

## **MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY COORDINATING GROUP HELD ON 21 JUNE 2005**

Present:

Members of the Group:

Councillors: David Booth  
Ken Browne  
Alan Cockburn  
Richard Grant  
John Haynes  
Mick Jones  
Jerry Roodhouse  
Bob Stevens  
Sid Tooth

Officers: Ian Caulfield – Chief Executive  
Monica Fogarty – Head of Policy  
Kate Nash – Head of Democratic Services  
Janet Purcell- Member Services Manager

### **1. Appointment of Chair**

The Group appointed Councillor Ken Browne as Chair

### **2. General**

**(1) Apologies for absence**  
None

**(2) Members' Disclosures of Personal and Prejudicial Interests**  
None

**(3) Minutes of the meeting held on 11 January 2005**

The minutes of the meeting held on 11 January 2005 were agreed as a correct record.

### **3. The Role of Overview and Scrutiny**

The Group considered a report that summarised the outcomes of a briefing session for members held on 2 June 2005.

The following points were discussed:

#### Reports, agenda and information management (paragraph 5 of report).

The Group discussed the need for an alternative to having reports for noting/information at committees and requested that a report be brought to their next meeting on the possibility of an electronic library.

#### Meeting Management (paragraph 6 of report)

The Group supported the view that pre-meetings (briefings) should not be a rehearsal of the meeting but should be used to consider how the meeting will be managed. The meetings could also be used for planning the future work programme. There was also support for meetings to be cross-party.

It was suggested that the possibility of having virtual meetings be explored, perhaps using telephone conferencing or ICT 'team rooms'. CAMs would be asked to report on how this could work.

The Group concluded that they supported the suggestions in the report, but on the understanding that individual Chairs may wish to adopt their own approach, particularly regarding pre-meetings.

#### **4. Review of the Corporate Review Programme 2005/06**

The Group considered the Corporate Review Programme of work for 2005/06 and how it would wish to develop and monitor the programme.

##### CPA

The Group was reminded that the new CPA approach would focus on specific areas and that the overview and scrutiny committees would have a role in looking at detailed performance and monitoring progress. It was agreed that the Group members be provided with the list of specific areas, in advance, so that they could consider which ones they may wish to focus on in their committees.

##### Deciding which Committee should lead on an issue

Members referred to a number of items that had been carried forward from the previous overview and scrutiny committees and considered there needed to be a process whereby these items were allocated to the most appropriate committee to avoid double handling or confusion. It was agreed that a report be brought to the next meeting of the Group, suggesting which Committee should be considering which of the cross-cutting issues.

Handling of Government consultations

The Group considered there was a need for agreement on how Government/formal consultations should be dealt with and that they would consider a report on this at their next meeting.

**5. Date of Next Meeting**

The Group noted that the next meeting was scheduled for 22 September 2005.

Programme of items

The following items are proposed:

- Electronic library for information/noting items (*report – Member Services Manager to liaise with CAMs*)
- Identification of lead committee for those items that relate to more than one committee (*report listing the items – Corporate Review Team to provide*).
- CPA – new approach – *Monica Fogarty to distribute CPA document to all members of the Group.*
- Options for virtual pre-meetings for O&S (*Possible report – Member Services Manager to liaise with CAMs*).
- Protocol on dealing with Government consultations (*Carole Pattison*)

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Chair