



**Overview and Scrutiny
Committee**

Tuesday, 30 June 2026

Subject: Overview & Scrutiny Committee - Operating Methodology

Report by:

Assistant Chief Executive - Governance
(Monitoring Officer)

Contact Officer:

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Executive Summary:

This report presents the Overview and Scrutiny Committee Operating Methodology for the 2026 to 2027 civic year. The methodology sets out how the Committee will fulfil its scrutiny functions, including performance management, pre decision scrutiny and project work. The Committee is required to review and approve its methodology on an annual basis in line with the Constitution.

Appendices to Report

- Appendix 1 – Overview and Scrutiny Operating Methodology
- Appendix 2 – Part IV of the Constitution
- Appendix 3 – Overview and Scrutiny Procedure Rules

RECOMMENDATION(S):

(a) That Members of the Committee approve the Operating Methodology for implementation throughout the 2026/27 Civic Year

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 June 2025 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 June 2025 and was considered by the Committee at their meeting in April 2026 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. In light of the amended Committee structure, whereby the Council now has three policy Committees, Section 3 of the Operating Methodology has been updated to reflect this. This was completed as housekeeping amendments under delegated authority as approved by Full Council in April 2026.
- 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 2026/27.

5 Alternative Options

| | Option | Rational for not recommending |
|---|--|--|
| 1 | To not approve the Operating Methodology | This would not meet the requirement set out in the Constitution for the Overview and Scrutiny Committee to review and approve its Operating Methodology on an annual basis and would leave the Committee without an agreed framework for delivering its scrutiny function. |
| 2 | To amend the Operating Methodology | Whilst amendments could be made, no issues have been identified through the annual review process which would require changes at this time. |

ASSOCIATED IMPLICATIONS

Legal: The Constitution of the Council requires that the Overview and Scrutiny Committee undertakes a review of its Operating Methodology on an annual basis (Part IV – Responsibility for Functions).

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.

LGR implications: There are no Local Government Reorganisation 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 identified, for example access to public meetings, these are addressed as required.

Data Protection Implications: There are no direct data protection implications arising from this report. Where discussions involve the likely disclosure of personal or sensitive information, the Committee will consider the exclusion of the public and press as appropriate.

Climate Related Risks and Opportunities: Whilst there are no direct climate related risks arising from this report, opportunities should be considered where possible. This may include consideration of the number of meetings held, the need for travel, and ensuring meetings are necessary and efficient.

Section 17 Crime and Disorder Considerations: There are no direct crime and disorder implications arising from this report. The Committee does, however, receive periodic reports in accordance with its statutory duties.

Health Implications: There are no direct health implications arising from this report. The work of the Committee supports the Council's wider objectives in improving health and wellbeing across the district.

Risk Assessment: There are no risks associated with this report.

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