

# **Report to Overview and Scrutiny Committee**

**Date of meeting: 8 November 2007**



**Report of:** Constitutional Affairs and Members' Services Standing Scrutiny Panel

**Subject:** Review of Overview and Scrutiny Arrangements

**Officer contact for further information:** S Hill (01992 564249)

**Democratic Services Assistant:** Z Folley (01992 564532)

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## **Recommendations:**

**(1) That the following proposals containing the enclosed report (Appendix 1) of the Overview and Scrutiny Review Seminar on 18 September 2007 be adopted:**

**(a) Panel Chairmen Briefings**

**Written copies of Chairmen's briefings should be circulated with the agenda to give all members advance notice of the issues to be discussed and to enable non-members of the Committee to receive the information;**

**(h) External Attendees**

**The Overview and Scrutiny Committee should request the presentations by the Head of Service/key officer for the service under scrutiny so that the officers present would have the knowledge necessary to answer questions and provide full answers to questions at meetings.**

**(h) Written Replies**

**Deadlines to be agreed in advance in respect of any written replies sought as a result of presentations at a meeting of Overview and Scrutiny Committee;**

**(h) Visiting Speakers - Introductions**

**The Chairman of the Committee to ensure that all speakers are introduced to the Committee before presentations are given; and**

**(2) That a further review session on Overview and Scrutiny be held in January 2009 at a date to be agreed.**

## **Report:**

... 1. An informal review session was held on 18 September 2007 to discuss how Overview and Scrutiny is currently operating. A note of those discussions is attached as Appendix 1 to this report.

2. The four points on which there was agreement are indicated in paragraph (a) (reporting of panels) and paragraph (h) attendance of officers for external scrutiny purposes, deadline for the receipt of any written replies promised at such presentations and introductions for attendees.

3. We felt that the review exercise was useful and recommend that these four points be adopted as future policy for the Committee. We are also recommending that a further review session be held in January 2009 to monitor progress.