

## **Overview and Scrutiny Planning Day**

### **Options for Venues**

There is an array of possible options for the venue for the day which range in price from the expensive to the relatively cheap. The possible options include:

- the Civic Suite in the Town Hall – the only cost involved with this would be the cost of lunch – the full suite is only available for this purpose on Friday the 23rd May and Tuesday the 27th May 2008;
- the Countryside Centre;
- Greenlands Business Centre - £16 an hour for room hire. Lunch would be provided by external caterers. This venue only has capacity for 12 people;
- Holiday Inn Express – there is a charge of £120 for room hire;
- Southcrest Hotel – there is a charge of £30 a delegate and includes all room hire, refreshments and a two course lunch; and
- Abbey Hotel – this will be expensive but if Members want to pursue this option we can investigate the costs further.

(and this list is not exhaustive, Members may have other suggestions)

### **Suggested Invitees for the Day**

There are three options regarding Member attendance at this Planning day.

These include:

- inviting the eight Overview and Scrutiny Committee Members only along with the four Directors, two Overview and Scrutiny Support Officers, the Member and Committee Support Services Manager, and the Democratic Services Manager;
- inviting the eight Overview and Scrutiny Committee Members, plus the three Group Leaders and Deputy Leaders plus the four Directors, two Overview and Scrutiny Support Officers, the Member and Committee Support Services Manager, and the Democratic Services Manager; or
- inviting all Members plus the four Directors, two Overview and Scrutiny Support Officers, the Member and Committee Support Services Manager, and the Democratic Services Manager.

## **Suggested Programme**

10.30 Registration and Refreshments

10.45 Welcome and Introductory remarks from the Chair

11.0 Group Session 1: Subjects for Scrutiny

To discuss future subjects for scrutiny, potential resources and timescales of any reviews

12.0 Report back

12.30 Lunch

13.15 Group Session 2: Regular Items

To discuss the appropriate content and preferred presentation style for:

- Portfolio Holder Annual Reports;
- Performance Indicator reports;
- Budget monitoring reports; and
- Service Plans.

14.15 Report Back

14.45 Group Session 3: Overview and Scrutiny Relationships with other bodies.

To discuss relationships with:

- the Executive Committee;
- local media representatives;
- Key partners; and
- other experts.

15.45 Report back

16.15 Plenary Session and concluding remarks

17.00 Refreshments and depart