

Minutes of the meeting of the SHADOW OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE held on MONDAY 3 AUGUST 2009 at 5.00 pm

**Present:** Councillors Burke, I Henderson, Hopkins, Miles and C Morris

**Officers:** J Moffoot (Head of Democratic Services), M Bailey (Overview and Scrutiny Officer) and F Bower (Overview and Scrutiny Officer)

**Also Present:** Councillors Dransfield and A Geary

**Apologies:** None

**Members of the Public:** 0

**MC01 ELECTION OF CHAIR**

RESOLVED -

That Councillor Hopkins be elected Chair of the Committee.

**MC02 APPOINTMENT OF VICE-CHAIR**

RESOLVED -

That Councillor Miles be appointed Vice-Chair of the Committee.

**MC03 DISCLOSURES OF INTEREST**

None

**MC04 TERMS OF REFERENCE**

The Committee considered the terms of reference for the Overview and Scrutiny Management Committee and the four Select Committees.

Comments from Members included the following:

- The terms of reference should be consistent to ensure that robust arrangements are in place for effective scrutiny, although any changes would have to be agreed by Council
- The responsibility for Member Development should sit with the Group Leaders but the Management Committee will submit suggestions for appropriate Overview and Scrutiny training
- The name of the Healthier Communities and Older People Select Committee should be changed

RESOLVED -

That revised terms of reference for each of the four select committees be drafted and presented to the Committee at its next meeting, taking into account the Members' views.

**MC05**

### **DRAFT WORK PROGRAMME 2009/10**

The Committee considered the draft work programme for the Overview and Scrutiny Management Committee and the four Select Committees.

Comments from Members included the following:

- There was no detail to the work programme; it was just a list
- Another meeting of the Management Committee was required to consider each item in more detail
- The rationale and timescales for each item should be included
- Children's Services was a major issue for Overview and Scrutiny to consider
- Housing Performance would need to be included as part of the work programme
- No information items should be received by the Select Committees and instead ad-hoc briefing sessions could be arranged

RESOLVED -

That consideration of the draft work programme be deferred to the Committee's next meeting when more detail could be provided on each item.

**MC06**

### **BUDGET SCRUTINY**

The Committee considered the process for scrutinising the budget.

It was noted that historically the Overview and Scrutiny had struggled to find an appropriate way to engage with the budget process and that this was common among many local authorities.

Comments from Members included the following:

- There should be a permanent Budget Review Group in place which would monitor the budget process, as well as all other financial issues across the Council
- It should be standing group reporting to the Management Committee with the Chair allocated a Special Responsibility Allowance
- The membership of the Review Group should be 2:2:1 to reflect political proportionality

- The terms of reference for the Review Group should be presented to the Committee at its next meeting

RESOLVED -

That a Budget Review Group be appointed on a 2:2:1 basis and that the terms of reference for the Group be presented to the Committee at its next meeting.

## **MC07**

### **EXISTING REVIEW GROUPS**

The Committee considered the status of the four existing review groups and how the review groups' final reports should be received.

It was noted that the Estates and Highways Adoption Review Group and the Housing Options Review Group had been completed and that final reports were in the process of being drafted.

Comments from Members included the following:

- All final reports of existing review groups should come to the Management Committee where it can refer any learning points on to the relevant Select Committees
- The Gatehouse Review Group should be included in the list of Review Groups, even though it has not currently met
- The Corporate Parenting Panel would need to continue as a subsidiary body to the Children and Young People's Select Committee
- For future review groups, final reports should go the relevant Select Committees to avoid creating an unnecessary workload for the Management Committee

RESOLVED -

1. That the Management Committee receive the final reports of all of the existing review groups
2. That the terms of reference for the Gatehouse Review Group be provided to the Committee at its next meeting

## **MC08**

### **CO-OPTees TO COMMITTEES**

The Committee noted the co-optees currently appointed and the Select Committees they were assigned to.

It was noted that Children and Young People's Select Committee had a statutory requirement to appoint co-opted Members.

It was also noted that the Children and Young People's Select Committee was the only Committee to have been granted the power to appoint co-optees to vacancies. It was the responsibility of the Council to formally appointed co-optees to the other remaining Select Committees.

RESOLVED –

1. That the co-optees for the four Select Committees be noted.
2. That the Council be recommended that the responsibility for agreeing the appointment of co-optees to serve on Select Committees should rest with the Overview and Scrutiny Management Committee.

**MC10**

**TRAINING**

The Committee considered the training needs of Members of the Management Committee, Select Committees and the Chairs of those bodies.

RESOLVED –

That a paper be presented to the Committee at its next meeting outlining the training opportunities available to Members and all relevant dates.

**MC11**

**FUTURE MEETINGS**

That the Committee's next meeting be held on Thursday 13 August at 5pm in Meeting Room 2.

THE CHAIR CLOSED THE MEETING AT 6.35 PM