

OVERVIEW AND SCRUTINY COMMITTEE

Overview and Scrutiny Committee – Work Programme

27th March 2024

Report of Chief Officer - Governance

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 updates below.

1. Introduction

The Committee is responsible for setting its own annual 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 and consider the updates set out below.

2. Updates

The Chair of the Overview and Scrutiny Committee recently met with the Chief Executive to discuss the Fair Tax Motion that had been referred to the Committee by full Council. It was suggested that a meeting should be set up with interested members of the Committee and Senior Leadership Team to scope the Task Group.

Attached at Appendix B is the Briefing Note for the Motion and the Minute of Council.

If the Committee is minded to establish a Task Group, set out below is the relevant Overview and Scrutiny procedure :

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 co-optees.

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.

Rule 6 - Meetings of Task Groups

Each Task Group shall determine the frequency, times and venues of their own meetings, in accordance with the timetable for the completion of their task as set out in their Terms of Reference.

RELATIONSHIP TO POLICY FRAMEWORK

There are no direct implications as a result of this report.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

There are no direct implications as a result of this report.

LEGAL IMPLICATIONS

The Overview and Scrutiny Committee has overall responsibility for the performance of all Overview and Scrutiny functions (under the Local Government Act 2000) on behalf of the Council and ensuring its effectiveness.

Overview and Scrutiny Procedure Rule 9 (a) advises that the Overview and Scrutiny

Committee and Budget and Performance Panel will be responsible for setting their own Annual Work Programme within the Terms of Reference set out in Part 2, Section 5, 9 and 10 of the Constitution.

FINANCIAL IMPLICATIONS

There are no financial implications as a direct result of this report.

OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments to add.

BACKGROUND PAPERS

None.

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