

# MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY COORDINATING GROUP HELD ON 17 JANUARY 2007

Present:

Members of the Group:

Councillors: Ken Browne (Chair)  
Richard Chattaway  
Alan Cockburn  
Richard Grant  
Frank McCarney

Officers: David Carter, Strategic Director of Performance and Development  
Ann Mawdsley, Senior Committee Administrator  
Jane Pollard, Overview and Scrutiny Manager  
Janet Purcell, Members Services Manager

## 1. General

### (1) An apology

Apologies for absence were received on behalf of Jim Graham and Councillors Mick Jones, Jerry Roodhouse and Bob Stevens.

### (2) Members' Disclosures of Personal and Prejudicial Interests

None.

### (3) Minutes of the meeting held on 21 September 2006.

The minutes of the 21 September meeting were agreed as a correct record.

It was noted that the meeting scheduled for 15 November 2006 had been cancelled.

## 2. Draft Programme for Annual Reports to Council

The Committee considered the report of the Strategic Director of Performance and Development setting out a suggested draft programme for annual reports of Overview and Scrutiny Committees to full Council.

The Group was advised that the draft programme had been compiled with a view to matching reports topics with reports from Cabinet Portfolio Holders and O&S Annual Reports.

During the ensuing discussion the following points were agreed:

1. The format of the Annual Reports would be different to previous reports from Overview and Scrutiny Committees
2. The reports would be compiled by the Scrutiny Officers in consultation with Chairs.

3. Councillor Chattaway noted that the Annual Report for the Community Protection OSC was nearing completion and would be ready to go to Council on 20 March 2007.
4. Janet Purcell agreed to send a revised programme incorporating changes agreed between Chairs including deadline dates for reports.

**Resolved:**

That the Group approves the draft programme with changed dates.

### **3. Developing the Work Programme**

The Committee considered the report of the Strategic Director of Performance and Development containing suggestions for developing the work programme for overview and scrutiny, in particular the development of a core work programme and the criteria for choosing topics to review.

During the ensuing discussion the following points were agreed:

1. Work programmes would be determined by each individual Committee defining topics from global Council issues and key issues for the Committee spread evenly over 12 months.
2. Directorate Report Cards would be reported to Committee as part of the core programme and would include budgetary issues.
3. Joint scrutinies were most likely to be carried out with appropriate partners to look at big issues that had gone wrong or very local issues.

**Resolved:**

That the Group:

- (a) agrees that the Chair and Scrutiny Officer of each Overview and Scrutiny Committee should develop a Core Work Programme
- (b) requests the Strategic Director of Performance and Development to consult the Leaders Liaison Group, the Cabinet and other County Councillors/Council on the issues to be included in the Core Work Programme.
- (c) approves the criteria for selecting topics for review

### **4. Developing Local Area Scrutiny**

The Committee considered the report of the Strategic Director of Performance and Development seeking views on the process for the selection of topics for a local area scrutiny exercise.

During the ensuing discussion the following points were agreed:

1. Area Committees would not be able to carry out formal scrutiny reviews on decisions they had made and it was agreed that Area Committee Members needed to be advised accordingly.
2. Topics would come from Members and partners for consideration by the Group with Members taking the final decision.
3. The determination of localities would be carried out at a later date but it was noted that the criteria remained the same.

### **Resolved:**

That the Group approves the suggested process for selecting topics for local area scrutiny.

## **5. Local Area Agreement - Outcomes**

The Committee considered the report of the Strategic Director of Performance and Development dividing the LAA outcomes between the various overview and scrutiny committees.

The Group was advised that the split had been done simplistically in blocks except for Healthier Communities and Older People which had been divided between Adult and Community Services OSC and Health OSC in order to provide a level of transparency for partners and to avoid duplication of work.

The following changes to the outcomes were agreed:

Page 17 – **(Sa10)** Reduction in road casualties – to be moved from Community Protection OSC to Environment OSC.

Page 23 – **(E7)** Sustainable Land Use Derelict Land Neglected Sites – to be moved from Environment OSC to Economic Development OSC.

The Group noted that outcomes were delegated under lead committees but there was also a need for input from other areas and committees to give a totality of picture for any issues. They agreed that the revised outcomes/targets be included in the work programmes of the Committee with lead responsibility for information, with a full set of outcomes/targets to be sent to Chairs.

### **Resolved:**

That the Group approves the division of the Local Area Agreement outcomes between the various overview and scrutiny committees and notes that the reporting and scrutiny arrangements will require further consideration following discussions with our partner agencies about joint scrutiny and the development of the County Council's own revised Corporate Business Plan and performance reporting arrangements.

## **6. Implementing the Outcomes of the Scrutiny Review**

The Committee considered the report of the Strategic Director of Performance and Development outlining the draft implementation plan for taking forward the decisions made by Council on 31 October.

During the ensuing discussion the following points were agreed:

1. Colin Gordon was in the process of populating the database of the Corporate Performance Management Tool, which was being installed in Group Rooms and would be demonstrated on 25 January.
2. Information on Authorities who had given permission to PriceWaterhouseCoopers would also be available.

3. Members of the Group agreed that Chairs should receive training with Committee members in a location such as Manor Hall with individual computers.
4. Once up and running, assistance to Members needed to available through a Help Desk.
5. The Warwickshire County Council representative on the joint panel with partners (page 5 – 3<sup>rd</sup> bullet point of 3. of report) would be the Chair or nominated Member from the Group.
6. The Implementation Programme would be considered at each future meeting of the Group.
7. Members of the Group agreed that the use of web casts of scrutiny meetings should be explored.

**Resolved:**

That the Group approves the draft implementation plan.

**7. Date of Next Meeting**

The Group agreed that the meeting scheduled for 7 March 2007 be moved to the rise of Council on **Tuesday, 20 March 2007.**

The Group rose at 3.10 p.m.

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Chair