

Dealing with member requests for review and PICK Priority Setting

Setting Up 'Task and Finish' Panels

As a guideline and subject to resource constraints, the Overview and Scrutiny Committee may establish time limited scrutiny 'Task and Finish' Panels. These panels will be charged with carrying out an in-depth investigation into a specific service area or policy. Each panel will work to a specific brief set out by the Overview and Scrutiny Co-ordinating Committee although scoping and reporting routes will be relevant to each review or task.

Membership of the scrutiny panels may be drawn from the Overview and Scrutiny Committee itself and/or from other Members of the Council. Membership will depend on the knowledge and expertise required to deal with the matter in hand, as long as the principle of independence is not compromised.

Choosing the topics for the scrutiny panels to work on is a key task for the Overview and Scrutiny Committee. It will be impossible for the scrutiny panels to cover all the Council's activities and there is therefore a need to prioritise particular issues.. Overview and Scrutiny Committee has adopted criteria to assist it with the task of choosing topics for scrutiny to judge both the individual topic suggested and the shape of the overall programme of topics being scrutinised:

This system is called PICK. This acronym stands for:

PICK System

P for Public Interest

Members' representative roles are an essential feature of Scrutiny. They are the eyes and ears of the public, ensuring that the policies, practice and services delivered to the people of the District, by both the Council and external organisations, are meeting local needs and to an acceptable standard. The concerns of local people should therefore influence the issues chosen for scrutiny. Members themselves will have a good knowledge of local issues and concerns. Surgeries, Parish Councils, Residents Associations and Community Groups are all sources of resident's views. Consultation and Surveys undertaken by the Council and others can also provide a wealth of information.

I for Impact

Scrutiny is about making a difference to the social, economic and environmental well-being of the area. Not all issues of concern will have equal impact on the well-being of the community. This should be considered when deciding the programme of work, giving priority to the big issues that have most impact. To maximise impact, particularly when scrutinising external activity, attention should also be given to how the committee could influence policy and practice. Sharing the proposed programme of reviews with Members, officer and key partners will assist this process.

C for Council Performance

Scrutiny is about improving performance and ensuring the Council's customers are served well. Members will need good quality information to identify areas where the Council, and other external organisations, are performing poorly. There is no shortage of Performance Indicators available and the recent scrutiny review has sought to develop a 'basket ' approach to future review. Areas where performance has dropped should be our priority.

K for Keep in Context.

To avoid duplication or wasted effort priorities should take account of what else is happening in the areas being considered. Is there a Best Value Review happening or planned? Is the service about to be inspected by an external body? Are there major legislative or policy initiatives already resulting in change? If these circumstances exist Members may decide to link up with other processes (e.g. Best Value Review) or defer a decision until the outcomes are known or conclude that the other processes will address the issues. Reference should also be made to proposed programmes of work in the Councils plans and strategies

Members Requests

Members should complete the attached form (Annex 1) having regard to the above categories. Requests will be considered by the Overview and Scrutiny Co-ordinating Committee and ranked against other requests and available resources and placed in a ranking list (Annex 2) using the following scoring system.

PICK Scoring System

- **P**ublic Interest: the concerns of local people should influence the issues chosen

| Score | Measure |
|-------|------------------------|
| 0 | no public interest |
| 1 | low public interest |
| 2 | medium public interest |
| 3 | high public interest |

- **I**mpact: priority should be given to the issues which make the biggest difference to the social, economic and environmental well-being of the area

| Score | Measure |
|-------|---------------|
| 0 | no impact |
| 1 | low impact |
| 2 | medium impact |
| 3 | high impact |

- **C**ouncil Performance: priority should be given to the areas in which the Council, and other agencies, are not performing well.

| Score | Measure |
|-------|--|
| 0 | 'Green' on or above target performance |
| 2 | 'Amber', |
| 3 | low performance 'Red' |

- **K**eep in Context: work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort.

| Score | Measure |
|-------|--|
| 0 | Already dealt with/ no priority |
| 1 | Longer term aspiration or plan |
| 2 | Need for review raised but not adopted policy |
| 3 | Need for review acknowledged and already incorporated into programme or contained in a strategy and/or Council BVPP target |

Each topic will be scored under each category as indicated above. Where a category is not applicable, no score will be given.

Annex 1

Request by Member for Scrutiny Review



Please complete the form below to request consideration of your issue by the Overview and Scrutiny Committee

| | |
|---|--|
| Proposers Name: John Philip | Date of Request 26 NOVember 2013 |
| Supporting Councillors (if any): Mary Sartin | |
| Summary of Issue you wish to be scrutinised: The current procedure for dealing with questions without notice at Full Council | |
| NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION | |
| Public Interest Justification: The current system of Questions without notice at full Council, leads to a sense of disorganisation. The juxtaposition of questions on reports and questions on other matters leads to many occurrences of questioners being identified by the Chair only to find that their questions are for the other section. This gives a bad impression to members of the public present and watching on Webcast | |

Impact on the social, economic and environmental well-being of the area:

Inefficient treatment of questions raises the risk that important issues will not be raised in a meaningful manner in the most public of Council meetings

Council Performance in this area (if known: Red, Amber, Green):

Operation of full Council is significantly impacted by this

Keep in Context (are other reviews taking place in this area?)

No other reviews are in progress on this

| | |
|--------------------|----------------------------|
| | |
| Office Use: | |
| Pick score: | Considered By OSCC: |

