

Overview and Scrutiny Committee

22 November 2016

Overview and Scrutiny Committee work plan

For Decision

Portfolio Holder

Corporate

Senior Leadership Team Contact:

S Caundle, Assistant Chief Executive

Report Author:

L Watson, Democratic Services Team

Statutory Authority

Local Government Act 2000 and Localism Act 2011 sets out the requirement for local authorities to establish overview and scrutiny committees and their functions.

Purpose of Report

- 1 To consider the Overview and Scrutiny Committee work plan.
- 2 To receive the Executive Committee Forward Plan and decisions of the Executive Committee from the meeting held on 1 November 2016 and consider any areas for potential scrutiny. Members have also requested to receive the decisions of the Executive Committee from the corresponding month/s one year previously.

Officer Recommendations

- 3 (a) That members review the Overview and Scrutiny Committee work plan as attached at appendix 1 of the report;
- (b) That members review the Executive Committee Forward Plan and decisions of the Executive Committee as attached and consider any items as appropriate for inclusion within the committee's work plan, taking into account member and officer capacity for undertaking additional items, how information can best be gained and where items are appropriate for referral to the Joint Advisory Overview and Scrutiny Committee.

Reason for Decision

- 4 To ensure that the committee maintains a work plan in accordance with the council's Constitution.

- 5 To provide the committee with the opportunity to review the Executive Committee Forward Plan and decisions taken at recent and past meetings.

Background and Report

Overview and Scrutiny Committee work plan

- 6 The committee maintains a work plan which is reviewed at every formal meeting. The work plan sets out the items to be considered at each meeting and includes a number of standard items and those items that have been identified for scrutiny. The committee work plan is attached at appendix 1. Members are asked to review the items included on the work plan.

Executive Committee Forward Plan and decisions

- 7 Attached at appendix 2 is the Executive Committee Forward Plan which lists the items to be considered by the Executive Committee over the forthcoming months. Members can use the Forward Plan to:
 - select items for pre-decision scrutiny
 - undertake post decision scrutiny by scheduling items into the work programme to review after a period of implementation
 - invite a portfolio holder to come and discuss a particular item with the committee
- 8 Attached at appendix 3 are the decisions from the meetings of the Executive Committee held on 1 November 2016 and 13 October and 17 November 2015.
- 9 Any additional areas for scrutiny must be considered in the context of the overall work plan for the committee. Member and officer capacity must be taken into account when considering additional items for the committee's work plan including where information can be gained in alternative ways (for example by meeting informally with a portfolio holder or officer or receiving information in an alternative format such as Connect or by email) and where items are appropriate for referral to the Joint Advisory Overview and Scrutiny Committee.

Implications

- 10 Consideration of any item for scrutiny must be made within the context of the work plan as a whole and taking into account member and officer capacity for undertaking the work required. Topic selection criteria should be taken into account when adding items to the work plan. Members should also consider the most appropriate way to seek information or assurance.
- 11 Items selected for scrutiny review should be fully scoped before the review is commenced.

Consultation and Engagement

- 12 The Overview and Scrutiny Committee reviews its work plan at every meeting of the committee. Any member of Council and members of the public can submit a request for scrutiny which will be considered by the committee.

Appendices

- 13 Appendix 1 – Work plan for Overview and Scrutiny Committee
Appendix 2 – Executive Committee Forward Plan
Appendix 3 – Executive Committee decisions – 1 November 2016 and 13 October and 17 November 2015

Background Papers

- 14 Executive Committee agenda papers and minutes.

Footnote

- 15 Issues relating to financial, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.

Report Author: Lindsey Watson (Democratic Services Team)

Telephone: (01305) 252209

Email: lwatson@dorset.gov.uk