

OVERVIEW AND SCRUTINY COMMITTEE

Overview and Scrutiny Committee – Work Programme

9th February 2022

Report of the Head of Democratic Services

PURPOSE OF REPORT

To consider the Work Programme report.

This report is public.

RECOMMENDATIONS

- (1) That Members note the updated Work Programme, as detailed in Appendix A.
- (2) That the Committee consider the scoping of a Task Group.

1. Report

The Committee is responsible for setting its own Work Programme within the terms of reference, as set out in the Council's Constitution.

Members are requested to consider and note the updated Work Programme attached at Appendix A that has been produced.

The Committee is also asked to consider and agree the scope of a Task Group. This will be circulated when available.

For Members' information provided below extract from the Constitution regarding Task Groups.

Part 3 – Rules of Procedure – Section 3

Rule 2 - Task Groups. The Overview and Scrutiny Committee will decide whether a Task Group should be:

(a) formal (subject to proportionality and Access to Information Procedure Rules) and report directly to Cabinet or Council; or,

(b) informal (not subject to proportionality and Access to Information Procedure Rules); and

they shall report back to the Overview and Scrutiny Committee.

Named substitutes appointed at the establishment of the Task Group will be permitted.

Task Groups may be established to undertake specific project work, policy development, a specific task, consultation, review investigation or similar activity. Task Groups would normally only make one final report during their lifetime.

At the first meeting of each new Task Group, the Group will carry out a stakeholder analysis exercise to determine who should be involved with their work and who should give evidence and who should be consulted. The stakeholder analysis will also highlight potential cooptees.

Task Groups may appoint any number of people (excluding staff and other Councillors) as non-voting co-optees to assist in any item of business, as they deem appropriate. Officers and other Councillors cannot be co-opted.

Each Task Group will also be required to agree a detailed Work Programme to enable them to complete their task within the agreed timescale.

Rule 3 - Who May Sit on Overview and Scrutiny?

All Councillors with the exception of members of the Cabinet may be appointed to one or more of Overview and Scrutiny bodies. No Councillor may be involved in scrutinising a decision in which they have been directly involved.

Each Group may appoint up to two named substitutes for each Overview and Scrutiny meeting (excluding Task Groups) for the Municipal Year. Substitute Councillors will have all the powers and duties of any ordinary member of the meeting.

Substitutes for the Overview and Scrutiny Committee will not be able to exercise any special powers or duties exercisable by the person they are substituting, such as counting as members of the Overview and Scrutiny Committee with regard to the quorum needed to trigger a Call-in request. No temporary substitutions will be allowed.

SECTION 151 OFFICER'S COMMENTS	
The S151 officer has been consulted and has no comments to make.	
MONITORING OFFICER'S COMMENTS	
The Monitoring Officer has been consulted and has no further comments to add.	
BACKGROUND PAPERS	Contact Officer: Jenny Kay Telephone: 01524 582065 E-mail: jkay@lancaster.gov.uk
None.	