

**Overview and Scrutiny Board
5th April 2012**

Draft Overview and Scrutiny Annual Report 2011/12

Recommendations

- 1) That the Overview and Scrutiny Board consider the proposals for the structure and content of the Overview and Scrutiny Board 2011/12.
- 2) That the Overview and Scrutiny Board agree that the final version of the Overview and Scrutiny Annual Report 2011/12 be agreed 'virtually' by members upon completion and be subsequently forwarded to the Annual Council meeting for endorsement.

1.0 Summary

- 1.1 At the end of each municipal year, an Overview and Scrutiny Annual Report is produced to highlight the activity of the Overview and Scrutiny Committees throughout the year.
- 1.2 For 2011/12, an alternative format for the Annual Report has been introduced. The report has been streamlined to produce a focused and concise report that effectively promotes the achievements of the Committees and actively demonstrates where the scrutiny function has added value to the organisation, in terms of improved service delivery and helping the Council to achieve its corporate ambitions.
- 1.3 As the Council is now approaching the end of its municipal year, the Annual Report for 2011/12 is currently being produced with the Chairs of the Overview and Scrutiny Committees. As work is still underway, a copy of the proposed structure and content for the report will be circulated the week commencing 2nd April and prior to the Board meeting.
- 1.4 The next meeting of the Overview and Scrutiny Board is scheduled for 30th May 2012; however, the Annual Report will need to be presented at Annual Council on 15th May. In light of this, it will not be possible for the Board to formally approve the final version of the Annual Report in a meeting. It is therefore proposed that the members of the Board 'virtually' approve the final version, which will be circulated for comment and suggestions the week commencing 23rd April 2012.
- 1.5 Following the Board's approval, the Annual Report will be presented to the Council on 15th May 2012 for endorsement. An electronic copy of the document will also be circulated to key officers and external organisations with an interest in the work of Overview and Scrutiny, and will be uploaded to the Council's Internet and the WarksDemocracy blog site.

	Name	Contact details
Report Author	Georgina Atkinson	georginaatkinson@warwickshire.gov.uk
Head of Service	Greta Needham	gretaneedham@warwickshire.gov.uk
Strategic Director	David Carter	davidcarter@warwickshire.gov.uk
Portfolio Holder	Councillor Hayfield Councillor Heatley Councillor Wright	cllrhayfield@warwickshire.gov.uk cllrheatley@warwickshire.gov.uk cllwright@warwickshire.gov.uk