It is not possible to include every topic suggested by Members, Heads of Service or the Public in the Work Plan. Successful scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

Scrutiny work programmes should be focused on what outcomes we can achieve within the resources available and adding value to the process. If you have a topic that you think should be added to the work programme, please fill in the attached form with details of what the Committee is being asked to do. You will then need to send this form to scrutiny@newport.gov.uk, where the Senior Scrutiny Officer will determine which scrutiny Committee it should go to, and provide comment on how the referral fits into the work programme and how it could be undertaken.

For every item on the work programme / new referral, it should be clear:

- What is the issue / activity / project under consideration?
 - *A brief outline of the matter being referred / the question being asked*
- What is Scrutiny being asked to do?
 - *e.g. undertake a full review of the subject? Investigate / interrogate different policy options? Be consulted on final proposals before decision making? Monitor outcomes / implementation?*
- What are the reasons for / expected benefits of involving Scrutiny in this matter?
- Is there a specific deadline for this piece of work?

Scrutiny Topic Referral Form and Guidance

The Referral Process

- All referrals to the Scrutiny Work Programme are considered by the Overview and Scrutiny Management Committee in the first instance.
- Once you email this form to the scrutiny mailbox (scrutiny@newport.gov.uk), the Senior Overview and Scrutiny Officer will schedule your referral on the agenda for the next meeting of that Committee.
- You will receive an email back confirming receipt of the referral, and the date of the Committee meeting.
- The form is then sent to the appropriate Heads of Services so that they can comment on the relevance of the suggested topic, and highlight any factors that need to be taken into consideration when deciding whether to conduct a review of the topic.
- The Senior Overview and Scrutiny Officer will also provide comment on the referral in terms of how it fits in with the Scrutiny work programme, which Committee it would best fit with, the priorities set by the Committee and whether the Committee has the necessary resources.
- The Senior Overview and Scrutiny Officer meets with the Chair prior to the agenda being published, and will be in contact with you if the chair has any queries about the referral, or if they have asked for any additional information.
- The final agenda is published 1 week before the meeting. You should receive the agenda from Modern.gov. If you do not, please email scrutiny@newport.gov.uk.
- You will be invited to attend the meeting, to discuss the referral and answer any questions the Committee may have.
- The Committee will weigh up whether the topic meets their agreed selection criteria, whether it fits with the priorities within its work programme, and also how this piece of work should be undertaken.
- After the Committee meeting, the Senior Overview and Scrutiny Officer will confirm with you what was agreed, and discuss with you the next steps if the referral is approved.

If you would like any help filling in this form, please contact:

- Liz Blayney, Senior Overview and Scrutiny Officer
Elizabeth.blayney@newport.gov.uk
Tel: 01633 235680

We would be happy to discuss your suggestion with you and how the topic would fit within the Scrutiny Work Programme. If you wish we can fill the form in on your behalf and send it to you for verification before it is submitted to the Scrutiny Committee.

Scrutiny Topic Referral Form and Guidance

Title of topic:	<i>Newport Carers Strategy – 2019 – 2022</i>
Brief description of the topic	<i>New strategy for carers</i>
Scrutiny's Role:	<p><i>Please provide detail of what Scrutiny's role would be in the process: i.e.</i></p> <ul style="list-style-type: none"> - <i>to assist in the development of a strategy and consultation with the public</i>
Lead Officers:	<p><i>Who will be involved with this piece of work? Please include:</i></p> <ul style="list-style-type: none"> - <i>Jenny Jenkins – service manager</i> - <i>Sandra Trimarco –</i> - <i>Jessica Holmes – Carers Development Officer</i>
Has this matter been before Cabinet / Council?	<i>Not this strategy, but previous ones</i>
Who will make a final decision on this matter?	<i>Council</i>
When will a decision on this matter be taken?	<i>Would like this strategy to go to public consultation by end of financial year</i>
What are the timeframes for this piece of work?	<i>Would like this strategy to go to public consultation by end of financial year</i>
Please provide detail of how this work would contribute towards Corporate Priorities and Objectives.	<ul style="list-style-type: none"> - <i>Newport 2020</i> <p><i>The 2011 census reports that there are over 16,000 adult carers in Newport (with the figure reported to be much higher).</i></p> <p><i>This strategy sets out how we will support carers in line with the SS Well-Being Act 2016 and Newport plan.</i></p>
Does this involve any partner agencies?	<i>This strategy will be sent to stakeholders for consultation</i>

Please email this form to scrutiny@newport.gov.uk.

To be completed by the Scrutiny Team:

Comments Head of Service	<p><i>The Scrutiny Team will send this form to the relevant heads of service for comment on:</i></p> <ul style="list-style-type: none"> • <i>Is this a relevant topic for scrutiny to look at?</i> • <i>If so, do you agree with the role being suggested for Scrutiny?</i> • <i>Is this topic ready being considered elsewhere?</i>
---------------------------------	---

Scrutiny Topic Referral Form and Guidance

	<ul style="list-style-type: none">• <i>Are there any other pieces of work / decisions being taken that could impact on this referral?</i>• <i>Are there any other factors that could impact on this referral? (deadlines, cabinet reports / decisions)</i>
Comments Senior Overview and Scrutiny Officer	<p><i>The Senior Scrutiny Officer will provide comment on the following:</i></p> <ul style="list-style-type: none">• <i>How this referral fits into the Scrutiny Forward Work Programme;</i>• <i>How this referral fits into the priorities of the Scrutiny Committees;</i>• <i>A suggested approach – (Policy Review Group / Full Committee);</i>• <i>Timescales – how this would impact upon the other work of Scrutiny;</i>• <i>Resources within the Scrutiny team to support this referral.</i>