

Committee: Resources and Performance Scrutiny Board
Date: Tuesday 4 September 2012
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Nicholas Mawer (Chairman)	Councillor Douglas Webb (Vice-Chairman)
Councillor Alyas Ahmed	Councillor Maurice Billington
Councillor Patrick Cartledge	Councillor Margaret Cullip
Councillor Jon O'Neill	Councillor Neil Prestidge
Councillor Nigel Randall	Councillor Lawrie Stratford
Councillor Douglas Williamson	Councillor Sean Woodcock

Substitutes

Councillor Andrew Beere	Councillor Surinder Dhesi
Councillor Mrs Diana Edwards	Councillor Tim Emptage
Councillor David Hughes	Councillor Alaric Rose
Councillor Rose Stratford	

AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

- 1. Apologies for Absence and Notification of Substitute Members**
- 2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

4. Minutes (Pages 1 - 6)

To confirm as a correct record the Minutes of the meeting of the Committee held on 17 July 2012.

5. Exclusion of the Public and Press

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.”

6. Budget Scrutiny 2013/14 (Pages 7 - 18)

The Head of Finance and Procurement, the Head of Environmental Services and the Strategic Housing Manager will be present for this item.

This will be an opportunity for Members to receive an overview of the Environmental Services, homelessness and temporary accommodation budgets and frame recommendations to the Executive as part of the budget 2013/14.

The timetable for the budget scrutiny 2013/14 review is attached for Members' information.

A private briefing note for Board Members on Environmental Services finances is attached for information. Officers are currently compiling information on homelessness and temporary accommodation budgets in light of the ongoing announcements regarding welfare reform and this will be presented to Members at the meeting.

Recommendations

The Board is recommended to consider the information and frame appropriate recommendations for consideration by Executive as part of the 2013/14 budget.

7. Readmittance of the Public and Press

The Board is requested to resolve:

“That the press and public be readmitted to the meeting.”

8. Resources and Performance Scrutiny Board Work Programme 2012/13 (Pages 19 - 26)

Report of Head of Law and Governance

Summary

This report presents the Resources and Performance Scrutiny Board work programme 2012/13 for consideration.

Recommendations

The Resources and Performance Scrutiny Board is recommended:

- (1) To consider the Resources & Performance Scrutiny Board work programme 2012/13 as set out at Appendix 1 of the attached report.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to

democracy@cherwellandsouthnorthants.gov.uk or 01295 221589 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Friday 24 August 2012

Agenda Item 4

Cherwell District Council

Resources and Performance Scrutiny Board

Minutes of a meeting of the Resources and Performance Scrutiny Board held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 17 July 2012 at 6.30 pm

- Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Douglas Webb
Councillor Alyas Ahmed
Councillor Maurice Billington
Councillor Margaret Cullip
Councillor Jon O'Neill
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Douglas Williamson
Councillor Sean Woodcock
- Substitute Members: Councillor Andrew Beere (In place of Councillor Patrick Cartledge)
Councillor Rose Stratford (In place of Councillor Neil Prestidge)
- Officers: Karen Curtin, Head of Finance and Procurement (for agenda item 7)
Jo Pitman, Head of Transformation (for agenda item 6)
Stephanie Rew, HR Manager (for agenda item 6)
Natasha Clark, Team Leader, Democratic and Elections

16 **Declarations of Interest**

There were no declarations of interest.

17 **Urgent Business**

There was no urgent business.

18 **Minutes**

The Minutes of the meeting held on 10 July 2012 were agreed as a correct record and signed by the Chairman.

19 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Schedule 12A of that Act.

20 **Business Case to Restructure the Resources Directorate Support Team**

The Board considered an exempt report of the Head of Transformation which presented the business case to restructure the Resources Directorate Support Team.

In introducing the report, the HR Manager explained that the present structure had been formed in February 2010 to bring together one administrative support team within the directorate. On 1 September 2012 a new Joint Management Team Support Team would be implemented and as a consequence of the creation of this team, consideration needed to be given to the wider Resources Directorate Support Team.

Following consideration of three options and consultation with affected staff and Unison, the proposal that would bring most benefit was to de-centralise the Resources Directorate Support Team and return the 8 individual post holders back to the local service teams within that Directorate.

In response to Members' questions, the Head of Transformation explained that the review of the Resources Directorate Support Team had been necessitated by the changes in the provision of support to the Joint Management Team and confirmed that the review would not result in any redundancies.

Resolved

- (1) That plans to de-centralise the Resources Directorate Support Team and return the 8 individual post holders back to the local service teams within that Directorate be noted and welcomed.

21 **Readmittance of the Public and Press**

Resolved

That the press and public be readmitted to the meeting.

Local Government Resources Review

The Chairman welcomed the Head of Finance and Procurement to the meeting and advised Members that the briefing on the Local Government Resources Review (LGGR) would serve as an introduction to the Board's scrutiny of the budget 2013/14 and assist Members in agreeing the approach for the budget scrutiny.

The Head of Finance and Procurement gave a presentation which provided an overview of the financial context, financial projections, the impact of the LGGR, the budget setting process and suggested topics for Members to consider as part of the budget 2013/14 scrutiny review.

The Board was advised that the 2012-13 budget was £14.3m. There had been a net reduction of 31% in the Council's budget between 2008/08 and 2012/13, in part as the decision taken by the Council in 2008/09 to cease reliance on investment income. Reductions in Government Grants and the 2012 spending review had also necessitated budget cuts to ensure a balanced budget was achieved.

In terms of the impact of the LGGR, the Head of Finance and Procurement explained that from April 2013 council tax benefit would be abolished and replaced with a council tax support scheme, which must be defined by individual Local Authorities. Funding for the scheme would be a grant based on the current Council Tax Benefit expenditure with a reduction of 10%. Local Authorities were required to set their own scheme by 31 January 2013 otherwise a default scheme would be imposed by Central Government.

The first phase of the LGGR included plans to change the way in which Business Rates were collected and distributed from April 2013. The intention of the scheme was to give Local Authorities an incentive to promote growth over the longer term and reduce dependency on central government. The scheme allowed for authorities to form pools and be treated as a single authority under the scheme. The Board was advised that at their July meeting the Executive had agreed for CDC to express an interest in pooling across Oxfordshire.

The Head of Finance and Procurement advised the Board that there were five key elements to Welfare Reform: benefit cap; the extension of size eligibility criteria to social housing; the replacement of the Disability Living Allowance (DLA) by a Personal Independence Payment (PIP); and, the localisation of Social Fund.

Members raised concerns about the potential impacts of the welfare reforms the financial implications for CDC fulfilling its social responsibilities and on residents in the district and agreed that it would be useful to consider the implications with Housing Officers.

In response to Members' comments, the Head of Finance and Procurement explained that officers were working closely with partners, including the County Council, the Citizen's Advice Bureau and Registered Providers and would be providing assistance to individuals who would be affected by the changes.

The Head of Finance and Procurement provided an overview of the budget setting process advising Members of the current Medium Term Financial Strategy assumptions, current financial projections and draft 2013/14 budget forecast. The budget guidelines would be submitted to the Executive for consideration in October 2012, draft 1 of the budget in December 2012 and draft 2 in February 2013 prior to submission to Council in February 2013.

The Board then considered potential topics for the budget 2013/14 scrutiny. The Chairman reminded Members that at their June meeting Councillors Lawrie Stratford, Nigel Randall and Maurice Billington had been nominated to work with officers on the development of a Concessions Policy for the Council and that Councillor Sean Woodcock be kept informed of the development of the Policy. Members agreed that the remit of this Group should be extended to review fees and charges, which was undertaken bi-annually by the Board as part of the budget scrutiny process. The Group would meet with officers during August and September and report back to the Resources and Performance Scrutiny Board in October.

As part of the annual budget scrutiny the Board reviewed the capital bids and Members agreed this should continue to form part of the budget scrutiny review. The Board agreed that the Performance Scrutiny Working Group and Finance Scrutiny Working Group meetings scheduled in September should be used to score and review the capital bids and that all Members should be invited to attend both meetings. Members noted that disabled facilities grants, which was included on the Board's work programme, would be considered as part of the capital bid review.

Members agreed that they would also like to consider homelessness and temporary accommodation budgets in light of potential implications of Welfare Reform. Members noted that the Overview and Scrutiny Committee would be receiving a briefing on benefit changes focussing on what it would mean for CDC service delivery and the impact upon residents in the district and requested that the Democratic and Elections Team Leader liaise with the Overview and Scrutiny Committee Chairman regarding inviting Board members to this meeting. Members noted that within the remit of each scrutiny committee, the Resources and Performance Scrutiny Board would consider the financial implications whilst the Overview and Scrutiny Committee would consider policy matters.

The Board also requested that an update on recommendations from the previous two budget scrutiny review be presented to Members for consideration.

In terms of other budget scrutiny topics, the Board agreed that they should consider Environmental Services with a focus on waste and recycling including any budgetary issues with Oxfordshire Waste Partnership (OWP) credits as this was an area they had not considered previously as part of the budget scrutiny but the OWP remained on the work programme following a review of the council's role in the OWP and uncertainty about the financial arrangements,

Resolved

- (1) That the following topics form the budget 2013/14 scrutiny review:
 - Fees and Charges: concessions and bi-annual review
 - Capital programme
 - Environmental Service
 - Homelessness and Temporary Accommodation Budgets
 - A review of all proposals recommended over the last 2 years
- (2) That the Chairman, Head of Finance and Procurement and the Democratic and Elections Team Leader liaise to agree the timetable for the budget 2013/14 scrutiny.

23 **Draft Overview and Scrutiny Annual Report 2011/12**

The Board considered a report of the Head of Law and Governance which presented the draft Overview and Scrutiny Annual Report 2011/12.

Resolved

- (1) That the draft Overview and Scrutiny Annual Report 2011/12 be noted.

24 **Resources and Performance Scrutiny Board Work Programme 2012/13**

The Board considered a report of Head of Law and Governance which presented the Resources and Performance Scrutiny Board work programme 2012/13 for consideration.

The Board noted that in light of the discussions at the previous agenda item, the October R&PSB meeting would now take place on 16 October 2012 and the 18 September Finance Scrutiny Working Group and 25 September 2012 Performance Scrutiny Working Group meetings would be used to consider the capital bids as part of the budget scrutiny work.

Resolved

- (1) That the Resources & Performance Scrutiny Board work programme 2012/13 be noted.

The meeting ended at 8.45 pm

Chairman:

Date:

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Activity	Output	Forum	Dates	Resources
2013/14 Budget Preparation	Set context and agree areas for scrutiny	R&PSB	01/07/12	Head of Finance and Procurement
Environmental Services Overview	Refresh MTFs and prepare scenarios based on LGRR modelling	R&PSB	04/09/12	Ed Potter and Finance
Homelessness and Temporary Accommodation Budgets	Refresh MTFs and prepare scenarios based on LGRR modelling	R&PSB	04/09/12	Martyn Swann and Finance
Capital Programme	Scoring of Bids using Template	FSWG	18/09/12	Head of Finance and Procurement and Strategic Finance Accountant
Capital Programme	Recommendations	PSWG	25/09/12	Head of Finance and Procurement and Strategic Finance Accountant, Heads of Service as appropriate
Fees and Charges	Overview and Concession Review	TBA	Meeting to be arranged ASAP	Strategic Finance Accountant and Project Accountant
Fees and Charges	Recommendations	R&PSB	16/10/2012	Strategic Finance Accountant and Project Accountant
Review of scrutiny budget proposals over last 3 years	Reconciliation	R&PSB	16/10/2012	Martyn Swann and Finance
Scrutiny	Recommendations for Draft 1 Budget for December Executive	Scrutiny Activity	20/11/2012	Head of Finance and Procurement and Strategic Finance Accountant
Scrutiny	Recommendations	Executive Report	03/12/12	
Scrutiny	Scrutiny Draft 1 Budget	PSWG	11/12/12	Head of Finance and Procurement and Strategic Finance Accountant
Scrutiny	Any further recommendations on 13/14 budget	R&PSB	15/01/13	Head of Finance and Procurement and Strategic Finance Accountant
Service & Financial Planning Preparation	Draft 2 Budget, Corporate Business Plan, Final Service Business Plans	Executive Report	04/02/13	
Service & Financial Planning Approval	Budget / Budget Book / Council tax reports	Council Report	25/02/12	

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Resources & Performance Scrutiny Board

Resources & Performance Scrutiny Board Work Programme 2012/13

4 September 2012

Report of Head of Law and Governance

PURPOSE OF REPORT

This report presents the Resources and Performance Scrutiny Board work programme 2012/13 for consideration.

This report is public

Recommendations

The Resources and Performance Scrutiny Board is recommended:

- (1) To consider the Resources & Performance Scrutiny Board work programme 2012/13 as set out at Appendix 1 of the attached report.

Details

1 Resources and Performance Scrutiny Board Work Programme 2012/13

- 1.1 The Resources and Performance Scrutiny Board Work Programme 2012/13 is attached at appendix 1.
- 1.2 Each future agenda item includes an overview of the item and reason for consideration by the Board.

Work Programme Items

- 1.3 The attached work programme only refers to budget scrutiny 2013/14 items that will be considered at formal Resources and Performance Scrutiny Board. The full proposed timetable for the budget scrutiny 2013/14 process is included as part of the previous agenda item. Members will wish to note the September and December meetings of

the Finance Scrutiny Working Group and Performance Scrutiny Working Group will be used for budget scrutiny work.

- 1.4 Board Members may wish to suggest other items for inclusion on the work programme during 2012/13. Members are reminded that in considering the suggestions for the work programme and prioritising topics, it is important to consider the resources available to support the work and the timescales. The Board should also reflect on the demands that scrutiny reviews place on the resources in the individual service areas.
- 1.5 The Board will also wish to consider the priority checklist. The current, informal criteria applied to all suggestions for a scrutiny review are that it must:
- be of concern to a group of people living within the Cherwell District;
 - relate to a service, event or issue in which the Council has a significant stake or over which the Council has an influence;
 - not be an issue which scrutiny has considered during the last 12 months;
 - not relate to an individual service complaint;
 - not relate to an individual planning or licensing application.

2 Future Meetings Schedule

Resources & Performance Scrutiny Board	16 October 2012, 6.30pm 20 November 2012, 6.30pm 15 January 2013, 6.30pm 5 March 2013, 6.30pm 16 April 2013, 6.30pm
Finance Scrutiny Working Group	18 September 2012, 6.30pm 4 December 2012, 6.30pm 19 February 2013, 6.30pm
Performance Scrutiny Working Group	25 September 2012, 6.30pm 1 December 2012, 6.30pm 26 February 2013, 6.30pm
Overview and Scrutiny Committee	11 September 2012, 6.30pm 9 October 2012, 6.30pm 27 November 2012, 6.30pm 22 January 2013, 6.30pm 12 March 2013, 6.30pm 23 April 2013, 6.30pm

Implications

- Financial:** There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.
Comments checked by Sarah Best, Service Accountant, 01295 221982
- Legal:** There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.
Comments checked by Paul Manning, Solicitor Advocate 01295 221691
- Risk Management:** If too many items are included on the work programme there is a risk that scrutiny agendas become overloaded. This undermines effective scrutiny because Members are unable to concentrate on the key issues and officer resources are over-stretched. It may be necessary to hold further meetings during the year if the risk of not achieving the work programme becomes apparent. The report of the individual scrutiny reviews will address any specific risk issues.
Comments checked by James Doble, Democratic and Elections Manager, 01295 221587

Wards Affected

Each scrutiny review will identify the wards affected

Corporate Plan Themes

Each scrutiny review will identify the relevant corporate plan themes

Document Information

Appendix No	Title
Appendix 1	Resources and Performance Scrutiny Board Work Programme 2012/13
Background Papers	
None	
Report Author	Natasha Clark, Team Leader, Democratic & Elections
Contact Information	01295 221589 natasha.clark@cherwellandsouthnorthants.gov.uk

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Resources and Performance Scrutiny Board Work Programme 2012/2013

(Updated: 23 August 2012)

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
Date of Meeting: 4 September 2012				
Budget Scrutiny 2013/14	To consider the environmental services and homelessness and temporary accommodation budgets	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Karen Curtin, Head of Finance & Procurement	
R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 16 October 2012				
Budget Scrutiny 2013/14	To consider the conclusions of the fees and charges working group and undertake a review of scrutiny budget proposals over the last 3 years	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Karen Curtin, Head of Finance & Procurement	
R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work	Standing item – to review the work programme	Natasha Clark, Team Leader –	

Key to Reason for Consideration:

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;
Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
	programme		Democratic & Elections	
Date of Meeting: 20 November 2012				
Budget Scrutiny 2013/14	To agree recommendations for Draft 1 Budget for December Executive	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Karen Curtin, Head of Finance & Procurement	
R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 15 January 2013				
Budget Scrutiny 2013/14	To consider any further recommendations on the 2013/14 budget	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Karen Curtin, Head of Finance & Procurement	
R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 5 March 2013				
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	

Key to Reason for Consideration:

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy; Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
			Elections	
Date of Meeting: 16 April 2013				
Landscape Maintenance Contract	To consider the process for the procurement of the landscape maintenance contract	Scrutiny review – contract scrutiny	Ed Potter, Head of Environmental Services	Members requested the inclusion of this item at the 10.07.12
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
Items to be allocated				
Partnership Scrutiny: Oxfordshire Rural Community Council (ORCC)	To receive an update on progress against the recommendations arising out of the R&PSB review of the scrutiny review of the Council's partnership with ORCC in 2009/10	Monitoring – progress against recommendations accepted by Executive in April 2010	Chris Rothwell – Head of Community Services	

Key to Reason for Consideration:

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;
 Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
Contracts Review: Spiceball Sports Centre	To nominate Members to work with officers during the procurement process	Scrutiny review - During the 2012/13 budget scrutiny, the Board noted that the contract would be reviewed in 2012/13 and requested that officers attend a meeting of the R&PSB at the appropriate time and members of the Board be nominated to work with officers on the procurement process.	TBC	
Tourist Information Centres / Gourtyard	To be reviewed as part of the 2012/13 work programme	Scrutiny Review - During the budget scrutiny, the Board agreed to make no recommendation in this area but recognised the reduction in support costs. The Board agreed that this should be added to their 2012/13 work programme to undertake a review.	TBC	
Banbury Museum	To be reviewed as part of the 2013/14 work programme	Scrutiny Review - During the budget scrutiny, the Board agreed to make no subject to a value for money review and implementation of trust status considered. It was agreed that this item should be added to the work programme for 2013/14.	TBC	

Key to Reason for Consideration:
 Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;
 Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item