

# Overview and Scrutiny Committee

## Overview and Scrutiny Committee Work Programme 2012/13

24 July 2012

### Report of Head of Law and Governance

#### PURPOSE OF REPORT

This report presents the Overview and Scrutiny Committee work programme 2012/13 for consideration.

This report is public

#### Recommendations

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The Overview and Scrutiny Committee is recommended:

- (1) To consider the Overview and Scrutiny Committee work programme 2012/13 as set out at Appendix 1 of the attached report.
- (2) To note any items of interest in the Executive Forward Plan and consider whether to include them on the work programme 2012/13.
- (3) To consider if there are any other items Members would like to include on the work programme.
- (4) To endorse and adopt the Mission Statement detailed in Section 4 to the report.

#### Details

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- 1 Overview and Scrutiny Committee Work Programme 2012/13**
  - 1.1 The Overview and Scrutiny Committee Work Programme 2012/13 is attached at appendix 1.
  - 1.2 At the request of Overview and Scrutiny Committee members and members of the Resources and Performance Scrutiny Board, the work programmes of the two scrutiny committees have been separated.

Members are invited to make any suggestions to improve the appearance of the work programme.

- 1.3 Each future agenda item includes an overview of the item and reason for consideration by the Board.
- 1.4 In determining the work programme for 2012/13, the Committee will wish to take into account the terms of reference as laid out in the Constitution (Appendix 2).

## **2 Executive Forward Plan**

- 2.1 As part of the monthly work programme report, the Committee reviews the Forward Plan to consider whether there are any issues which they would wish to look at in more detail in advance of the Executive discussion and decision. To facilitate a thorough consideration of the topic the Committee will need to identify the Forward Plan items at an early stage of the decision making process.
- 2.2 The Forward Plan is updated and published monthly; an electronic copy is available on the council's website and all councillors are sent a prompt containing the website link. Members of the Committee are encouraged to review the Forward Plan outside the committee meetings and to contact the Chairman, Vice-Chairman or Democratic Services Officer if there is a topic that they wish to review
- 2.3 The Committee will wish to note any items of interest in the current version of the Forward Plan and consider whether to include them on the work programme for 2012/13.
- 2.4 At the time of writing this report, the current version of the Forward Plan is August – November 2012 and can be found at:  
<http://modgov.cherwell.gov.uk/mgListPlanItems.aspx?PlanId=167&RP=115>
- 2.5 The September – December 2012 Forward Plan will be published on 15 August 2012. All Members receive email notification upon publication.

## **3 Potential Work Programme Items**

- 3.1 Committee Members may wish to suggest other items for inclusion on the work programme 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 Committee should also reflect on the demands that scrutiny reviews place on the resources in the individual

service areas.

3.2 The Committee 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.

#### **4 Mission Statement**

4.1 The Chairman will ask the Committee to note and endorse the following mission Statement for the Overview and Scrutiny Committee:

'In the face of budgetary pressures the role of the Scrutiny Committees is even more important in ensuring the needs of our service users are at the forefront of policy. Instead of being in the main retrospective, we are now moving towards considering key policy proposals as part of the decision making process. Scrutiny must now have a central role in assessing whether the Authority is meeting targets set out in the Core Business Strategy and ensuring savings are delivered in the most effective way.'

#### **5 Future Meetings Schedule**

5.1 The future meeting dates for the Overview and Scrutiny Committee and the Resources and Performance Scrutiny Board are listed below.

5.2 The Chairmen of the two Scrutiny Committees have agreed that the dates of the October meetings of the Committees be switched to facilitate the Resources and Performance Scrutiny Board budget scrutiny process. This is reflected below.

<b>Overview and Scrutiny Committee</b>	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
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<b>Resources &amp; Performance Scrutiny Board</b>	4 September 2012, 6.30pm 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

## **Implications**

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**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**

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Each scrutiny review will identify the wards affected

## **Corporate Plan Themes**

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Each scrutiny review will identify the relevant corporate plan themes

## Document Information

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Overview and Scrutiny Committee Work Programme 2012/13
Appendix 2	Overview and Scrutiny Committee Terms of Reference
<b>Background Papers</b>	
None	
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