



**Overview and Scrutiny  
Committee**

**Tuesday, 22 June 2021**

**Subject: Overview and Scrutiny Operating Methodology**

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

To reconfirm the Committee Operating  
Methodology

**RECOMMENDATION(S):**

- 1. That Members of the Committee approve the proposed Operating Methodology for implementation throughout the 2021/22 Civic Year.**

## IMPLICATIONS

Legal: N/A

Financial: N/A

Staffing: N/A

Equality and Diversity including Human Rights: N/A

Data Protection Implications: N/A

Climate Related Risks and Opportunities: N/A

Section 17 Crime and Disorder Considerations: N/A

Health Implications: N/A

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

Risk Assessment: N/A

### 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 C&I chairman)

Yes

No

X

### Key Decision:

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

Yes

No

X

## **1 Background**

- 1.1 In October 2014 the (then named) Challenge and Improvement Committee agreed an Operating 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 were agreed as amendments to the Constitution at the Annual Meeting of Council on 20 May 2019.
- 2.4 Given the impact of the Covid-19 pandemic, there has been no further review however, the Annual Constitution Review is due to be presented to Council on 28 June 2021. Should there be any amendments recommended and approved, it is not anticipated there would be a significant change to the functioning of the Committee.

## **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 format of the methodology was improved to ensure it was as clear and concise as possible. The current version of the Operating Methodology, attached as Appendix 1, was approved by the Committee in June 2019.
- 3.4 Despite the limitations on the Committee due to the Covid-19 pandemic, the Committee has continued to work according to the Operating

Methodology and the revised version has proven to be simpler to work with.

- 3,5 With this in mind, there are no subsequent amendments suggested at this time.

#### **4 Conclusion and Recommendation**

- 4.1 Members are asked to read, comment and, if satisfied, approve the Operating Methodology for 2021/22.