

Overview & Scrutiny Task Group

Subject scoping document

Review topic	Task Group membership	
Review of Committees	Chair	Christopher Spruce
	Members	Angela Lax, Steve Norman, Brian Yeates

Objectives	Desired outcomes
<p>To Review the current committee structure to suggest improvements, potential new models for scrutiny, and to identify committees which could be combined, reduced or deleted.</p> <p>Develop and issue a questionnaire to establish member views on the effectiveness of all meetings and any training requirements.</p> <p>To study best practice from other authorities and provide recommendations for consideration.</p>	<ul style="list-style-type: none"> To reduce the number of meetings To increase the effectiveness of meetings To ensure scrutiny is aligned to the new Strategic Plan To deploy Council resources where they can have the most impact Update the Constitution Effective selection and appointments of committee chairs Allow time for effective scrutiny Reduce number of papers for noting So that all members feel they are involved and can contribute to an effective council overall

Terms of Reference
<p>After the initial scoping meeting, the Group will meet to consider a member survey, gather evidence in support of best practice, review responses and develop a set of recommendations to go forward to Strategic Overview and Scrutiny for recommendation to Cabinet and Full Council for the 2021 municipal year.</p> <p>Analysis of agenda items and outcomes from scrutiny committees to demonstrate ROI.</p> <p>It is envisaged that the group will meet weekly until the survey is developed and live. The group will provide a report to committee in January 2021.</p>

Key issues	Risks
<ul style="list-style-type: none"> Effective use of resources Outcomes are value for money and measure Development of member skills Streamlining decision making Effective topic selection process O&S adds value to the work of the Council Identify members who are committed to developing best practice 	<ul style="list-style-type: none"> Time Costs Ability to demonstrate ROI Need for challenge Political bias

Timescale				
<table border="1"> <tr> <td>Start</td> <td>December 2020</td> <td>Finish</td> <td>January 2021</td> </tr> </table>	Start	December 2020	Finish	January 2021
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Information requirements and sources	
Documents/evidence (what/why)	O&S Report – Review of Committee Meetings, 19 Nov 2020 Current
Witnesses (who, why?)	Members LGA advisors?
Consultation/research (what, why, who?)	Survey of members LGA/ Centre for Public Scrutiny Other Councils
Site visits (where, why, when?)	All virtual

Officer support	
Lead Officers	Christie Tims, Christine Lewis

Target body for findings/recommendations (e.g. Cabinet, Council etc)
O&S, Cabinet and Full Council – constitutional update

All Task Group reports are to be submitted initially to the parent Overview and Scrutiny Committee(s)