

RESOURCE AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE

5 JULY 2021

REPORT OF THE HEAD OF DEMOCRATIC SERVICES & ELECTIONS

A.5 REVIEW OF THE YEARS 2019-2021 AND WORK PROGRAMME FOR 2021/22 FOR THE RESOURCE AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE

(Report prepared by Keith Simmons and Keith Durran)

PURPOSE OF THE REPORT

To review the Committee's work undertaken during the years 2019/20 and 2020/21 and to seek the Committee's approval to its draft programme of work for the 2021/22 municipal year for recommendation to the Council meeting on 13 July 2021.

BACKGROUND

The Resource and Services Overview and Scrutiny Committee is one of two overview and scrutiny committees established by the Council to specifically focus on the following areas of Council work (as detailed in Article 6.02(i) of the Council's Constitution):

"To perform the role of Overview and Scrutiny and its functions in relation to:

- The Chairman and the Vice-Chairman of the Committee will normally be Members of a political group that is not represented on the Cabinet. The Committee will hold 8 scheduled meetings per year but with the Chairman able to call additional formal meetings. Meetings of Task and Finish Groups can be called as required, following the terms of reference being agreed by the Committee.*
- To perform the role of Overview and Scrutiny and its functions in relation to the effective use of the Council's resources including approval of discrete researched and evidenced reviews on the effectiveness.*

Financial Forecast Budget setting and monitoring (including General Fund & Housing Revenue Account)

- Service Delivery and Performance (where not delegated to the Community Leadership Overview and Scrutiny Committee)*
- Procurement and Contract Management*
- Transformation and Digital Strategies*
- Customer Service and Standards*

The Constitution provides for the two overview and scrutiny committees to submit a work programme to full Council for approval. Rule 7 of the Overview and Scrutiny Procedure Rules sets out the position as follows:

“Each Overview and Scrutiny Committee will submit a work programme for the year ahead and a review of the previous year’s activities to the full Council for approval. In addition it will be responsible for co-ordinating and prioritising its work programme on an ongoing basis.

In preparing, co-ordinating and prioritising its programme, each Overview and Scrutiny Committee will take into account:-

- The General Role and Principles of undertaking its functions, as set out in Part 2 Article 6;*
- The planned work on the preparation of elements of the Budget and Policy Framework, as set out in the Council’s Business Plan;*
- The need for statutory timetables to be met;*
- The wishes of all members of the committee;*
- Requests from the Cabinet to carry out reviews; and*
- Requests from Group Leaders in accordance with Rule 8.”*

WORK CARRIED OUT TO DATE

Review of the Years 2019 - 2021

The review of the work undertaken by the Committee during the period 2019 to 2021 is attached as **Appendix A**.

Proposed Work Programme

The proposed Work Programme for the 2021/22 Municipal Year is attached as **Appendix B** to this report. The Committee is invited, if so minded, to submit further items at this stage to be forwarded as part of the report to Council.

The work programme attached was developed by the Members of this Committee in an informal meeting/workshop on 9 April 2021. The proposals from that informal meeting/workshop were then discussed with the Chairmen of this Committee and the Community Leadership Overview and Scrutiny Committee to ensure proposals from the Members of both Committees could be appropriately allocated between the two Committees in accordance with their respective terms of reference. This in turn was then submitted to the Officer Management Team (and then Senior Managers throughout the Council) and to the Members of the Cabinet. The aim of this consultation was to satisfy the intentions of the Executive-Overview and Scrutiny Protocol adopted into the Constitution at the Council meeting on 16 March 2021 (Minute 104 refers).

Arising from the above, certain proposals have been received and are submitted to the Committee for consideration together with additional detail that the Committee is invited to consider. These are identified with tracked changes in Appendix B. Any further submissions from the consultation will be reported orally to the meeting.

If the proposals for joint Panels with the Resources and Services Overview and Scrutiny Committee are accepted, terms of reference for the Panels will be drafted and submitted to the next ordinary meeting of the Committee for consideration.

RECOMMENDATIONS

- (a) that the report on the review of the years 2019 – 2021 as detailed in Appendix A be noted;
- (b) that the Committee agrees the draft 2021/22 Work Programme for the Resource and Services Overview and Scrutiny Committee, as set out in Appendix B, for submission to Full Council; and
- (c) that the Committee considers whether it has any further items it wishes to include at this time within the aforementioned 2021/22 Work Programme.

BACKGROUND PAPERS FOR THE DECISION

There are none.

APPENDICES

Appendix A – Review of the work carried out in 2019 - 2021
Appendix B – Proposed Work Programme for 2021/2022