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**Report of the Head of Scrutiny and Member Development**

**Overview and Scrutiny Committee**

**Date: 8<sup>th</sup> April 2008**

**Subject: Draft Annual Report to Council**

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**1.0 INTRODUCTION**

- 1.1 Article six of the Council's Constitution states that the Overview and Scrutiny Committee will produce an annual report for Council about the work of the Scrutiny function.
- 1.2 As in previous years, Overview and Scrutiny Committee will ask each Scrutiny Board to submit a contribution detailing the work it has carried out throughout the year. Overview and Scrutiny Committee will agree the foreword to the report, its own contribution detailing the work of the committee and information relating to the Scrutiny Unit, performance management and an action plan. A composite report will then be produced for submission to Council.
- 1.3 As in previous years the annual report will also be sent to other authorities and posted on the Centre for Public Scrutiny website.

**2.0 RECOMMENDATION**

- 2.1 Overview and Scrutiny Committee is asked to comment on the proposed style and format of the annual report to Council and to agree;
- (i) The Foreword to the annual report
  - (ii) The submission from Overview and Scrutiny Committee detailing the work of the Committee.
  - (iii) The progress towards meeting the 2007/08 Action Plan and the draft Action Plan for 2008/09