



Committee Agenda

CONSTITUTION WORKING GROUP

Thursday, 16th March, 2023

You are invited to attend the next meeting of **Constitution Working Group**, which will be held at:

**Virtual Meeting on Microsoft Teams
on Thursday, 16th March, 2023
at 7.30 pm .**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer:**

V. Messenger Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors P Bhanot (Chairman), R Bassett (Vice-Chairman), S Heap, S Kane, H Kauffman, J McIvor, J Philip, C C Pond, R Pugsley, M Sartin and J H Whitehouse

1. APOLOGIES FOR ABSENCE

To be announced at the meeting.

To report non-attendance before the meeting, please use the Members Portal webpage https://eppingforestdc-self.achieveservice.com/service/Member_Contact to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council's website, at the bottom under 'Contact Us'
<https://www.eppingforestdc.gov.uk/your-council/members-portal/>

2. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

3. NOTES OF PREVIOUS MEETING (Pages 3 - 8)

To agree the notes of the meeting of the Working Group held on 1 November 2022.

4. TERMS OF REFERENCE & WORK PROGRAMME (Pages 9 - 12)

To review the terms of reference and progress with the achievement of the current work programme for the Working Group.

5. CONSTITUTION - REVISIONS & AMENDMENTS (Pages 13 - 14)

(Monitoring Officer) To note the following revisions or amendments have been made to the Constitution since the previous meeting of the Working Group.

6. PROPOSED CHANGES TO THE SCRUTINY COMMITTEES (Pages 15 - 22)

(Democratic and Electoral Services Team Manager) To consider the attached report and make recommendations.

7. SUPPLEMENTARY AGENDA DEADLINE

(Councillor J H Whitehouse) Verbal report on a proposal to set a deadline for the sending out of supplementary papers before a meeting.

8. DATE OF NEXT MEETING

To note that the dates of the Working Group meetings for 2023/24 will be circulated in due course, subject to the agreement by Council of the Annual Calendar of Meetings.

EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee:	Constitution Working Group	Date:	Tuesday, 1 November 2022
Place:	Virtual Meeting on Zoom	Time:	7.00 - 7.45 pm
Members Present:	Councillors P Bhanot (Chairman), R Bassett (Vice-Chairman), H Kauffman, J Mclvor, C C Pond and J H Whitehouse		
Apologies:	J Philip, R Pugsley and M Sartin		
Officers Present:	G Woodhall (Team Manager - Democratic & Electoral Services) and V Messenger (Democratic Services Officer)		

6. SUBSTITUTE MEMBERS

It was noted that there were no substitute members for this meeting.

7. NOTES OF PREVIOUS MEETING

RESOLVED:

That the notes of the working Group held on 30 June 2022 be agreed as a correct record.

The following matters were raised from the previous notes:

(a) Constitution – Review of Article 4 The Full Council Terms of Reference - Role of Council Appointees to Outside Bodies (Note nos 2(b) and 31 (2021/22))

Councillor J H Whitehouse asked if the previous actions from the last meeting had been completed. The Democratic and Electoral Services Team Manager (G Woodhall) advised that Councillor M Sartin had reminded representatives on outside bodies they could give reports at previous Full Council meetings but was not aware of what had happened at the Council Agenda Planning Group (APG) meetings, as notes were not retained. Councillor P Bhanot, Chairman, replied that he and Councillor R Bassett had not discussed this issue but would do so. It was noted that Council representatives had the opportunity to provide reports under the standing item on the Council agenda – ‘Joint Arrangements and External Organisations’.

8. TERMS OF REFERENCE & WORK PROGRAMME

(a) Terms of Reference

The Working Group noted the Terms of Reference.

(b) Work Programme

Councillor J Mclvor referred to the variable quality of audio particularly when officers came in via Zoom at meetings in the chamber and other scenarios that had happened at hybrid meetings. This item had been added to the Stronger Council Select Committee work programme to review but Councillor Mclvor was not sure if it

was relevant to the Working Group in respect of the Constitution and governance of meetings. For example, a councillor might have difficulty in making a decision at a hybrid meeting if they could not hear an officer's virtual presentation in the chamber or when there was voting at a planning committee. The Democratic and Electoral Services Team Manager replied that under the Local Government Act 1972, members must be physically present to be able to vote. Registered speakers that attended planning committees virtually were encouraged to send in a transcript of their statement, so that if technical difficulties arose, the Democratic Services Committee Officer could read this out on their behalf. However, many registered speakers attended meetings in person. The Council offered the hybrid meeting option, but it was not a legal requirement, and it was not the Council's responsibility if someone lost connectivity during a meeting.

Agreed:

- (1) That the work programme was noted.

9. CONSTITUTION - REVISIONS & AMENDMENTS

(a) Constitution Update of 18 July 2022

The Working Group noted the latest updates to:

- Article 10 – District Development Management and Area Plans Sub-Committees, which included the Terms of Reference for the Joint Meeting of the Development Management Chairmen and Vice-Chairmen;
- Article 13 – Officers, appendix 1 – an updated Council structure for management and specialist levels;
- Part 3 – Scheme of Delegation – Appendix 4 – Portfolio Holder Responsibilities, under Leader Decision LDR-001-2022/23; and
- Part 4 – Council Procedure Rules – Rule T1, as Council meetings started at 7.00pm.

(b) Minor amendments to the Constitution, Part 4 – Financial Regulations, paragraphs A5 and 3.7

Article 4 – The Full Council, sub-paragraph 1(c) was updated in November 2021, to remove Statutory Statement of Accounts from the list of plans and strategies requiring adoption by Council. It was noted that paragraphs A5 and 3.7 of the Financial Regulations also needed to be amended to verify that Audit and Governance Committee approved the Annual Statement of Accounts.

In response to a query that members of the Audit and Governance Committee were capable of making competent decisions, the Democratic and Electoral Services Team Manager replied this was stated in the Committee's Terms of Reference and one of the independent members used to be a Chief Finance Officer at a London borough council.

The Working Group agreed for these minor amendments to be implemented by the Monitoring Officer, N Boateng, under delegated powers allowed in the Constitution.

(c) Finance and Performance Management Cabinet Committee (FPMCC) references proposed to be amended in the Financial Regulations and Article 7 – The Executive, Appendix 2

The Financial Regulations also contained several references to the FPMCC, which was decommissioned in March 2021, but these needed to be rectified at various parts in the Constitution as detailed in the report. The Democratic and Electoral Services Team Manager advised the Working Group that these were minor amendments that could be carried out by the Monitoring Officer under delegated powers, which was agreed.

(d) Amendments of other ad hoc “Finance and Performance Management” references in the Financial Regulations

Reference was made to the “Finance and Performance Management Scrutiny Panel” that was decommissioned in June 2015, at Appendix B, 2.26 and should be replaced by the Overview and Scrutiny Committee. Another reference to the “Finance and Performance Management Portfolio Holder” at Appendix B, 4.3, should be amended to read, “relevant Portfolio Holder”. The Democratic and Electoral Services Team Manager advised that using “relevant portfolio holder” allowed for name changes to the title of the Finance Portfolio Holder. These were amendments that the Monitoring Officer could enact under delegated powers, which was agreed by the Working Group.

Agreed:

- (2) That the Working Group noted the Constitution Update of 18 July 2022;
- (3) That the Working Group noted the proposed minor amendments to the Constitution under delegated powers afforded the Monitoring Officer to Part 4 (Financial Regulations), paragraphs A5 and 3.7, to change the references made from “Council” to “Audit and Governance Committee”, which was responsible for approving the Annual Statement of Accounts;
- (4) That the Working Group noted the proposed minor amendments to the Constitution under delegated powers afforded the Monitoring Officer to remove references to the decommissioned Finance and Performance Management Cabinet Committee within Part 4 (Financial Regulations) and Article 7 (The Executive); and
- (5) That the Working Group noted the proposed amendments to the Constitution under delegated powers afforded the Monitoring Officer to other ad hoc “Finance and Performance Management” references within Part 4 – Financial Regulations.

10. DOCUSIGN - PROPOSED AMENDMENT TO ARTICLE 15 OF THE CONSTITUTION (NOTE NO. 3(A))

The proposed amendment to Article 15 was under the section entitled “Common Seal of the Council” with an additional sentence at (9), to read: “The common seal may be in physical or electronic form as determined by the Monitoring Officer”. This would allow DocuSign to be used for signing or sealing contracts and agreements on behalf of the Council. The Democratic and Electoral Services Team Manager explained this

would permit DocuSign to be used when necessary. Officers of level 3 and above could also use the seal.

The Working Group queried the following points, which the Democratic and Electoral Services Team Manager answered.

- How was DocuSign going to be used and was it when a document could not be signed in person, for example, or was there a preference? The additional paragraph would give flexibility, as determined by the Monitoring Officer.
- What was the process for document management when documents had been signed, so they were not misplaced? The Council had a corporate Data Retention and Disposals Policy to ensure it complied with the requirements of the General Data Protection Regulation. The type of data listed was split into service areas, and what types of data they dealt with.

The Working Group agreed that the proposed flexibility to use an electronic seal was a practical solution and made a recommendation to Council to adopt DocuSign at its next meeting in December 2022.

Agreed:

- (6) That the Working Group recommended to Council the use of DocuSign be approved; and
- (7) That in Article 15 – Finance, Contracts and Legal Matters, under Common Seal of the Council, an additional paragraph (9) be added, to read: “The common seal may be in physical or electronic form as determined by the Monitoring Officer”.

11. PROGRAMME 2025 WORKSTREAM - WHAT SHOULD THE CONSTITUTION LOOK LIKE?

Programme 25 was a large project encompassing the seven workstreams detailed in the report, so that Democratic and Electoral Services would be fit for purpose by 2025. The Constitution Working Group would be involved with workstream (5) – What the Constitution should look like? Suggested improvements included: a reduction in the overall size of the Constitution; more use of plain English; more delegations to officers to reduce the number of meetings; and increased agility by using generic job titles of officers. A risk identified was that the Constitution was considered difficult to use. It was acknowledged that information for individual committees was not in one place, so it was necessary to look at, for instance, the Articles for a committee’s Terms of Reference, the Schemes of Delegation and the Council Procedure Rules.

During discussions, the Working Group raised the following concerns.

- Members also struggled to identify which parts of the Constitution they needed to look at to find the information they wanted. Perhaps it would be useful to have two versions – a version for members, which was more user friendly, and one for officers.
- What was meant by more delegations to officers to reduce the number of meetings and would this be part of the consultation? Also, to what extent would it devalue councillors’ input? Any amendments suggested by officers for more delegations of planning matters, for example, would have to go to Full Council.

- Workstream 4, Shape of meetings and behaviours, also seemed relevant, but what did this mean? This included data retention and disposal. The Democratic and Electoral Services Team Manager had reviewed this for Democratic Services to ensure officers were complying with the legislation. Future scrutiny and decision making were also included under this workstream.
- Where were all these meetings? Would scrutiny committees have fewer meetings and was the pressure on the Executive side? In comparison to other councils, this Council did hold more meetings. The last review of the Development Management delegations did help reduce the number of applications coming before the planning committees. It was also unusual to have a parent planning committee with three sub-committees. Many local authorities just had one planning committee, while some had north and south planning committees.
- How could legal documents such as the Constitution be made to look more readable? By thinking of starting to use infographics for various parts of the Constitution for Full Council, the Executive, Scrutiny and Planning, this would make it more appealing and readable. The current Constitution was based on the Government's constitution model published around 22 years ago. Other local authorities were moving away from this template. The Monitoring Officer had just completed a review to streamline Broxbourne Council's Constitution.

It was noted that proposed changes to the Constitution would come to the Working Group for review and then go to Full Council.

12. DATE OF NEXT MEETING

It was noted that the next meeting of the Working Group would be held on 2 February 2023 at 19.00.

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CONSTITUTION WORKING GROUP

TERMS OF REFERENCE

Title: Constitution Working Group

Status: Working Group

Terms of Reference:

- (1) To review any aspect of the authority's constitutional arrangements as requested by the Council;
- (2) To undertake general reviews of specific elements of the Constitution in order to ensure that the authority's constitutional arrangements complement current legislative requirements and decisions made by the Council; and
- (3) To consider any proposals of the Monitoring Officer for necessary revision to any element of the Constitution.

Reporting:

The Working Group shall report directly to the Council in connection with its Terms of Reference and the achievement of its work programme.

Chairman: Councillor P Bhanot

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**Constitution Working Group
(Chairman – Councillor P Bhanot)
Work Programme 2022/23**

Item	Timescale	Progress	Officer / owner
(1) Constitution	Ongoing	To consider the ongoing review of the Constitution to ensure alignment with the Council's management structure.	N Boateng
(2) DocuSign	30 June 2022	Completed Verbal report on DocuSign – to facilitate the signing of documents electronically and using an electronic seal and the updating of the Constitution. (See CWG Note 3(a)).	N Boateng
	1 November 2022	Completed DocuSign – Proposed amendment to the Constitution, Article 15 – Finance, Contracts and Legal Matters, sections, 6, 7 and 8.	
(3) Programme 2025 Workstream (5) – What the Constitution should like?	1 November 2022	Ongoing To consider if the Constitution is fit for purpose and if not, to make suggestions on how it can be improved. This workstream project is due for completion in 2025.	N Boateng / V Messenger
(4) Scrutiny committees	16 March 2023	Proposed changes.	G Woodhall / P Maginnis
(5) Supplementary Agenda deadline	16 March 2023	Verbal report	Cllr Janet Whitehouse
(6) Section 106 Agreements	tbc	Discussion on policy and procedures.	N Richardson

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Report to Constitution Working Group

Date of meeting: 16 March 2023

Subject: Constitution Update of 26 January 2023

Officer contact for further information: N Boateng (01992) 564323

Democratic Services Officer: V Messenger (01992) 564243



**Epping Forest
District Council**

Recommendations/Decisions Required:

- (1) That the Working Group note the Constitution Update of 26 January 2023.**

Report:

1. Constitution Update of 23 January 2023

1.1 Following approval by Council on 20 December 2022, this latest update included amendments to:

- Article 15 – Finance, Contracts and Legal Matters to facilitate use of DocuSign that the common seal may be in physical or electronic form as determined by the Monitoring Officer
- Part 6 – Members' Allowance Scheme 2023 to 2024

1.2 Minor amendments by the Monitoring officer

- Article 14 – Decision Making regarding a minor amendment to paragraph 10(i) for key decisions within the category in 8(iii) above (£1,000,000 or below)
- Article 7 – the Executive, Appendix 2 (Committees of the Executive) in relation to the deletion of references to the Finance and Performance Management Cabinet Committee
- Part 4 – Financial Regulations regarding the deletion of references to the Finance and Performance Management Cabinet Committee, other ad hoc references to Finance and Performance Management and other minor amendments
- Part 4 – Financial Regulations in respect of minor amendments to paragraphs A5 and 3.7 that Audit & Governance Committee is responsible for approving Annual Statement of Accounts

1.3 Other amendments

- Part 3 Scheme of Delegation, Appendix 4 – Portfolio Holder Responsibilities 2022/2023 amended by Leader Decision LDR-002-2022/23 dated 6 December 2022
- Article 8 – Regulatory and Other Committees regarding a minor amendment to (c) Joint Consultative Committee, 7 (i) to reflect the minutes are published on the Council's Intranet

1.4 Members were also advised of these amendments in the Bulletin of 3 February 2023.

Resource Implications:

This report seeks to ensure that the Council's Constitution remains fit for purpose.

Legal and Governance Implications:

The Council's Constitution sets out procedures and rules for the operation of its functions and responsibilities.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

Consultation Undertaken:

N/A.

Background Papers:

None.

Risk Management:

The Council's Constitution sets out procedures and rules for the operation of its functions and responsibilities.

Equality:

There are no equality implications arising from the recommendations of this report.

Report to the Constitution Working Group

Date of meeting: 16 March 2023



**Epping Forest
District Council**

**Subject: Discussion Paper - Overview & Scrutiny
Committee Structure 2023/24**

Responsible Officer: Gary Woodhall (01992 564470).

Democratic Services: Vivienne Messenger (01992 564243).

Recommendations/Decisions Required:

That the Constitution Working Group recommend their preferred option for the structure of the Council's Overview & Scrutiny committees for 2023/24:

Option 1:

- (1) That Overview & Scrutiny Committee be retained on the Council's committee list;**
- (2) That the Stronger Council Select Committee be removed from the Council's committee list and its work programme be absorbed by the Overview & Scrutiny Committee;**
- (3) That the Stronger Communities and Stronger Place Select Committees be retained on the Council's committee list and their work programmes continue to be aligned with the corresponding key themes within the Council's Corporate Plan;**
- (4) That nominations to the Overview & Scrutiny Committee continue to be undertaken by the Appointments Panel and recommended to the Annual Council meeting for approval each year, with the Overview & Scrutiny Committee continuing to appoint members to the two Select Committees; and**
- (5) That the Monitoring Officer be delegated authority to make the necessary revisions within the Constitution to implement the changes above; or**

Option 2:

- (6) That the Overview & Scrutiny Committee be removed from the Council's committee list and its work programme be absorbed by the remaining Select Committees;**
- (7) That the Stronger Communities, Stronger Council and Stronger Place Select Committees be retained on the Council's committee list and their work programmes continue to be aligned with the corresponding key themes within the Council's Corporate Plan;**
- (8) That nominations to the three Select Committees be undertaken by the Appointments Panel and recommended to the Annual Council meeting for approval each year; and**
- (9) That the Monitoring Officer be delegated authority to make the necessary revisions within the Constitution to implement the changes above.**

Report:

Introduction

1. The Council has faced a very challenging budgetary situation for 2023/24, which has required several difficult decisions to be taken. Within the Democratic and Electoral Services Team, this has necessitated a reduction of 2fte in the size of the team, with the Electoral Services section reduced by 0.5fte and the Democratic Services section reduced by 1.5fte. These reductions have been achieved through voluntary redundancies.

2. From 2023/24, the Democratic Services Section will only have three members of staff and therefore will not have the resources to support the Council in the manner that it has done over many years. As part of the budget setting process, the Service Director for Corporate Services had meetings with senior members of the Cabinet to not only agree the necessary cuts in the Democratic Services budget, but also proposals for a number of changes to the future service provision of the section. A reduction in the number of Scrutiny committees from the current four to three was one of those proposals.

3. A meeting was held between Senior Officers in February 2023 to determine the best way to progress the changes that had been agreed as part of the budget setting process. For this particular proposal, it was felt that an extra-ordinary meeting of the Constitution Working Group should be convened to consider the required changes and determine which one should be recommended to the Council for approval.

4. In addition, it is felt that there is a degree of overlap between the work programmes for the Overview & Scrutiny Committee and the Stronger Council Select Committee, which has reduced the amount of business carried out by the Overview & Scrutiny Committee in particular this year. Therefore, it is felt that the amalgamation of the two committees would not negatively impact the Council's Scrutiny function.

5. In further discussions between Officers and the Portfolio Holder for Internal Resources, two options have emerged as the most practical and these are detailed below for the Constitution Working Group to consider.

Option 1 – See Appendix 1

6. The first option is to retain the Overview & Scrutiny Committee as the parent committee, as well as the Stronger Communities and Stronger Place Select Committees but abolish the Stronger Council Select Committee. The Work Programme for the Stronger Council Select Committee would be absorbed by the Overview & Scrutiny Committee.

7. The Stronger Communities and Stronger Place Select Committees would be retained, with their work programmes aligned to the corresponding key themes in the Council's Corporate Plan, as they currently are. The appointment of members to these two Select Committees would be undertaken by the Overview & Scrutiny Committee as at present.

Option 2 – See Appendix 2

8. The second option is to retain the Stronger Council Select Committee, as well as the Stronger Communities and Stronger Place Select Committees but abolish the Overview & Scrutiny Committee. The Work Programme for the Overview & Scrutiny Committee would be absorbed by the three Select Committees and would be dependent on which of the three key themes within the Council's Corporate Plan each item related to.

9. Again, as highlighted above, it is felt that there is a degree of overlap between the work programmes for the Overview & Scrutiny Committee and the Stronger Council Select Committee, which has reduced the amount of business carried out by the Overview & Scrutiny Committee in particular this year. Therefore, it is felt that the amalgamation of the two

committees would not negatively impact the Council's Scrutiny function.

10. The work programmes of the three Select Committees would be aligned to the corresponding key themes in the Council's Corporate Plan, as they currently are. With the abolition of the Overview & Scrutiny Committee, the appointment of members to the Select Committees would be undertaken at the Annual Council meeting each year, following nominations from each group at the Appointments Panel meetings.

Further Discussion Points for the Group

11. It is also proposed the position of Chairmen for all Overview and Scrutiny Committees should be filled by a member outside of the majority group, regardless of which option above is chosen. The Group is also asked to consider whether this should also be extended to the Vice- Chairmen positions as well.

12. It is also proposed to hold quarterly meetings between the Chairmen and Vice-Chairmen of the Council's Scrutiny Committees to manage the work programmes of all three Committees. In addition, it is also proposed to hold regular joint meetings between Executive and Scrutiny Chairmen to manage the business passing between the two functions of the Council.

13. Briefings for the Chairman will take place prior to all meetings of Scrutiny Committees to ensure the Chairmen and Vice-Chairmen are fully prepared for all meetings. The relevant Lead Officer for the Scrutiny Committee will lead the briefing of the Chairman and Vice-Chairman.

14. In relation to the handling of call-ins, if option one is preferred then all called-in decisions will be considered by the Overview & Scrutiny Committee. If the preference is to have three Select Committees of equal standing then called-in decisions will be submitted to the relevant Select Committee depending upon the key theme of the Council's Corporate Plan that the decision relates to.

15. If option two is preferred then some consideration will also have to be given to the following issues:

- Public questions and requests to address the Overview & Scrutiny Committee.
- Scrutiny of the Cabinet' Forward Plan of Key Decisions.
- The Annual Report of Scrutiny Committees.
- Establishment of Task & Finish Scrutiny Panels.

16. Currently, none of the Select Committees offer the opportunity for the public to address the Committee or ask questions, nor can they establish Task & Finish Panels while the Annual Scrutiny Report is overseen by the Overview & Scrutiny Committee.

17. The simplest solution would be to allow the Select Committees to permit or undertake these activities in future, if option two is preferred. However, the Group may wish to consider alternative solutions. The Constitution would need to be revised accordingly.

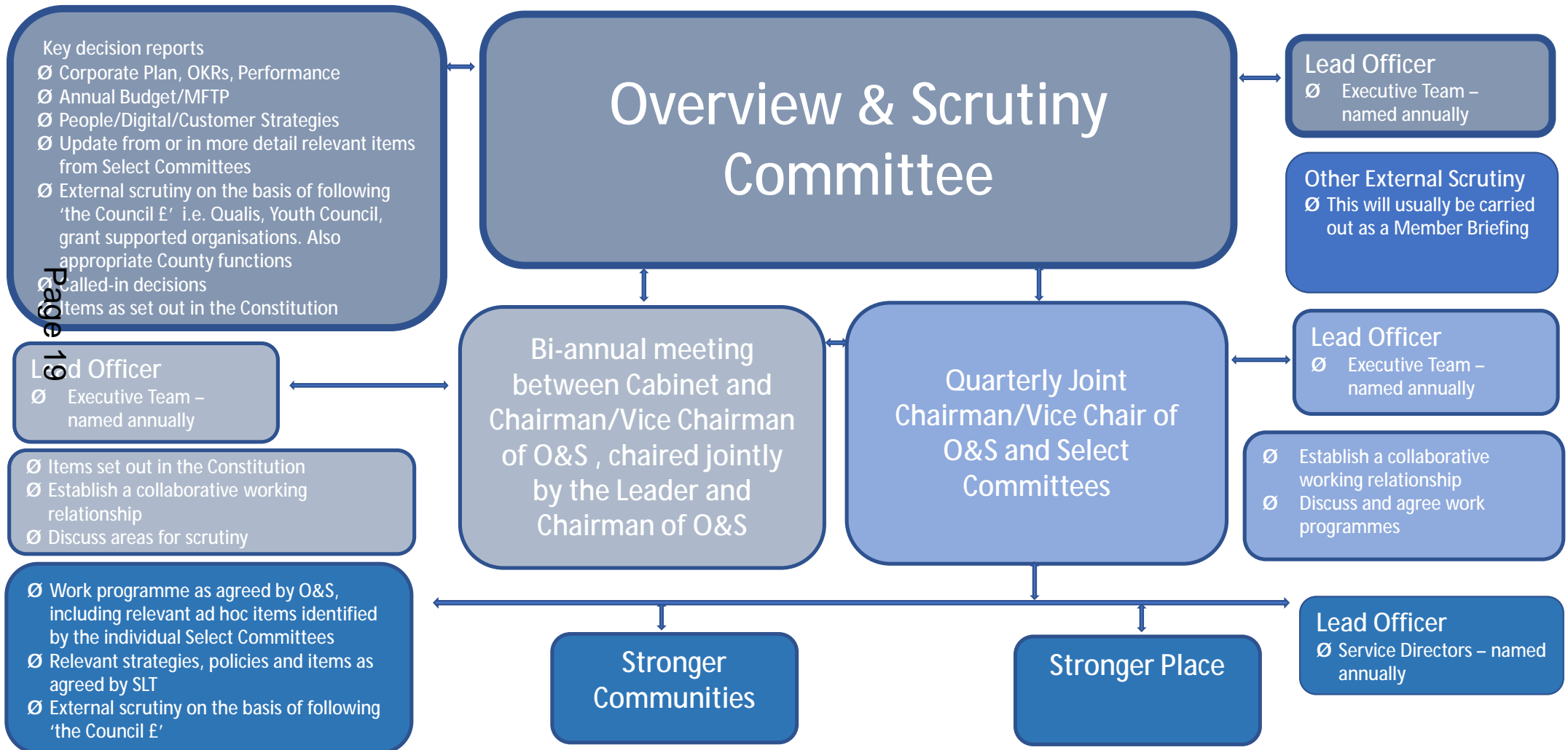
Conclusion

18. The Constitution Working Group is requested to consider the two options above and the further discussion points to make their recommendations to the Council for approval. The Group will also be required to recommend that the Monitoring Officer be delegated authority to make the necessary changes to Article 6 within the Constitution (Overview and Scrutiny).

19. The Group should note that maintaining the current status quo is not an option, as the decision was taken through the budget process to reduce the Scrutiny Committees from four to three.

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Overview and Scrutiny Function Framework – Discussion Paper Option 1



Overview and Scrutiny Function Framework Discussion Paper - Option 1

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 O&S is to improve the lives of our residents through improved services

The **aims** of the Overview and Scrutiny function at the Council are to;

- § 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 Committee is the 'parent' body, the Select Committees are sub-committees of O&S
- § The O&S function will be pro-rata across all political groups
- § All the Scrutiny Chairmen will be an opposition member
- § 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
- § 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 delivery of the work programme
- § 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
- § 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 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.

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) 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

Overview and Scrutiny Function Framework – Discussion Paper Option 2

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

- § 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.