

Overview and Scrutiny Committee

Wed 18 Jun
2008
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk

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- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Jess Bayley and Helen Saunders
Overview and Scrutiny Support Officers**

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آپ انگریزی میں مدد چاہتے ہیں— نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন,
টেলিফোন: 01905 25121

‘Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121’

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on the Ringway Car Park.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
 - The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)
- and**
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



OVERVIEW AND SCRUTINY COMMITTEE

Wednesday, 18th June, 2008

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	P Mould (Chair)	W Hartnett
	D Smith (Vice-Chair)	Norton
	K Banks	D Taylor
	M Chalk	D Thomas

1. Apologies and Named Substitutes	To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.
2. Declarations of interest and of Party Whip	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.
3. Minutes (Pages 1 - 8)	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record. (Minutes attached)
4. Actions List (Pages 9 - 14)	To note the contents of the Overview and Scrutiny Actions List. (Report attached)
5. Call-in and Pre-Scrutiny	To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny. (No separate report).

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<p>6. Task & Finish Reviews - Draft Scoping Documents (Pages 15 - 16)</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(Report attached and report to follow)</p> <p>No direct ward relevance</p>
<p>7. Overview and Scrutiny Member Training (Pages 17 - 52)</p>	<p>To receive an update on the main points raised during the Overview and Scrutiny Member Training event that took place on Thursday the 5th of June 2008.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>8. Referrals</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p> <p>(No Direct Ward relevance)</p>
<p>9. Work Programme (Pages 53 - 56)</p>	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

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10. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.

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OVERVIEW AND SCRUTINY

28th May 2008

Committee

MINUTES

Present:

Councillor Phil Mould (Chair), Councillor David Smith (Vice-Chair) and Councillors M Chalk, W Hartnett, D Taylor and D Thomas

Officers:

J Smith

Overview and Scrutiny Support Officer:

H Saunders and J Bayley

1. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

2. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest or of any party whip.

3. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on the 9th April 2008 be confirmed as a correct record and signed by the Chair.

4. ACTIONS LIST

The Committee considered a record of actions requested at meetings of the Overview and Scrutiny Committee and details about Officers' and Members' responses to these requests.

Officers informed Members that an action requested on the 27th March 2008, relating to the Joint Policy on Unauthorised Gypsy and Traveller Encampments, was due to be addressed by the Committee. Members agreed that the Joint Policy on Unauthorised Gypsy and Traveller Encampments should be discussed at a subsequent meeting of the Committee on the 9th July 2008. Officers were asked

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Chair

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to append a copy of the Joint Policy to the agenda for that meeting for the consideration of Members.

Officers explained that former Councillor Pattie Hill had been involved in facilitating the review of the Joint Policy. Members agreed that former Councillor Pattie Hill should therefore be invited as an expert witness to attend the meeting of the Committee on the 9th July.

Officers referred Members to the final entry on the Actions List, which contained information about the Overview and Scrutiny Committee's Annual Report for 2007 / 08. Members were informed that a press release had been issued on the subject, as requested by the Overview and Scrutiny Committee on the 9th April. Subsequently an article had appeared in local newspaper, The Standard, on the work of the Overview and Scrutiny Committee during the year. Officers also informed Members that the Overview and Scrutiny Committee's Annual Report could be accessed on the Overview and Scrutiny Web Pages on the Redditch Borough Council website.

Members requested that a glossary be appended to the Actions List to clarify the acronyms contained within the document.

RESOLVED that

subject to the details recorded in the preamble above, the contents of the Actions List be noted.

5. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

Members were informed that no draft scoping documents had been proposed for Members' consideration.

Officers explained that a report containing a Scrutiny Scoping Check List had instead been provided for the consideration of Members. The Scrutiny Scoping Check List contained a list of questions for Members to address when discussing a draft scoping document. Officers suggested that this list would not need to be addressed on a question-by-question basis. Instead, the Scrutiny Scoping Check List would provide guidance for Members whilst they were considering whether to approve a proposed Task and Finish review. Members agreed that this document should be attached to the draft scoping document item on a regular basis.

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RESOLVED that

subject to the details contained in the preamble above the Scrutiny Scoping Check List be approved.

6. TASK AND FINISH GROUP PROGRESS REPORTS

Officers explained that this item had been included on the agenda to ensure that the members of the Committee were informed about the Executive Committee's responses to the final reports issued by the three Task and Finish Groups that concluded in April 2008: Communications; District Centres; and Fees and Charges.

Members were informed that the final reports produced by all three Task and Finish Groups had been considered at a meeting of the Executive Committee on Wednesday the 23rd April. The Executive Committee had noted the contents of the reports and referred the documents to the full Council for consideration. Officers explained that the reports were due to be considered at the following Council meeting on Monday the 30th June.

Members discussed Task and Finish Group arrangements and agreed that both Members and Officers would need to ensure that reviews were completed in accordance with specified deadlines. Members also expressed concerns that the reports had contained too many recommendations and agreed that a smaller number of recommendations would have been more appropriate. For following Task and Finish reviews Members agreed that recommendations should be concise and take account of any financial implications.

Officers explained that Members would be exploring potential subjects for scrutiny during the Work Programme Planning event.

RESOLVED that

subject to the details contained in the preamble above the Task and Finish Group updates be noted.

7. JOINT SCRUTINY EXERCISE ON FLOODING - PROGRESS REPORT

The Committee considered an update report in relation to the Joint Exercise on Flooding from the Redditch Borough Council representative, Councillor Chalk.

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Councillor Chalk explained that he had produced notes for the consideration of Members following each meeting of the Joint Scrutiny exercise. Members were informed that the Group had considered the contents of the Pitt Review and had also interviewed representatives of a number of relevant organisations. Councillor Chalk explained that the following meeting of the Joint Scrutiny Group would take place on Monday the 30th June.

The wet weather at the time of the meeting was discussed by Members, who expressed concerns that the weather might cause flooding in the ditches in Batchley. Members therefore requested that the Operations Manager provide information about the impact of the weather on the condition of the ditches in Batchley.

RESOLVED that

subject to the details contained in the preamble above the Joint Exercise on Flooding update report be noted.

8. OVERVIEW AND SCRUTINY PROCEDURES DOCUMENT

Officers provided an oral report on the draft Overview and Scrutiny Procedures Document. Members were informed that the Procedures Document had been produced prior to the annual meeting of the Council on Monday the 19th May. Members agreed to alter the Introduction to refer to accurate details about the number of Members respectively on the Overview and Scrutiny and Executive Committees.

Officers referred Members to page 8 of the document to discuss the membership of Task and Finish Groups. Members noted that Chairs of Task and Finish Groups would be derived from the membership of the Overview and Scrutiny Committee. Members further noted that the number of Members on each Task and Finish Group would not exceed five Councillors. Officers explained that this would help to reduce the problems with Member capacity that had occurred during the previous year.

Members discussed the requirement for Portfolio Holder Annual Reports, detailed on page 14 of the Procedures Document. The Chair proposed that the new Portfolio Holders should not be required to present their reports until three or four months had elapsed to provide them with time to settle into their roles. The Chair further proposed that the Portfolio Holders should be invited to identify scheduled meeting dates from the Overview and Scrutiny Committee calendar when they would be available to present their

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reports. However, Members agreed that the Annual Reports should occur at separate meetings spread out throughout the year.

The proposed content of the Portfolio Holder Annual Reports was also discussed. Members agreed that the reports should not adhere to the presentation style adopted in 2007/08. Instead, Members agreed that a question and answer session would be more suitable and that Portfolio Holders should be informed of the themes around which they would be questioned in advance of their report to the Overview and Scrutiny Committee.

Members discussed scrutiny practice at Select Committees in the UK Parliament and noted that it might be useful to attend one of these meetings to observe their approach to interviewing witnesses in a scrutiny context. Officers were asked to assess the Select Committee timetable and to make arrangements that would enable the Members of the Overview and Scrutiny Committee to attend a Select Committee meeting. Members also discussed attending Select Committees as delegates from the Council and it was noted that this opportunity was made available to Members on an annual basis.

RESOLVED that

subject to the details contained in the preamble above the Overview and Scrutiny Procedures Document be approved.

9. OVERVIEW AND SCRUTINY SCOPING DOCUMENT

Officers explained that the draft scoping document had been simplified into a one page format. Members were informed that concerns had been expressed by some Councillors that the previous two page format had been too complex.

Members requested that a statement, explaining that the Overview and Scrutiny Committee reserved the right to refuse proposed subjects that were not within the remit of the Council, be recorded on the document.

RESOLVED that

subject to the details contained in the preamble above the Overview and Scrutiny Scoping Document be approved.

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10. WORK PROGRAMME PLANNING DAY

Officers explained that an Overview and Scrutiny Work Programme Planning Day had been organised in the previous municipal year. The Work Programme had been introduced to enable Members to plan the work that would be undertaken as part of the Overview and Scrutiny process at the Council during the following year. Members were informed that the Planning Day had been due to take place on Friday the 23rd May but had been postponed to provide Members appointed to the Overview and Scrutiny Committee in May 2008 with an opportunity to contribute to arrangements for the event.

Officers presented a copy of the programme for the day that had been approved by the Committee in the previous year as well as a suggested alternative programme for the event. Officers explained that there were concerns that some of the group exercises originally scheduled to take place during the day might be more suitable for further debate at meetings of the Committee.

Members agreed that the Planning Day should focus on exploring potential topics for scrutiny. However, Members also requested that the session begin with an exploration of appropriate working relations between the Overview and Scrutiny Committee and Executive Committee. Officers were asked to review and provide information about best practice in relations between the Executive and Overview and Scrutiny Committees, based on details obtained by Councillor Thomas during a scrutiny training event. Due to the reduced content of the programme for the day Members agreed that the event should take place in the afternoon only.

Members agreed that all non-Executive Committee Members should be invited to attend the Overview and Scrutiny Work Programme Planning Afternoon. Members also agreed that Executive Committee Members should be invited to attend the first half of the event, to involve all Members in the discussions about relations between Executive Committee and Overview and Scrutiny Committee Members. However, Members did not believe that it would be appropriate for the Executive Committee Members to be involved in the second session, focused on exploring potential topics for scrutiny. Therefore, Members agreed that Executive Members would be asked not to participate in that second group exercise but rather to submit any ideas for scrutiny in writing.

Members also discussed the appropriate Officer presence for the Work Programme Planning Afternoon. Members agreed that senior Officers would not be required to attend. However, Members

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requested that the Democratic Services Manager attend to help facilitate the first session. The Overview and Scrutiny Support Officers were asked to attend both sessions.

Officers noted that one of the exercises that had been incorporated into the original programme for the event had related to a number of standard items considered by the Overview and Scrutiny Committee: quarterly performance reports; quarterly budget reports; and the annual review of the Council's Service Plans. Members were informed that Officers would appreciate further guidance from Members about the required presentation for these items. The Chair suggested that due to the change in membership for the Committee in May 2008 it would be appropriate to postpone any such review until all Members had familiarised themselves with the current format for presenting these reports.

Members approved Friday the 20th June 2008 as the date for the Work Programme Planning Afternoon. They agreed that a buffet lunch should be provided for all Members at the start of the event.

RESOLVED that

subject to the details contained in the preamble above the arrangements for the Work Programme Planning Afternoon be approved.

11. REFERRALS

There were no referrals.

12. WORK PROGRAMME

Officers explained that the Overview and Scrutiny DVD presentation detailed in the Work Programme would be screened during the new Members' Training Session on Thursday the 5th June 2008. Members were informed that the Training Session would provide an introduction to Overview and Scrutiny and would be suitable for new Members as well as for Members who were unfamiliar with the scrutiny process.

Officers explained that a number of subjects were due to be discussed by the Overview and Scrutiny Committee, though no dates had been established for consideration of these items. Members were informed that these items included a proposed review of the Council's Business Centres and that Officers were due to produce a report on the subject for the consideration of

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the Executive Committee in 2008. Members agreed to postpone consideration of the proposed review until this report had been submitted.

Members discussed the proposed discussion of ditches, as detailed in the Work Programme. The Chair proposed that the Overview and Scrutiny Committee should postpone consideration of this item whilst the Joint Scrutiny exercise on Flooding was taking place. Members agreed to reassess the need for this discussion following consideration of the Joint Scrutiny Report.

The Chair suggested that the Third Sector Task and Finish review should be launched as soon as possible. Members agreed that the item should be reviewed at the following meeting of the Committee on Wednesday the 18th June. Members also requested that the scoping document for this exercise be provided for the consideration of Members at the following meeting of the Committee. Councillor Thomas was appointed Chair of the Group and was asked to review the contents of the document in consultation with the Overview and Scrutiny Support Officers prior to the following meeting of the Committee.

Members agreed that the Chair and Vice-Chair of the Committee would make the final decision about membership of the Task and Finish Group.

RESOLVED that

subject to the details contained in the preamble above the Committee's Work Programme be noted.

The Meeting commenced at 7.05 pm
and closed at 8.30 pm

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
19/12/07 1	Members discussed the proposed new format for presenting performance information to the Overview and Scrutiny Committee. Officers were asked to provide an explanation of the traffic light system. Members did not specify a date by which this information should be made available.	The Overview and Scrutiny Support Officers have informed the relevant Officers of this request. (TO BE DONE). Lead Officer, Head of Strategy and Partnerships (HSP), Estimated introduction date, August 2008.
27/02/08 2	Officers were asked to present community safety performance data to Members using both of the templates that had been provided for the consideration of Members at that meeting. Officers were asked to present this information to the Overview and Scrutiny Committee alongside the quarterly performance reports.	The Overview and Scrutiny Support Officers have informed the relevant lead Officer of this request. (TO BE DONE). Lead Officer, HSP, estimated introduction date, August 2008.
27/02/08 3	The Overview and Scrutiny Committee to discuss ways to develop relations between the Committee and the Executive Committee.	Members are due to consider this issue further during the Overview and Scrutiny Work Programme Planning Afternoon (WPPA) on the 20th June 2008. (WILL BE DONE SOON). Lead Officers, the Overview and Scrutiny Support Officers (OSSOs), estimated completion date 20th June 2008.
27/03/08 4	Members requested that Councillor Hill be approached to attend and observe, as a Council representative, the meeting of the partners who have signed the Joint Policy on Unauthorised Gypsy and Traveller Encampments.	Members discussed and agreed on the 28th May 2008 that this issue should be addressed further at a meeting of the committee on the 9th July 2008. (WILL BE DONE SOON) Lead Officers OSSOs, estimated completion date, 9th July 2008.

<p>27/03/08</p> <p style="text-align: center;">5</p>	<p>Members agreed that a series of actions should be undertaken as preparatory work for carrying out scrutiny of economic development role at the Council. Members requested several actions as detailed below:</p> <ul style="list-style-type: none"> • the Jobs, Employment and Economy scrutiny report be circulated amongst all Overview and Scrutiny Committee Members; • the Economic Development Manger job specification be reviewed in line with the three key themes contained in the Regional Economic Strategy: business; place; and people; • relevant Officers from Worcestershire County Council be invited to the Committee to discuss their roles and responsibilities for economic development in Redditch; • further information be provided on roles and responsibilities for other bodies / agencies contributing to economic development in Redditch; • the latest secondary school attainment figures be obtained and distributed to Committee Members; and 	<p>Members agreed to postpone consideration of these items until the WPPA has taken place in June 2008. The OSSOs to work around these timeframes.</p> <ul style="list-style-type: none"> • The OSSOs to circulate copies of this report amongst Members of the Overview and Scrutiny Committee following the WPPA in 20th June 2008. TO BE DONE. – Lead Officers – OSSOs. • The Head of Planning and Building Control (HPBC) to undertake this work. This information should be made available on a date to be specified by Committee Members after the WPPA has taken place. TO BE DONE. • The OSSOs to dispatch these invitations, at a date to be specified by Members, after the WPPA has taken place. TO BE DONE. – Lead Officers, OSSOs • The HPBC to provide this information, after the WPPA has taken place, on a date to be specified by the Overview and Scrutiny Committee. TO BE DONE. – Lead Officer, HPBC. • The OSSOs to obtain and circulate these figures amongst Members of the Committee on a date to be specified by the Committee and following the WPPA. TO BE DONE.
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	<ul style="list-style-type: none"> representatives of Education Services from Worcestershire County Council be invited to a future meeting to educational attainment levels in Redditch schools. 	<ul style="list-style-type: none"> The OSSOs to dispatch these invitations when Members have specified a date for consideration of this item by the Committee (and following the WPPA). TO BE DONE. Lead Member – Councillor Mould.
09/04/08 6	Members agreed that the issues addressed in the proposed Reporting Council Priorities draft scoping document would be addressed during the WPPD.	OSSOs to ensure that these issues are addressed during the WPPA. TO BE DONE (OSSOs, 20th June 2008).
28/05/08 7	<p>Members discussed the Gypsies and Travellers item recorded on the Actions List. Members agreed the following:</p> <ul style="list-style-type: none"> Officers were asked to organise for the issue to be discussed at a meeting of the Committee on the 9th July; Officers were asked to invite former Councillor Pattie Hill to attend that meeting on the 9th July to act as an expert witness; Officers were asked to attach a copy of the Joint Policy on Unauthorised Gypsy and Traveller Encampments to the agenda for the meeting of the Committee on the 9th July. 	<ul style="list-style-type: none"> Officers have recorded these arrangements on the Work Programme accordingly. (DONE). Officers will send former Councillor Pattie Hill an invitation to this meeting the week beginning 9th of June 2008. (WILL BE DONE SOON). Officers will ensure that the appropriate paperwork is available on the 9th July. (WILL BE DONE SOON). <p>Lead Officers, OSSOs.</p>
28/05/08 8	Officers were asked to attach a glossary to the Actions List to clarify the various acronyms used in the document.	Officers have attached a glossary to this copy of the Actions List and will continue to do so. (DONE).

<p>28/05/08</p> <p>9</p>	<p>Members discussed the Joint Exercise on Flooding and requested that relevant Officers provide further information about the impact of wet weather conditions at the date of the meeting on the condition of the ditches in Batchley.</p>	<p>The Operations Manager provided a response to all Members of the Overview and Scrutiny Committee on this matter on Monday the 2nd June 2008. (DONE).</p>
<p>28/05/08</p> <p>10</p>	<p>Officers were asked to make a small number of amendments to the Overview and Scrutiny Procedures Document.</p>	<p>Officers made the necessary amendments on Thursday the 29th May. (DONE).</p>
<p>28/05/08</p> <p>11</p>	<p>Members agreed to organise for members of the Committee to attend a select committee meeting in Westminster to observe national best practice in scrutiny. No date was specified.</p>	<p>Officers discussed arrangements for this visit with the Chair. It was noted that there few opportunities to undertake this trip before the summer recess in Parliament and therefore the trip to Westminster would take place in Autumn 2008. (TO BE DONE). Lead Officers OSSOs, estimated completion date Autumn 2008.</p>
<p>28/05/08</p> <p>12</p>	<p>Members discussed the revised Scoping Document. Officers were asked to add a statement explaining to the public that the Overview and Scrutiny committee reserved the right to reject items that are not within the remit of the Borough Council.</p>	<p>The necessary statement has been added to the Scoping Document. (DONE).</p>
<p>28/05/08</p> <p>13</p>	<p>Members discussed arrangements for the Work Programme Planning Event and agreed the following:</p> <ul style="list-style-type: none"> • that the event would be an afternoon rather than a whole day event; 	

	<ul style="list-style-type: none"> • that the WPPA would take place on the 20th June; • that the working relations between the Executive Committee and the Overview and Scrutiny Committee would be addressed at the WPPA; • that all non-executive Members would be invited to attend the WPPA; • that the Executive Members would only be invited to attend the session addressing the relations between the Executive and Overview and Scrutiny Committees; and • that attendees would be provided with lunch at the beginning of the event and that lunch would include a number of sandwiches without mayonnaise. 	<ul style="list-style-type: none"> • the OSSOs have booked the Council Chamber and Committee Room Three for this event on the 20th June (DONE). • the Programme for the event will be recorded accordingly by the OSSOs (WILL BE DONE). • All non-executive Members were invited to the event on Friday the 30th May. (DONE). • The Executive Members were informed of these arrangements on Friday the 30th May. (DONE). • Lunch will be booked accordingly (WILL BE DONE SOON). <p>Lead Officers – OSSOs.</p>
28/05/08 14	Members discussed the proposed Third Sector Task and Finish Group. Members agreed to review this item at the following meeting on Wednesday the 18th June 2008.	Will be done at this meeting. (WILL BE DONE SOON). 18th June 2008.
28/05/08 15	Members agreed that Councillor Thomas would meet with the OSSOs to discuss the contents of the Third Sector Scoping Document further.	A meeting to discuss the terms of reference contained in the document is scheduled to take place on Monday the 16th June 2008. (WILL BE DONE SOON) Lead Members – Councillor Thomas.

Glossary

HPBC	-	Head of Planning and Building Control
HSP	-	Head of Strategy and Partnerships
OSSO	-	Overview and Scrutiny Support Officer
WPPA	-	Work Programme Planning Afternoon



Overview & Scrutiny Committee

Scrutiny Scoping Check List

When scoping a review, the Committee will need to consider the following questions:

1. Is there a clear objective for scrutinising this topic?
2. Are you likely to achieve a desired outcome?
3. What resources are available and what timetable do you need to comply with?
4. What are the potential risks?
5. Is this issue strategic and significant?
6. Is the scrutiny activity timely?
7. To what extent is this matter important for local people? For stakeholders? For the Electorate?
8. Does this issue correspond with the council's corporate priorities?
9. How long is it since this issue was last the subject of a review?
10. Is there evidence of real, perceived or imminent failure to a service or policy in this area?
11. What are likely to be the benefits to the council and its customers of this review?
12. What do other members think about this issue?
13. Is there media interest in the issue?

Criteria to reject Items for Scrutiny

Items which have been suggested for review can be rejected if:

1. the issue was dealt with less than two years ago;
2. the issue is already being examined elsewhere in the council (e.g. by full council);
3. new legislation relevant to this issue is expected within the year;
4. there is no scope for scrutiny to add value, or to make any real difference to the service; or
5. policy that is being reviewed; and the objective(s) of the review are unlikely to be achieved in the specified timescale.

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Why scrutiny matters

Effective Overview and Scrutiny



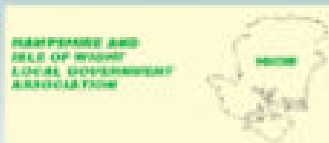
Introduction

Background:

- Local Government Act 2000: Introduced Executive / Scrutiny arrangements.
- Overview and Scrutiny - Statutory role
- Non-Executive Members

Presentation:

- Aims of of Overview and Scrutiny
- Principles of Overview and Scrutiny
- Scrutiny at Redditch Borough Council
- Group activities and DVD



Learning outcomes

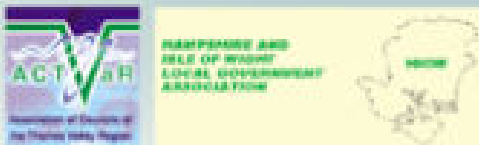
- Understand the main roles of overview and scrutiny in local government, and the types of activity these roles encompass
- Identify potential outcomes from effective scrutiny
- Have a basic introduction to the legal framework
- Identify the working approaches which support effective scrutiny and to review our council's current practice



What scrutiny is and what scrutiny does

Group Exercise 1: What is Scrutiny?

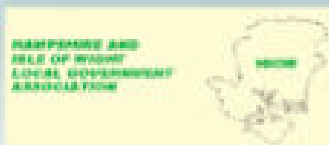
- What is Scrutiny in your opinion?
- What activities do you think Scrutiny should involve?
- What might Scrutiny achieve?
- Are there any examples of Scrutiny outside local government?



What Should be the Guiding Principles of Scrutiny?

- Challenge: To provide critical friend challenge to executives, external authorities and agencies
- Engagement: To reflect the voice and concerns of the public and its communities
- Leadership: To support community leadership and effective representation
- Performance improvement: To make an impact on the delivery of public services

Centre for Public Scrutiny: Four principles



Legal powers

- Local Government Act 2000: introduced executive/scrutiny arrangements
- Health and Social Care Act 2001 introduced health scrutiny power
- Local Government Act 2003: some provisions to enable voting for co-optees

INFORMATION SHEET: The legal framework for scrutiny



Roles of overview and scrutiny

- Holding to account
- Performance management
- Policy Review
- Policy development
- External scrutiny

INFORMATION SHEET: The Roles of Overview and Scrutiny



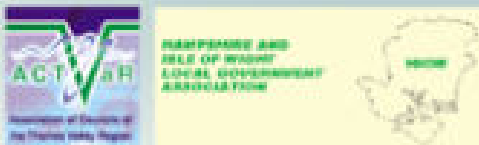
Putting these roles into practice: 1

Holding to Account:

- review of executive decisions, pre-scrutiny from forward plan
- Use of Call-in powers (to be used exceptionally)
- Scrutiny of past performance or events

Performance Management:

- Keep under review implementation of council plans and strategies
- Contribute to improvement of performance



Putting these roles into practice: 2

Policy Review:

- Keep council policies and strategies under review, including in-depth reviews of particular topics

Policy Development:

- Contribute to development of new council policies and strategies (including budget),
- Carry out in-depth reviews to contribute to this

External Scrutiny:

- Statutory role in relation to health
- Issues of concern to local people
- Partnership working

INFORMATION SHEET: The roles of overview and scrutiny



Why scrutiny matters

Benefits from outcomes:

Better decision-making, better service performance, better policy making, improvements from consultation and input of independent expertise

Benefits from processes:

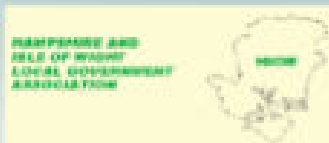
Enhanced democracy, inclusiveness, community leadership and engagement



Redditch Borough Council Scrutiny Arrangements

Overview and Scrutiny Committee:

- Commissioning role, steering body
- Political proportionality – 8 Members
- Meetings within call-in period
- Performance, budget and service plan reviews
- Considers final Task and Finish Reports and refers recommendations to the Executive
- Conducts own short reviews
- Considers Portfolio Holder annual reports



Redditch Borough Council Scrutiny Arrangements

Task and Finish Groups:

- Five Members – all Non-Executive
- Chair
- Scoping scrutiny exercises
- Reviews various subjects – policy review and development
- Informal / ad-hoc arrangements
- Past reviews: Communications, District Centres and Fees and Charges.



Redditch Borough Council Scrutiny Arrangements

Call-in:

- Overview and Scrutiny Committee or any 3 Members
- Within 5 working days of Decision Notice
- Any key decision outside policy or budgetary framework
- Overview and Scrutiny Committee must call a meeting to consider the decision being called-in
- Overview and Scrutiny can put forward recommendations for Executive to consider



Redditch Borough Council Scrutiny Arrangements

Overview and Scrutiny Support Officers:

- Facilitators
- Assistance with research and project management
- Administrative support for the function
- Support both Committee and Task and Finish Groups
- Liaise between Members and Officers

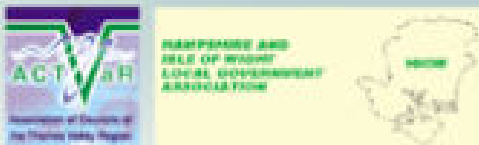
Please note Overview and Scrutiny is a Member-led process— we support you we do not lead and control the process!



What has scrutiny ever done for us?

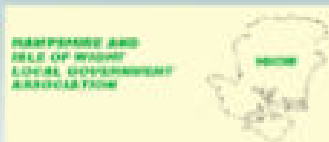
Group Exercise 2

- What effective or positive approaches to scrutiny appear in the DVD?



Conclusion: Councillor King's advice

- Always try to attend
- Regard officers and councillors alike and as partners of your team. Members are team members whatever political group they represent.
- Never be frightened to ask questions and for clarification of things you do not understand.
- Be prepared to give things more time to achieve the right result.



Conclusion: Councillor King's advice

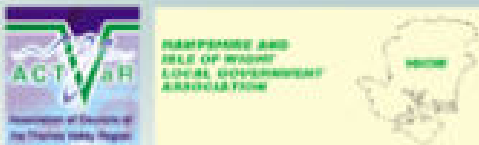
- If you are thinking something, say it. Even though you are not an experienced councillor you have skills gained by time. The best ideas are usually the obvious ones seen by fresh eyes and thought out in open minds.
- Though the work we do is serious, enjoy it and try to add a little humour to the work you do.



Group Exercise 3

Quick quiz – true and false exercise
(This is meant to be a bit of fun!)

INFORMATION SHEET: Effective Outcomes from Scrutiny



Conclusion: What kills scrutiny?

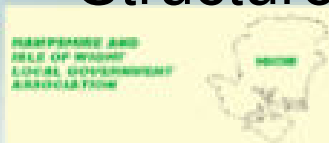
- Keeping Members busy with too much committee work
- Keeping Committees busy with unmanageable work programmes
- Officers submitting reports to scrutiny committees as an afterthought
- Starving scrutiny of resources
- Implement strong party group discipline on scrutiny
- Lacking direct officer support
- No monitoring of scrutiny activities

INFORMATION SHEET: How to kill Overview and Scrutiny



Conclusion: What supports effective scrutiny?

- Executive receptiveness
- Officer receptiveness
- Allow time for the structure to mature and culture to change
- Scrutiny Members ask 'why? And dig beneath the surface
- Appropriate political behaviour
- Dedicated support
- Structures and processes which are fit for purpose



Review and evaluation

- New Members to be invited to attend a meeting of the Overview and Scrutiny Committee
- Complete the evaluation form and return it to the facilitator



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EFFECTIVE OVERVIEW AND SCRUTINY

INFORMATION

1. The legal framework for scrutiny [Module 1]

This information sheet sets out what is required by law for overview and scrutiny arrangements in England. More detailed legal advice would be available from the council's legal staff.

If councillors believe their legal rights are not being met, or there has been a specific breach, the first step is to discuss this with the council's Monitoring Officer (a senior member of staff, often the Chief Executive or Head of Legal Services) who has a legal duty to ensure the council conforms to the law.

The main legal requirements

The Local Government Act 2000 includes requirements for the organisation of scrutiny and these are set out in Part 2, Section 21 of the Act. For England only, this has been amended by the Health and Social Care Act 2001, which sets out the health scrutiny role. The Local Government Act 2003 allows authorities to grant voting rights to co-optees on scrutiny committees who are not councillors.

These requirements allow a great deal of scope to tailor scrutiny arrangements according to local choice.

The legal requirements are:

The council must have one or more overview and scrutiny committees. All executive functions must be covered by an overview and scrutiny committee. Overview and scrutiny bodies must have the right to report both to the executive and the full council. Individual members of the body must be able to put items on the agenda.

The membership of overview and scrutiny bodies must be balanced politically according to the requirements for committees set out in the Local Government and Housing Act 1989. The meetings must be held in public and subject to the access to information requirements for council committees.

The requirements for proportionality for these and other committees are set out in Sections 15-17 of the Local Government and Housing Act 1989. Committees must be politically proportional unless this is waived by a Council vote where no-one votes against. An alternative option is that the 'parent' overview and scrutiny is proportional, but if no-one is opposed, can agree to waive proportionality for sub-committees and panels, or time-limited project groups. The decision to do this would have to be taken annually.

However, if sub-groups were only carrying out consultation and investigation and any formal reporting and recommendations were made by the committee, they could operate informally.

Overview and scrutiny bodies must not include members of the council's executive. They can co-opt members from outside the council. There is a requirement that church schools and parent governors are represented on the overview and scrutiny body responsible for education, and should have voting rights in relation to decisions about education. In other cases, co-opted members will either be non-voting, or if the council introduces a co-option scheme under the Local Government Act 2003, they can be voting members.

Scrutiny bodies can require the attendance of executive members and staff. They can invite others to attend but cannot compel them. The Housing and Social Care Act 2001 includes provision for representatives of local NHS bodies to be required to attend and provide information to council scrutiny bodies.

The powers of overview and scrutiny bodies will be set out in the council's constitution. The powers must include:

- review of executive decisions and actions
- review of other decisions
- reporting on issues affecting the council area and inhabitants
- call-in and review of executive decisions which have not been implemented.

They may conduct best value reviews – this is a local choice.

The issue of whipping by political parties is of relevance to effective scrutiny. If scrutiny is simply controlled by the majority party to prevent any challenge to the executive, it will not be successful in holding the executive to account. The guidance states 'although this is a matter for political parties to consider, both locally and nationally, the Secretary of State believes whipping is incompatible with overview and scrutiny and recommends that whipping should not take place.'

This does not mean that whipping within scrutiny decisions is illegal however, and there is little that council staff, for example the Monitoring Officer, can do about it.

Statutory guidance recommends that where there is a majority political group, local authorities might consider it appropriate to have some, or all, overview and scrutiny committees chaired by members outside the majority group, or by church or parent governor representatives.

The statutory guidance

Councils must 'have regard to' the statutory guidance, which provides information on the scrutiny role. The guidance documents discuss scrutiny in greater detail and provide information on what should be in the council's constitution. They discuss how call-in arrangements can be set out in the local constitution. They also provide advice on the creation of a work plan for scrutiny, the issue of staff support and the role of party political whipping.

Scrutiny of health

Councils in England have specific rights to scrutinise health issues including the NHS. There are regulations and guidance which develop the role of scrutiny in relation to health and National Health Services, issued under the Health and Social Care Act 2001, by the Secretary of State for Health.

This information comes from *Scrutiny Solutions*, by Jo Dungey, an LGIU publication. See Resource Guide

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EFFECTIVE OVERVIEW AND SCRUTINY

INFORMATION

2. The roles of overview and scrutiny

We can identify five main roles of overview and scrutiny in local government:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

Some real life examples of each of these roles are given here.

Holding to account: review of executive decision using call in powers

Doncaster: Reversal of a cabinet decision to close a residential unit in a special school

The executive was proposing to close a residential unit within a special school. This was in line with a previous decision for the Council to cease maintaining residential facilities for pupils with moderate learning difficulties. The Overview and Scrutiny Management Committee identified this proposal as an issue from the forward plan and referred it to the Lifelong Learning Scrutiny Sub-Committee for further investigation. At a November meeting of the sub-committee, members considered the report and took evidence from Education officers. In a December meeting, the committee took further evidence from Education and Social Services officers as well as from the head of the school. At its January meeting, the committee debated the evidence and considered possible options. The sub-committee found that a corporate approach to the issue of residential care for children with special needs was needed, with a more integrated approach between Education and Social Services. The committee recommended reversing the original closure decision as a reflection of a need to adopt this more joined-up approach. The executive agreed and the original decision was reversed.

Holding to account: Pre-decision scrutiny of executive decisions

Approach to Pre-Decision Scrutiny in Gateshead MBC

In Gateshead, decisions which will be considered by the cabinet at future meetings are channelled in advance to the relevant Scrutiny Panel. The Scrutiny Panel considers whether it wishes to make express a review to the cabinet, in relation to each decision where it does so, the cabinet takes into account the views of the Scrutiny Panel in making a formal decision. Disagreements between cabinet and scrutiny panel are rare.

Holding to account: scrutiny of past performance or events

Dorset: Review of the impact of cuts in the allocation of grants to voluntary sector organisations.

The Dorset County Council Audit and Scrutiny Committee 'called to account' the decision making process for allocating grants to voluntary and other outside bodies. There was evidence of inconsistencies in the way in which grant decisions were taken, and also concerns about the lack of advance consultation, and the abrupt notification of grant decrease or cessation. Representatives of a sample of outside organisations were invited to the meeting to present their views to members.

As a result of the Call to Account, the executive was asked to reconsider the provisions of The Dorset Compact, which provides a framework for voluntary and public sector relationships, including the possibility of its expansion to take account of all organisations with which the County Council works in partnership. They were also requested to find alternative ways of funding the one organisation whose existence had been threatened by the withdrawal of grant.

Performance management: keeping implementation under review

Value of White Horse: A 'Traffic Light' System of Performance Indicators

The Vale of White Horse District Council produces a quarterly report which looks at progress of key programmes and projects. The performance indicator element uses a traffic light approach to indicate performance against target and also provides a comparison with the national quartiles. Providing this information in a simple to understand, consistent, format over an 18 month period has enabled Executive and Scrutiny members to gain a better appreciation of the significance of the various indicators, trends and issues that need to be explored further.

Performance management: contributing to the improvement of performance

North Tyneside: Review of the Best Value Performance Plan

The Overview and Scrutiny Committee at North Tyneside Council initiated a thorough review of the Council's Best Value Performance Plan (BVPP). This was the first and most significant piece of co-ordinated work involving the Overview and Scrutiny Committee and the Council's select committees. The purpose of the exercise was firstly to critically examine the BVPP in terms of its general content and secondly to carry out some sample reality testing in terms of the key policy priorities set out in the Plan. The exercise involved, amongst other things, Cabinet members being called to account by the

Overview and Scrutiny and Select Committees on the delivery of the key policy priorities; detailed consideration of the framing of the key priorities; and some basic reality checking to measure both the effectiveness of arrangements to achieve these key policy priorities and the impact on the community.

The exercise has proven remarkably successful. In its final report to Cabinet the Overview and Scrutiny Committee suggested, amongst other things, that there were too many stated objectives; poor wording; absence of adequate financial or supporting information and inadequate mechanisms in respect of delivery. Next year, the BVPP was radically changed to reflect the Committee's views.

Policy Review: a council-wide approach

Bristol City Council: Schools Exclusions Select Committee Project

The Learning and Culture Scrutiny commission and Equalities and Social Inclusion Scrutiny Commission received a series of reports highlighting the high levels of permanent and fixed term exclusions in Bristol schools. The Commission reports, combined with the findings/recommendations in the Education Ofsted report, resulted in the establishment of a Schools Exclusion Select Committee.

The committee's brief was to recommend a council-wide strategy to reduce the number of pupils excluded from Bristol LEA schools. It looked at the impact exclusions had on the council's services as a whole rather than regarding the 'problem' of exclusions (and selections to it) as being the responsibility of the Department of Education and Lifelong Learning.

In the light of the evidence that there was an over-representation of Black and other Ethnic Minority pupils and Special Education Needs (SEN) pupils in the exclusion data the Select Committee established two working groups to investigate these two issues in greater depth. The overall impact of the three pieces of work was greater than the sum of its parts.

Each of the three elements co-opted members representing a range of relevant interests (for example, a headteacher, Bristol Racial Equality Council, Bristol Race Forum). Each element heard evidence from a range of relevant sources (for example, two good practice authorities, various relevant agencies and key individuals). Each of the three elements assembled evidence about the nature and distribution of the problem, and made recommendations for change.

The ultimate outcome was a report which was presented to the Executive member for Education and Lifelong Learning. This member agreed to develop a strategy to implement the recommendations over the next six months.

Policy Review: an example involving partners

Road Safety in Warrington

A scrutiny review in Warrington provided a framework to work with other local organisations on reducing deaths and casualties from road collisions. The Scrutiny Committee decided to conduct an in-depth review of road safety

because:

- the Community Safety Audit (which included a survey of 8,000 households in Warrington) showed that local people are concerned about road safety – it was one of the top five issues in the survey – and believe it should be given priority.
- Warrington's casualty figures compare very badly with Cheshire, the North West and Great Britain
- the Best Value Performance Indicator (BVPI 99) – the number of police reported casualties per 100,000 population – confirmed that Warrington is the bottom quartile of unitary councils
- the human, financial and community costs are all bad news for Warrington.

So the impact on people's lives in Warrington, performance indicator information, public consultation, and national comparisons all contributed to the decision to prioritise this review.

The members of the Warrington Road Safety Partnership – the council, police, fire service, hospital and magistrates – all took part in the initial meeting. A later scrutiny meeting heard from the police as well as council staff involved with education, community safety, economic development and transportation. Education, enforcement of traffic laws, road design and engineering and funding were all issues discussed by the review. The recommendations covered both an improved council response and proposed changes to be made by the police, including improving the information on road incidents provided by the police to the council.

The scrutiny committee has maintained an interest in this subject and is working to raise the profile of the problems locally, and in particular the use of 20 mph zones to increase safety.

Policy development: Budget formulation

Knowsley: Involvement of scrutiny committees in the review of the executive's draft budget.

In Knowsley Metropolitan Borough Council, the five scrutiny committees were invited to evaluate the appropriateness of the draft budget proposals drawn up by the executive. A range of modifications were proposed, which the executive considered and in several cases accepted. Members of the Liberal Democrat opposition participated fully in the process of review. As a result of the responsiveness of the executive to these representations, the revised budget proposal they presented to full council was supported unanimously.

Policy Development: Using in depth reviews

Tower Hamlets LBC : Parental Involvement in Schools

The Education and Youth Scrutiny Panel agreed to undertake an in-depth examination of 'Parental Involvement in Schools'. This was an issue initially raised within the authority through the Governors Forum. It is also a topical issue in education circles, since there is growing evidence that greater parental involvement in schools raises pupil attainment.

The Panel undertook its investigation in the following way:

- It set out clear terms of reference for the inquiry;
- It undertook a range of oral hearings in locations appropriate to the nature of the investigation, including one at Tower Hamlets Parents Centre and another at Bow Family Centre;
- The Panel took care to ensure that it took evidence from wide range of appropriate groups;
- The Panel interviewed a range of council officers;
- The Panel also considered examples of interesting practice from local and national contexts

A report from the investigation made three key recommendations: that a strategy for parental involvement is developed; that in developing the strategy a survey of parents attitudes is undertaken and further research is considered on best methods for increasing parental involvement; and that the relevant officers report back to the scrutiny panel on progress in six months time. The Panel also arranged for a display showing the range of work undertaken within the Borough relating to parental involvement to be on show near the council chamber to coincide with a meeting of the full council.

Since the publication of the report, the Council developed a strategy for parental involvement in schools, which was considered again by the Panel in May 2001; this strategy included the creation of a Parents Panel of 300 parents, which would be involved in a range of consultations. Progress on this strategy was later also considered by the Policy and Implementation Committee.

External Scrutiny: Health

Telford and Wrekin Council : Response to the Proposed Merger of two Hospital Trusts

The Telford and Wrekin Health and Social Care Scrutiny Commission carried out a comprehensive review of the proposed merger of the Princess Royal (Telford) and Royal Shrewsbury Hospitals. It recognised the strength of feeling amongst residents of Telford and Wrekin about the impact of the merger. Using academic evidence of the negative impacts of previous hospital mergers, and a range of local consultations the Commission produced a report which included a series of recommendations designed to ensure the 'public guaranteeing a visible maintaining of a fully-functioning general hospital in Telford'. The carrying out of this project does not appear to have adversely affected the constructive working relationship between the council and the NHS Trust boards involved.

External scrutiny: Issues of Public Concern

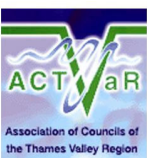
Salford : Investigation into the impact of flooding

Following up on a question raised by an individual councillor the Committee investigated incidences of flooding across Salford. Initially, Members visited the worst affected areas and gained an understanding of the often-horrendous impact of foul flooding which in some instances entered homes. They then met with United Utilities to ask what they could do to stop or at least reduce the risk and impact of flooding in specific areas. United Utilities responded quickly and comprehensively to address many of the issues raised. The result was a combination of short-term practical measures where taken and longer-term project plans shared with the committee. As well as the positive steps taken Members gained an understanding of the work of United Utilities and were able to share knowledge and plans with local residents. The scrutiny committee were also able to influence the council's own directorates and external agencies to take measures to reduce the impact of surface water flooding.

Bristol: Select Committee on Post Office closures

In Bristol City Council, a select committee was set up in response to the Post Office's announcement of plans to review the future of its local branches in Bristol. Post Office Ltd's 'Urban Reinvention Programme' will consider the future role of its local branches across the country on an area-by-area basis.

In response to public concern about the possible impact of such a review the select committee sought the views of local people and assessed the local impact. Evidence has been heard from local MPs, sub postmasters and organisations representing older people. Recommendations were made to the government, Post Office Ltd and council management. Public interest in this Committee has been high and meetings have received TV coverage.



EFFECTIVE OVERVIEW AND SCRUTINY

ACTIVITY**Why scrutiny matters****Effective outcomes from scrutiny – A quick quiz!**

Your task

Read the four examples below. For each:

- Identify which of the two statements about scrutiny processes is accurate. Mark the pairs true and false.
- Decide (invent) an outcome from this scrutiny activity which could be regarded as a successful outcome.

1. A decision of the executive (cabinet) has been called-in, which concerns closure of a library branch and reduced opening hours in others. It is argued this is not in line with the corporate plan and budget.

- The scrutiny committee can reverse the decision of the executive
- The scrutiny committee can question the relevant member of the executive and staff, and recommend the executive reconsider its decision

2. A scrutiny review is planned into discouraging anti-social behaviour in the locality. It is planned to involve the Police in this as well as council services.

- The review can make recommendations for action by the council and the Police
- The review can only make recommendations for action by the council

3. The scrutiny committee receives quarterly year reports on performance information

- The scrutiny committee can question and hold to account the executive member for the general performance of the service
- The scrutiny committee can only question specific decisions of the executive

4. The scrutiny committee wants to contribute to the development of the environmental services strategy

- The scrutiny committee should only comment on strategies put forward by the executive
- The scrutiny committee can investigate and promote its own ideas for strategies

5. You are informed that a scrutiny review is taking place on a topic that enthuses you and you are interested in participating in the exercise

- You say nothing and wait for the next full council meeting where members are appointed to Task and Finish Groups.
- You inform both your Group Leader and the Overview and Scrutiny Support Officers of your interest in the exercise. They then inform the Chair and Vice Chair of the Committee of the Member interest, who will ultimately make a decision on who will participate in the review.

6. You wish to propose an item for scrutiny / review:

- You contact the Overview and Scrutiny Support Officers and other relevant officers to complete a scoping document outlining the terms of the review and refer this to the Overview and Scrutiny Committee for discussion.
- You ask an existing Task and Finish Group to review the matter to save time and resources (after all, the Group is already up and running!)

7. You are undertaking a scrutiny exercise and wish to invite a relevant Officer to a meeting to answer questions about the subject being reviewed.

- You ask the Officer to attend with no prior notice. After all they should know their subject and you know exactly what you want to ask
- You ask the Overview and Scrutiny Support Officer to invite the Officer to the next meeting and provide him / her with a list of questions at least 5 working days before the meeting.

Author: Jo Dungey, Local Government Information Unit
(With a few contributions from Helen Saunders and Jess Bayley)



Overview & Scrutiny Committee

No Direct Ward Relevance

18th June 2008

9. WORK PROGRAMME

(Report of the Borough Director)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(LEAD DIRECTOR - CHRIS SMITH)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Borough Director Borough Director Borough Director Borough Director Borough Director Borough Director Relevant Lead Director Borough Director Borough Director
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2008 / 11	Borough Director Borough Director Relevant Lead Director

Overview & Scrutiny

Committee

18th June 2008

	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <p>1. the Joint Scrutiny Exercise into Flooding</p>	Relevant Lead Directors
9th July 2008	<p>REGULAR ITEMS</p> <p>Performance Outturn Report</p>	Relevant Lead Directors
20th August 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
20th August 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
10th October 2008	<p>REGULAR ITEMS</p> <p>Review of Service Plans 2008 / 11</p>	Relevant Lead Directors
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors

Overview & Scrutiny

Committee

18th June 2008

25th February 2008	REGULAR ITEMS Quarterly Performance Report	Relevant Lead Directors
25th February 2008	REGULAR ITEMS Quarterly Budget Report	Relevant Lead Directors
29th April 2009	REGULAR ITEMS Annual Overview and Scrutiny Report 2008/09	Borough Director
OTHER ITEMS - DATE FIXED		
18th June 2008	Third Sector Task and Finish Group – Committee discussion	Relevant Lead Directors
18th June 2008	Discussion of the outcome of new Member training	Relevant Lead Directors
9th July 2008	Discussion of the Joint Policy on Unauthorised Encampments for Gypsies and Travellers	Relevant Lead Directors
30th July 2008	Housing and Homelessness Appeals – Update Report on Responses to Recommendations.	Relevant Lead Directors
20th August 2008	Civil Parking Enforcement – Update Report on Responses to Recommendations	Relevant Lead Directors

Overview & Scrutiny

Committee

18th June 2008

5th November 2008	Fees and Charges Task and Finish Group – Update Report on Responses to Recommendations	Relevant Lead Directors
14th January 2009	District Centres Task and Finish Group – Update Report on Response to Recommendations	Relevant Lead Directors
8th April 2009	Communications Task and Finish Group – Update report on response to recommendations	Relevant Lead Directors
OTHER ITEMS – DATE NOT FIXED		
	Community Calls for Action – Discussion	Relevant Lead Director
	Economic Development – Discussion	Relevant Lead Director
	Education attainment levels - Discussion	Relevant Lead Director
	Proposed Business Centres Scrutiny Exercise – Member Discussion	Relevant Lead Director
	Review of ditches –discussion	Relevant Lead Director