



**Report of Head of Democratic Services**

**Report to Scrutiny Board (Adults, Health and Active Lifestyles)**

**Date: 22 October 2019**

**Subject: Chairs Update – October 2019**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**1. Purpose of this report**

1.1 The purpose of this report is to provide an opportunity to formally outline some of the areas of work and activity of the Chair since the previous Scrutiny Board meeting in July 2019.

**2. Background information**

2.1 Invariably, scrutiny activity can often occur outside of the formal, regular Scrutiny Board meetings. Such activity may involve a variety of activities and can require specific actions of the Chair of the Scrutiny Board.

**3. Main issues**

3.1 This report provides an opportunity to formally update the Scrutiny Board on the Chair's activity and actions since the previous Scrutiny Board meeting held in September 2019. It also provides an opportunity for members of the Scrutiny Board to identify and agree any further scrutiny activity that may be necessary.

3.2 The Chair and Principal Scrutiny Adviser will provide a verbal update at the meeting on the above matters and any further issues that might arise, as required.

3.3 The Scrutiny Board is asked to consider the update provided and identify/ agree any matter where specific further scrutiny activity may be warranted, and therefore subsequently incorporated into the work schedule.

### Developing the work schedule

- 3.4 As detailed elsewhere on the agenda; when considering any developments and/or modifications to the work schedule, effort should be undertaken to:
- Avoid unnecessary duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue.
  - Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
  - Avoid pure “information items” except where that information is being received as part of a policy/scrutiny review.
  - Seek advice about available resources and relevant timings, taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place.
  - Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.

## **4. Corporate Considerations**

### **4.1 Consultation and engagement**

- 4.1.1 The update provided at the meeting is a factual report and therefore is not subject to consultation. However, it should be noted that matters often identified as part of the update can arise as a result of specific engagement activity with the Scrutiny Board that requires specific action from the Chair between the Scrutiny Board’s formal meeting cycle.
- 4.1.2 Any specific consultation and engagement activity will need to be taken into account if/ when any additional scrutiny activity is deemed appropriate

### **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 The Scrutiny Board Procedure Rules state that, where appropriate, all work undertaken by Scrutiny Boards will ‘...review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council’s Equality and Diversity Scheme’.
- 4.2.2 Matters set out in the Council’s Equality and Diversity Scheme will need to be taken into account if/ when any additional scrutiny activity is deemed appropriate.

### **4.3 Council policies and the Best Council Plan**

- 4.3.1 The terms of reference of the Scrutiny Boards promote a strategic and outward looking Scrutiny function that focuses on the best council objectives.

### Climate Emergency

- 4.3.2 This report has no specific climate emergency implications at this time. Any appropriate matters will need to be taken into account if/ when any additional scrutiny activity is deemed appropriate.

#### **4.4 Resources, procurement and value for money**

- 4.4.1 This report has no specific financial implications at this time. Any appropriate matters will need to be taken into account if/ when any additional scrutiny activity is deemed appropriate.
- 4.4.2 Experience has shown that the Scrutiny process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time.
- 4.4.2 The Vision for Scrutiny, agreed by full Council also recognises that like all other Council functions, resources to support the Scrutiny function are under considerable pressure and that requests from Scrutiny Boards cannot always be met. Consequently, when considering any additional detailed inquiry activity Scrutiny Boards should:
- Seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources;
  - Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue;
  - Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.

#### **4.5 Legal implications, access to information, and call-in**

- 4.5.1 This report has no specific legal implications. Any appropriate matters will need to be taken into account if/ when any additional scrutiny activity is deemed appropriate.

#### **4.6 Risk management**

- 4.6.1 This report has no specific risk management implications. Any appropriate matters will need to be taken into account if/ when any additional scrutiny activity is deemed appropriate.

### **5. Conclusions**

- 5.1 All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year. This update provides an opportunity to highlight any emerging issues for the Scrutiny Board to consider.

### **6. Recommendations**

- 6.1 The Scrutiny Board (Adults, Health and Active Lifestyles) is asked to note the content of this report and the verbal update provided at the meeting; and identify any specific matters that may require further scrutiny input or activity.

## **7. Background documents<sup>1</sup>**

7.1 None.

---

<sup>1</sup> The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.