



**Overview and Scrutiny  
Committee**

**Tuesday, 25 June 2019**

**Subject: Review of Overview and Scrutiny Operating Methodology**

Report by:

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Purpose / Summary:

To reconsider the Operating Methodology following the review of the scrutiny function within the Council and the amendments made to the scrutiny committee.

**RECOMMENDATION(S):**

- 1. That Members of the Committee approve the proposed Operating Methodology for implementation throughout the 2019/20 Civic Year.**

**IMPLICATIONS**

**Legal: N/A**

**Financial: N/A**

**Staffing: N/A**

**Equality and Diversity including Human Rights: N/A**

**Risk Assessment: N/A**

**Climate Related Risks and Opportunities: N/A**

**Title and Location of any Background Papers used in the preparation of this report:**

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

*i.e. is the report exempt from being called in due to urgency (in consultation with O&S Chairman)*

**Yes**

**No**

**Key Decision:**

*A matter which affects two or more wards, or has significant financial implications*

**Yes**

**No**

## **1 Background**

- 1.1 In October 2014 the (then named) Challenge and Improvement Committee agreed a methodology for the first time.
- 1.2 The methodology set out criteria for when any item could be called in for scrutiny either as an ongoing project, poor performance or for pre-decision scrutiny.
- 1.3 The approach has generally worked well and allowed the Committee to invite organisations that provide services within the District for discussions around issues of concern for members.

## **2 Committee Functions and Fulfilling the Scrutiny Role**

- 2.1 The functions of the Overview and Scrutiny Committee are detailed in Part IV of the Constitution, attached as Appendix 2.
- 2.2 The Overview and Scrutiny Procedure Rules are given in Part V of the Constitution (attached as Appendix 3) and detail how the committee should exercise its rights under the traditional call-in process.
- 2.3 These functions and procedure rules were considered as part of the 2018/19 scrutiny review and have been agreed as amendments to the Constitution at the Annual Meeting of Council on 20 May 2019.

## **3 Review of Existing Operating Methodology**

- 3.1 As a result of the 2018/19 review of the scrutiny function within the Council, changes were made to the membership requirements of the committee and it was agreed that the methodology be reviewed for the 2019/20 civic year.
- 3.2 Members of the committee had previously noted that the processes detailed in the methodology were overly wordy and not always easy to follow.
- 3.3 Therefore, the purpose of this review would be to improve the format of the methodology and ensure it was as clear and concise as possible.
- 3.4 The proposed amended version of the Operating Methodology can be found at Appendix 1.

## **4 Conclusion and Recommendation**

- 4.1 The intention of the amended operating methodology is to provide Members with the framework required to make informed and appropriate requests for scrutiny items.

4.2 Members are asked to read, comment and, if satisfied, approve the amended methodology for implementation in this current civic year.