

Extract from Cllr Girling's email commenting on the conduct of business for Overview and Scrutiny.

I write to you after our telephone conversation regarding the review of the Overview & Scrutiny Committee.

I have a number of observations which we seem to share and I list them for your reference and the forthcoming O&S Review meeting.

1. O&S Committee members should commit to submit a list of questions for the forthcoming O&S guest speaker 2 weeks before the meeting, Democratic Services can forward them to ensure the guest has no excuses for not turning up prepared.

2. Guest speakers to not come alone, but bring relevant officers in case the committee have further questions separate from those provided in advance of the meeting. Essex CC guest was a good example of this need as his knowledge of wider Highways processes was poor. I also prevents external groups using avoidance tactics

3. O&S committee members should be allowed to ask ALL there questions before the chair opens the floor to other Cllrs & members of the public.

4. A full list of the questions and answers should appear in the members bulletin as at O&S we deal with topics that are important to all members

5. The agenda for the meeting needs to be adjusted to allow more time to grill the guests as this is the main reason for the meeting.

6. Keep the pre-meeting to prepare order of questions and any added ones. I'm not sure it's right to include non-committee members at this meeting otherwise it takes the time away from O&S members asking their questions. Non committee get their chance once we've finished.

7. When guest start with an introductory presentation we as members should agree a top 3 or 4 bullet points of topics they should cover. The

guest should then be able to give a more targeted presentation relevant to members needs.

8. The chair needs to be tougher on the guest to make it clear we are not impressed if our answers & presentations are not suitably focused & answered.

I hope my comments are balanced and make sense.

Many thanks

Cllr Leon Girling
Loughton Town & Epping Forest District