

Overview and Scrutiny Function Framework – Discussion Paper Option 2

Stronger Council Select Committee

- Ø Relevant decisions the Executive is planning to take or to implement or taken
- Ø Key decision list/reports
- Ø External scrutiny on the basis of following 'the Council £' i.e. Qualis, grant supported organisations. Also appropriate County functions
- Ø Called-in decisions (as appropriate)
- Ø Items as set out in the Constitution
- Ø Development and/or review of strategies and policies
- Ø Produce an annual Work Programme
- Ø Corporate Plan, OKRs, Performance
- Ø Annual Budget/MFTP

Stronger Communities Select Committee

- Ø Relevant decisions the Executive is planning to take or to implement or taken
- Ø Produce an annual Work Programme
- Ø Key decision list/reports
- Ø External scrutiny on the basis of following 'the Council £' i.e. Qualis, Leisure Contract, Waste Contract, Car Parking Contract, Youth Council, grant supported organisations. Also appropriate County functions
- Ø Called-in decisions (as appropriate)
- Ø Items as set out in the Constitution
- Ø Development and/or review of strategies and policies

Stronger Place Select Committee

- Ø Relevant decisions the Executive is planning to take or to implement or taken
- Ø Produce an annual Work Programme
- Ø Key decision list/reports
- Ø External scrutiny on the basis of following 'the Council £' i.e. grant supported organisations. Also appropriate County functions
- Ø Called-in decisions (as appropriate)
- Ø Items as set out in the Constitution
- Ø Development and/or review of strategies and policies
- Ø Climate and Air Quality Issues

Lead Officer

- Ø Senior Leadership Team– officers named annually

Other External Scrutiny

- Ø This will usually be carried out as a Member Briefing

Bi-annual meeting between Cabinet and Chairman/Vice Chairman of Select Committees, Alternating Chair between Executive and Select Committees

Lead Officer

- Ø Senior Leadership Team – named officers

Quarterly Joint Chairman/Vice Chair of Select Committees

- Ø Establish a collaborative working relationship
- Ø Discuss areas for scrutiny and collaboration, shared resource and information

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What does Overview mean? It focuses on the development of policy and strategy

What does Scrutiny mean? It looks at decisions that are about to be made or have been made to ensure they are fit for purpose

The **purpose** of Overview & Scrutiny (O&S) is to improve the lives of our residents through improved services

The **aims** of the O&S function at the Council are to;

- Provide a check and balance on the Executive
- § Assist the Council to better understand the view and concerns of our residents
- § Support the proportionate and productive review of performance & finance information
- § Assist in the development of major, strategic policies
- § Challenge the accepted ways of doing things and act as a champion for developing a culture of improvement

How?

- § The O&S function will be equally divided between 3 Select Committees: Stronger Council, Stronger Communities and Stronger Place
- § The O&S function will be pro-rata across all political groups
- § Opposition members will hold the positions of Chair on all Select Committees
- § Quarterly Joint Chairman/Vice Chair of O&S and Select Committees will take place to manage the O&S function's work programme
- § Chairman Briefings will take place prior to all O&S committees to ensure Chairmen/Vice Chairmen are fully prepared for the Committee
- § Regular Joint meetings will take place both with the Executive and Select Committee chair/vice chairmen and between Select Committees
- § Scrutiny function Chairmen should have the ability to challenge, lead and build a sense of teamwork & consensus among their Committee members.
- § Members of the executive cannot be members of an O&S Committee

Role of O&S Members

- § Understand the purpose and role of the O&S function
- § Participate fully in the O&S function including the formation and delivery of a work programme which is of genuine value and relevance
- § Constructively challenge and improve performance – have an independent mindset
- § Bring their knowledge of local communities, issues and expectations into the discussion
- § Participate in meetings, including being prepared, effectively listening, questioning, challenging and speaking
- § Attend induction and training as requested
- § Keep full Council informed of work being carried out by the O&S function

Role of officers

- § Have a named Lead Officer for each Committee
- § To support the O&S function, assist with work programmes, identifying support, resources and prioritisation. Provide impartial, timely, relevant and high quality advice, including access to relevant internal/external information
- § Communicate to the organisation, including the public and members, the role of O&S, the powers it has and outcomes it can deliver
- § Arrange appropriate training for officers and members
- § Senior Leadership Team will ensure the appropriate decisions are directed through the O&S function to the correct committee.
- § Ensure their reports are submitted on time without exception.