

Scrutiny Task and Finish Panel Agenda



Scrutiny Panels Review Task and Finish Panel Monday, 29th September, 2014

You are invited to attend the next meeting of **Scrutiny Panels Review Task and Finish Panel**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping
on Monday, 29th September, 2014
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

Stephen Tautz, Directorate of Governance
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01992 564180

Members:

Councillors K Angold-Stephens (Chairman), Mrs R Gadsby, Mrs A Grigg, Mrs M Sartin,
D Stallan and Mrs J H Whitehouse

THE DEADLINE FOR THE SUBMISSION OF SUBSTITUTES TO THIS MEETING IS
18:00 HOURS

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Director of Governance) To report the appointment of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the

Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

4. APPOINTMENT OF A VICE CHAIRMAN

At the meeting of the Overview and Scrutiny Committee on 1 July 2014 this Panel was established with Councillor Angold-Stephens being appointed as the Chairman. However, no Vice Chairman was appointed. Therefore, the Panel is asked to appoint one of their members to this post.

Recommendation:

To appoint a Vice Chairman for the Scrutiny Panels Review Task and Finish Panel.

5. SCOPE OF THE REVIEW AND TERMS OF REFERENCE (Pages 3 - 6)

Attached is a draft of set of Terms of Reference which the Panel is asked to review and modify as they see fit. This will then go to the next Overview and Scrutiny Committee meeting for their final approval.



Report to Overview and Scrutiny Panel Review Task and Finish Panel

Date of meeting: 29 September 2014

SCRUTINY



Subject: Overview and Scrutiny Panel Review – Scoping and Terms of Reference

Officer contact for further information: Gareth Nicholas (01992 564166)

Democratic Services Officer: Adrian Hendry (01992 564246)

Recommendations/Decisions Required:

- (1) To consider the proposed scope and terms of reference for the review of the existing overview and scrutiny panel framework, and to recommend these to the Overview and Scrutiny Committee for adoption;**
- (2) To agree timescales for the review as set out in this report; and**
- (3) To discuss options for undertaking the review, specifically;**
 - **times/frequency of meetings of the Panel;**
 - **evidence required by officers/members;**
 - **issues to be covered by the review, including the interrelation with the Standards Committee and the Audit and Governance Committee; and**
 - **proposals for consultation.**

Report:

Introduction

1. At its meeting on 25 February 2014, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Scrutiny Panel to review the structure of the Council's existing framework of overview and scrutiny standing panels, and to make recommendations for how any new structure could best complement the new management structure of the Council.
2. This decision was made following the deferral by the Committee of consideration of a proposal for the creation of a new four-panel structure aligned around the service directorates introduced in April 2014. This report sets out the proposed scope and terms of reference for the review of the current framework.

Background Information:

3. A review of the Council's overview and scrutiny arrangements was undertaken in 2013/14 and the Council's management structure has recently been reviewed, resulting in a reduction from seven service directorates to four. A proposal for a suggested new overview and scrutiny panel structure aligned to each of the directorates, which had not been considered as part of the overview and scrutiny review, was considered by the Overview and Scrutiny Committee on 25 February 2014 in the light of the directorate restructuring and the outcome of the review

4. This Task and Finish has therefore been established to undertake the review of the existing overview and scrutiny panel framework. It is intended that the review will only address the future structure of the scrutiny panel framework. Wider constitutional aspects (unless the Panel identify any matters that affect the constitution) and the operation of the Overview and Scrutiny Committee, are excluded from the scope of this review exercise.
5. The changes to the directorate structure do however give the Panel an opportunity to consider the workload balance and the terms of reference of the existing scrutiny panels. The review should also consider appropriate scrutiny arrangements for elements of the functions of the Governance Directorate and how these interrelate with the terms of reference of the Audit and Governance Committee and the Standards Committee, as this was an area of concern expressed by the Overview and Scrutiny Committee when the directorate-aligned proposal was considered earlier in the year.

Aims and Objectives:

6. The proposed terms of reference for the Task and Finish Panel are set out at Appendix 1 to this report. It is proposed that the review be managed as follows:
 - (a) To report findings to the Overview and Scrutiny Committee and to submit a final report for consideration by the Committee and the Council by the end of March 2015;
 - (b) To gather evidence and information in relation to the review through the receipt of appropriate data, presentations and by participation in fact-finding visits to other authorities if necessary;
 - (c) To have due regard to relevant legislation and the Council's procedures;
 - (d) To consult political groups and independent Councillors during the review process;
 - (e) To meet the following timescales:
 - Overview and Scrutiny Committee (14 October 2014) - Report and agree scoping/Terms Of Reference);
 - provide options report to Task and Finish Panel (November 2014);
 - provide update report to Overview and Scrutiny Committee (10 November 2014);
 - undertake appropriate stakeholder consultation (by January 2015);
 - provide update report to Overview and Scrutiny Committee (12 January 2015);
 - bring forward final proposals to the Panel by February 2015;
 - report to Overview and Scrutiny Committee (10 February 2015); and
 - report to Council (19 February 2015).
7. The review is due for completion by 23 March 2015 to allow time for the final report to be agreed by the Overview and Scrutiny Committee with a view to implementation in the new municipal year.

Recommendations:

8. The panel is asked to:
 - (a) agree the scope and terms of reference for the review;
 - (b) agree the timescales for the review; and
 - (c) discuss options for undertaking the review.

Origin

At its meeting on 25 February 2014, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Scrutiny Panel to review the structure of the Council's existing framework of overview and scrutiny standing panels, and to make recommendations for how any new structure could best complement the new management structure of the Council.

Draft Terms of Reference

To review the current structure of the overview and scrutiny panel framework, taking into consideration the report of the recent overview and scrutiny review and how any future panel framework would best fit the management structure of the Council;

(1) To specifically consider whether the Council should:

- retain the current five-panel structure; or
- move to a panel structure based around the new directorate responsibilities (i.e. have four panels instead of five); or
- move towards a commissioning model based upon a work programme;

(2) To consider options for any other panel structure deemed appropriate;

(3) To review the workload and terms of reference of each of the existing scrutiny panels for relevance and consider how their processes could be improved;

(4) To consider how any future scrutiny panel established to review relevant functions of the Governance Directorate would interrelate with the terms of reference of the Audit and Governance Committee and the Standards Committee; and

(5) To report to the Overview and Scrutiny Committee on options for a new scrutiny panel framework to be implemented from the 2014/15 municipal year.

Aims and Objectives

- (a) To report findings to the Overview and Scrutiny Committee and to submit a final report for consideration by the Committee and the Council by the end of March 2015;
- (b) To gather evidence and information in relation to the review through the receipt of appropriate data, presentations and by participation in fact-finding visits to other authorities if necessary;
- (c) To have due regard to relevant legislation and the Council's procedures;
- (d) To consult political groups and independent Councillors during the review process;

TIMESCALE	ESTIMATED	ACTUAL
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REVIEW OF SCRUTINY PANELS TASK AND FINISH PANEL: TERMS OF REFERENCE

Commencement:	First meeting to be held on 29 September 2014	
<u>Finish</u>	End of year 31 March 2015	