



**Overview and Scrutiny  
Committee**

**Tuesday, 24 June 2025**

**Subject: Overview & Scrutiny Committee - Operating Methodology**

|                    |   |
|--------------------|---|
| Report by:         | Director of Change Management, ICT & Regulatory Services  |
| Contact Officer:   | Ele Snow<br>Senior Democratic and Civic Officer<br><br>Ele.Snow@west-lindsey.gov.uk                               |
| Purpose / Summary: | To consider and approve the Operating Methodology for the Overview and Scrutiny Committee, Civic Year 2025 / 2026 |

**RECOMMENDATION(S):**

1. That Members of the Committee approve the Operating Methodology for implementation throughout the 2025/26 Civic Year

## IMPLICATIONS

**Legal:** The Constitution of the Council states that the Overview and Scrutiny Committee will undertake a review of its Operating Methodology each year (Part IV, Responsibility for Functions, page 16, paragraph 1)

**Financial:** There are no financial implications arising from this report.

**Staffing:** The Overview and Scrutiny Committee is supported by existing resources within the Democratic Services team, there are no additional staffing implications arising from this report.

**Equality and Diversity including Human Rights:** The work of the Overview and Scrutiny Committee seeks to benefit all those residing, working or visiting in West Lindsey. Where additional needs are highlighted, for example access to public meetings, these are addressed as necessary.

**Data Protection Implications:** There are no data protection implications arising from this report, however, where there may be discussion items which involve the likely disclosure of personal or private information, the Committee will resolve to exclude public and press from such items.

**Climate Related Risks and Opportunities:** Whilst there are no related risks arising from this report, consideration must be given to opportunities for climate related improvements. Consideration may be given to, for example, the number of meetings, the requirement for Members to travel, and ensuring that there is sufficient business to necessitate meetings to take place.

**Section 17 Crime and Disorder Considerations:** There are no relevant considerations arising from this report, however the Committee does receive at least annual reports under section 19 of the Police and Justice Act 2006.

**Health Implications:** There are no health implications arising from this report, although it is noted that aspects of the work of the Overview and Scrutiny Committee aim to support the work of the Council in improving health and wellbeing provision across the district.

**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 Introduction**

- 1.1 The Operating Methodology for the Overview and Scrutiny Committee sets out the criteria for fulfilling the main functions of the Committee. The methodology was introduced in 2014, with an updated version reviewed and agreed by the Committee in 2019. It is reviewed annually with any amendments considered in line with each annual review of the Constitution.
- 1.2 This approach has worked well and allowed the Committee to structure the work streams, according to the criteria in the methodology, throughout each year.
- 1.3 The Operating Methodology as approved by the Committee in July 2024 is attached for review at Appendix 1.

## **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 are considered annually as a part of the Constitution Review presented for approval at Annual Council.
- 2.4 Any amendments are then factored into the review and the Operating Methodology.

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

- 3.1 The current version of the Operating Methodology has been in place since July 2023 and was considered by the Committee at their meeting in April 2024 as a part of the Overview and Scrutiny Annual Report.
- 3.2 Following that review, and the annual review of the Constitution, there were no suggested amendments.
- 3.3 Once approved, the Operating Methodology will be used as a reference point when considering items for the Committee's work plan for the coming civic year.

## **4 Conclusion and Recommendation**

- 4.1 Members are asked to approve the Operating Methodology for 2025/26.