

AGENDA MANAGEMENT SHEET

Name of Committee Overview And Scrutiny Board

Date of Committee 16th July 2009

Report Title Overview and Scrutiny Board Terms of Reference

Summary This report outlines the Terms of Reference for the Overview and Scrutiny Board, the process for establishing the partnership element of the Board, proposed methods for the O+S Board to fulfil its strategic role effectively and a draft work programme for O+S Board for 2009/10.

For further information please contact:

Michelle McHugh Overview and Scrutiny Officer Tel: 01926 412144 michellemchugh@warwickshire.gov.uk	Jane Pollard Overview and Scrutiny Manager Tel: 01926 412565 janepollard@warwickshire.gov.uk
---	---

Would the recommended decision be contrary to the Budget and Policy Framework?
No.

Background papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members
- Cabinet Member
- Chief Executive
- Legal
- Finance
- Other Strategic Directors David Carter, Strategic Director for Customers, Workforce and Governance
- District Councils

Health Authority

Police

Other Bodies/Individuals

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Agenda No 2

Overview And Scrutiny Board - 16th July 2009.

Overview and Scrutiny Board Terms of Reference

Report of the Strategic Director for Customers, Workforce and Governance

Recommendation

Overview and Scrutiny Board is recommended to:

- i) note the Terms of Reference of the Board
- ii) agree the process of seeking partner representation outlined in paragraph 2,
- iii) agree the proposed methods for fulfilling the Board's strategic role outlined in paragraph 3
- iv) review and amend as appropriate the draft O+S Board Work Programme contained in Appendix A.

1. Introduction

- 1.1 At the Annual Council meeting on 23rd June 2009, Warwickshire County Council considered the structure and membership of its Committees. To ensure the effectiveness of the Council's Overview and Scrutiny function a number of changes were made. This included the establishment of an Overview and Scrutiny Board, consisting of the 5 Overview and Scrutiny Chairs, 1 Liberal Democrat nominee, 1 Labour nominee and 1 Overview and Scrutiny member from each of the District / Borough Councils in the County, 1 independent member of the Warwickshire Police Authority and 1 non-executive member of the NHS Warwickshire.
- 1.2 The purpose of Overview and Scrutiny Board is to provide strategic direction for the County Council's Overview and Scrutiny function and joint scrutiny within Warwickshire, in order to maximise resources and avoid duplication at both an organisational and partnership level. The Terms of the Reference of the Board are outlined below:
 - (a) Coordinate the work of the County Council's Overview and Scrutiny Committees in line with the Council's priorities and cross-cutting themes identified in the Corporate Business Plan
 - (b) Identify the topics which should be subject to joint Scrutiny and nominate County Council representatives for this purpose.

- 1.3 In carrying out these roles the Board has power to:
- i. coordinate the overall work programme of the overview and scrutiny function
 - ii. monitor and review the overall performance of the overview and scrutiny function and to put in place such performance management arrangements as it sees fit.
 - iii. liaise with the overview and scrutiny committees over their respective work programmes, to ensure that there is efficient use of the committees' time, and that the potential for duplication of effort is minimised.
 - iv. decide where matters fall within the remit of more than one overview and scrutiny committee, which of them will assume responsibility for any particular issue.
 - v. provide a mechanism for discussion about the priority of referrals made by or to the Committees where the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of the Council business.
 - vi. commission with partners the arrangements for the review and or scrutiny (including joint scrutiny) of the development, coordination and performance of partnership working in Warwickshire including the local area agreement, and other significant partnerships.

2. Partner Representation

- 2.1 The proposed process of seeking partner representation for the Board is outlined below:
- An invitation letter and a copy of this report will be sent to each District / Council, Warwickshire Police Authority and Warwickshire NHS seeking nominations by Friday 14th August
 - An informal briefing involving all members of the Overview and Scrutiny Board regarding the role of the Board will take place on 2nd September, prior to formal meeting occurring.

3. Methods for fulfilling strategic the role of the O+S Board

- 3.1 In order for the Board to effectively fulfil its strategic role, the following methods are proposed:

Role	Methods
<p>A) Coordinate the work of the County Council's Overview and Scrutiny Committees in line with the Council's priorities and cross-cutting themes identified in the Corporate Business Plan</p>	<ul style="list-style-type: none"> i) O+S Board to develop a planned programme of in-depth scrutiny reviews based on the priority of issues (links to Corporate Priorities, associated risk, poor performance and timeliness) and availability of resources to undertake reviews. This planned programme of reviews to be regularly reviewed and re-prioritised as appropriate ii) O+S Board update and review the Action Plan to deliver the O+S Strategy iii) O+S Board receive 6 monthly performance information relating to the O+S function in line with the agreed Performance Management Framework for the function
<p>B) Identify the topics which should be subject to joint Scrutiny and nominate County Council representatives for this purpose.</p>	<ul style="list-style-type: none"> i) O+S Board to receive performance information relating to the LAA, identify areas requiring in-depth scrutiny and commission joint scrutiny exercises into these issues. On completion of such joint scrutiny, the O+S Board will make recommendations to the Public Service Board or the executive body of an individual partner where the issue solely relates to that partner ii) O+S Board to review any partnership self assessment undertaken to prepare for CAA and associated improvement plans, identifying issues for scrutiny and commissioning joint scrutiny exercises as outlined above iii) O+S Board to review the outcome of Comprehensive Area Assessment and associated improvement plans, commissioning joint scrutiny work as appropriate iv) O+S Board to consider suggestions for joint scrutiny, including local area scrutiny, and where deemed a priority, commission a joint Task and Finish Group to undertake this work

4. Work currently being undertaken

4.1 There are a number of pieces of work currently being undertaken which support the Board undertaking its strategic role effectively. These are as follows:

- i) Each OSC will be using their July meeting to undertake a workshop to identify priority issues for the forthcoming year. The proposed reviews identified through this process will be reported to Board at its meeting in September, in order for the Board to co-ordinate and prioritise the reviews identified.
- ii) The Warwickshire Overview and Scrutiny Officers Network is currently developing protocols to co-ordinate the scrutiny of CDRP's as outlined in the Police and Justice Act 2006. A draft protocols will be presented to the Board at its September meeting.

5. Draft Work Programme for O+S Board

5.1 Taking into consideration the proposed methods for the O+S Board to fulfil its strategic role and the current work being undertaken, a draft work programme for the O+S Board for 2009/10 has been developed. This is attached as Appendix A. The Board is asked to review and amend this draft work programme as appropriate.

DAVID CARTER
Strategic Director for
Customers, Workforce and
Governance

Shire Hall
Warwick

06 July 2009

Draft O+S Board Work Programme

DATE	Report and Objectives
2 nd Sept 2009	<p>a) Proposed in-depth scrutiny reviews arising from OSC's work programme workshops - <i>To co-ordinate and prioritise in-depth scrutiny across WCC's OSC's and develop short term, medium term and long term review work programmes</i></p> <p>b) Draft protocols for the co-ordination of CDRP Scrutiny - <i>to agree a co-ordinated approach to CDRP scrutiny in Warwickshire</i></p> <p>c) LAA Q4 performance (2008/09) and Q1 performance (2009/10) - <i>To review LAA performance information, identifying issues of concern and commissioning joint scrutiny exercises as appropriate</i></p> <p>d) Sustainable Communities Strategy - <i>To review Sustainable Communities Strategy, identifying issues for joint scrutiny as appropriate</i></p> <p>e) Draft protocols for LINKS and OSC's - <i>To agree protocols for the relationship between LiNKs and relevant OSC's</i></p> <p>f) In-depth Scrutiny Review Programme - <i>To review and re-prioritise as appropriate the in-depth scrutiny review programme</i></p> <p>g) WCC Integrated Improvement Plan - <i>To review progress made against the improvement plan, identifying issues of concern and commissioning scrutiny exercises as appropriate</i></p>
4 th Nov 2009	<p>a) Six monthly performance information relating to O+S function - <i>To review performance of O+S function</i></p> <p>b) Six monthly progress report on the O+S Strategy Action Plan - <i>To review progress made against the O+S Strategy Action Plan and make amendments as appropriate</i></p> <p>c) LAA Q2 performance and analysis of first 18 months of LAA - <i>To review LAA performance information, identifying issues of concern and commissioning joint scrutiny exercises as appropriate</i></p> <p>d) In-depth Scrutiny Review Programme - <i>To review and re-prioritise as appropriate the in-depth scrutiny review programme</i></p>
3 rd March 2010	<p>a) LAA Q3 performance - <i>To review LAA performance information, identifying issues of concern and commissioning joint scrutiny exercises as appropriate</i></p> <p>b) Draft protocols for Locality Scrutiny - <i>To agree draft protocols for locality scrutiny</i></p> <p>c) WCC Improvement Reporting to OSC's - <i>To review the effectiveness of WCC Improvement Reporting to OSC's and make amendments at appropriate</i></p> <p>d) In-depth Scrutiny Review Programme - <i>To review and re-prioritise as appropriate the in-depth scrutiny review programme</i></p>

DATE	Report and Objectives
June 2010 (Date to be set)	<p>a) LAA Q4 performance - <i>To review LAA performance information, identifying issues of concern and commissioning joint scrutiny exercises as appropriate</i></p> <p>b) End of Year performance information relating to the O+S function - <i>To review performance of O+S function</i></p> <p>c) End of year progress report on the O+S Strategy - <i>To review progress made against the O+S Strategy Action Plan and make amendments as appropriate</i></p> <p>d) In-depth Scrutiny Review Programme - <i>To review and re-prioritise as appropriate the in-depth scrutiny review programme</i></p>