
ESTABLISHING THE OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2014/15

To: **Overview and Scrutiny Panel – 27 May 2014**

Main Portfolio Area: **All Portfolios**

By: **Senior Democratic Services Officer**

Classification: **Unrestricted**

Ward: **All**

Summary: **This report sets out possible key activities of the Overview and Scrutiny Panel for 2014/15 and seeks the guidance of the Panel to determine the priority areas of work for the new municipal year.**

For Decision

1.0 Introduction and Background

- 1.1 This paper allows the Panel to establish and agree the Overview and Scrutiny Panel work programme for 2014/15. It has been developed in consultation with the Chairman of the Panel.
- 1.2 Members are requested to consider whether to reconstitute the formal Task & Finish Groups that had been undertaking scrutiny work in 2013/14. The structure of the previous year's work programme is reflected in Table 1 in Annex 1 of the report as are the recommendations of the outgoing Overview and Scrutiny Panel as at the end of 2013/14.

2.0 Some outstanding issues from the previous municipal year

- 2.1 In deciding which sub-groups to reconstitute, Members may wish to consider the following outstanding activities from the previous municipal year:
- a) The QEQM A & E Hospital Review Task & Finish Group was still awaiting the advice from officers on how they could progress the issue under review. In the previous municipal year, the sub-group only met once to set out their work programme in relation to the terms of reference assigned to them by the Panel.
 - b) Members may wish to note that, towards the end of municipal year; on 29 April 2014; a request by a non-Panel Member to consider the role of twin hatted Councillors in Planning decision making at both parish/town and district Council levels was debated at the meeting. Panel Members agreed to include the issue on the work programme for 2014/15.
- 2.2 In order to progress the proposed scrutiny project on 'twin-hatted' roles in planning applications decision making as referred above; Members may wish to consider a one off officer report or setting up a task & finish group. Members may wish to refer to Annex 3 for background detail to the issue.

3.0 Suggested approach to the work of scrutiny for 2014/15

- 3.1 Table 1 in Annex 1; shows the number and size of Working Parties in 2013/14 that could be suggested for 2014/15. The structure of groups in 2014/15 will be informed by the Panel's decision on proportionality (amongst other things).
- 3.2 If the Panel is agreeable to establishing the formal Working Parties /Task & Finish Groups, then Members should reconsider the 2013/14 terms of reference for the groups that are being proposed for 2014/15 as reflected in Annex 2 of the report to confirm that they remain appropriate for 2014/15.
- 3.3 Each Task and Finish Group would need to prepare a programme of their work, indicating the issues to be considered (in accordance with their assigned terms of reference) and the timetable for completing their tasks.
- 3.4 When setting up Groups, Members need to decide whether to waive the application of political proportionality as the Panel has done in previous years.

4.0 Corporate Implications

4.1 Financial

- 4.1.1 There are no financial implications arising directly from this report but elements of the suggested work programme may have financial and resource implications.

4.2 Legal

- 4.2.1 There are no legal issues arising directly from this report

4.3 Corporate

- 4.3.1 The work programme should help to deliver the effective policy decision making by scrutinising executive decisions before and at times after implementation. An active Scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.
- 4.3.2 The Task and Finish Groups assist the work of scrutiny as they would carry-out an in-depth study of any issue referred to the groups under their terms of reference. An active Scrutiny programme is part of good governance and will, ultimately underpin the Council's effective use of resources.

4.4 Equalities

- 4.4.1 None directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.

5.0 Recommendations

- 5.1 With regard to the application of political proportionality to Task & Finish Groups/Working Parties:
 - a. Agree to establish the membership of Working Parties /Task & Finish Groups with due regard to political proportionality and agree the sizes from among the following options:
 - i) 7 = 3C: 3L: 1TIG: 0I

- ii) 7 = 3C: 3L: 0TIG: 1I
- iii) 8 = 4C: 4L: 0TIG: 0I
- iv) 9 = 4C: 4L: 0TIG: 1I
- v) 9 = 4C: 4L: 1TIG: 0I
- vi) 10 = 4C: 5L: 1TIG: 0I
- vii) 12 = 5C: 5L: 1TIG: 1I

or

- b. To unanimously agree to disregard political proportionality when setting up the Working Parties / Task & Finish Groups and agree the sizes from the following options:

- i) 6 = 2L: 2C: 1I: 1TIG
- or
- ii) 8 = 3L: 3C: 1I: 1TIG

5.2 To determine whether to establish Task and Finish Groups, either new, or by re-establishing the former Groups as set out in Table 1, Annex 1 to the report; determine their composition between Political Groups and nominate Members to serve on them and agree the draft terms of reference;

5.3 Agree that before any consideration of substantive business all Groups would be required to complete the project template and develop/review their respective terms of reference and work programmes at their first meeting and report back to the next available Overview and Scrutiny Panel for approval.

6.0 Decision Making Process

6.1 These are all decisions that can be taken by the Panel.

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Annex List

Annex 1	Table 1 – OSP Draft Work Programme for 2014/15
Annex 2	Task & Finish Groups/Working Parties Draft Terms of Reference for 2013/14
Annex 3	Proposed Review of Role of ‘twin-hatted’ Cllrs in Planning decision Making at Parish/Town and District Council Level – 29 April 2014 OSP Report

Background Papers

Title	Details of where to access copy
None	None

Corporate Consultation Undertaken

Legal	Steven Boyle, Interim Legal Services Manager & Monitoring Officer
Finance	Matt Sanham, Finance Manager (Service Support)