

To: **Overview and Scrutiny Commission**
26 May 2021

Review of Overview & Scrutiny Commission meetings schedule 2021-2022
Statutory Scrutiny Officer

1 Purpose of Report

- 1.1 This report seeks a review of the existing meetings schedule for the Overview and Scrutiny Commission in light of the publication timetable for the Council Plan Overview Report to ensure that discussions are undertaken as timely as possible.

2 Recommendations

- 2.1 that the affected dates are revised as per the proposal set out at 5.8; and
- 2.2 that future Overview and Scrutiny Commission meetings are scheduled two weeks after Executive meetings.

3 Reasons for Recommendations

- 3.1 The Overview and Scrutiny Commission has previously highlighted that its meetings do not align with the production of the performance report and that delays to the discussion reduce the effectiveness of the Commission's contribution to the performance monitoring process.

4 Alternative Options Considered

- 4.1 **Reschedule affected meetings** – taking into account the parameters set out at paragraph 5.7 the Chair of the Commission has made a proposal to amend the schedule as set out at 5.8. **This is the preferred option.**
- 4.2 **Continue with existing schedule** - the Commission can continue to meet on the dates agreed at Council on 25 November 2020 while noting that on the occasions highlighted the period between the performance report being available and the discussion at the Commission exceeds the optimum two week period.

5 Supporting Information

- 5.1 The Council Plan sets out the key objectives for 2019 to 2023. It delivers the commitments made to residents in the 2019 local election. It puts these commitments into the current financial context and provides the council with a strategic direction and framework.
- 5.2 At the end of each quarter, the Chief Executive provides a high level summary report of performance across all services to the Executive, this is known as the Council Plan Overview Report or CPOR. This report identifies achievements as well as areas of concern and demonstrates how action is being taken where it is required.
- 5.3 Following the conclusion of each quarter, senior officers from across the organisation contribute to the performance management process. This is undertaken by tracking progress against actions and objectives as well as measurements against

performance targets and indicators. Submission of information is managed by services within existing and emerging priorities. The collated report is then presented to the Executive within two months. It is proposed that the Commission scrutinises the data within two weeks of the Executive.

5.4 The current arrangements are that the Council Plan Overview Report is presented to the Overview and Scrutiny Commission at the next meeting scheduled after it has been discussed by the Executive. The publication schedule for the coming year has identified that there are occasions when the timing of scheduled meetings exceeds a two-week delay.

5.5 The current schedule of ten meetings is as follows for the remaining municipal year:

	Date CPOR is being considered at Executive	Date two weeks later	Date of scheduled Overview and Scrutiny Commission meetings	Planned activity
1			26 May 2021	Consideration of CPOR Q3
2			8 July 2021	Blue badge review report Food Waste in HMOs and Flats review report Care leavers review follow up
3	Q4 @ 20 July	3 August	9 September 2021	Consideration of CPOR Q4 Health and Wellbeing Strategy consultation CIL review report
4	Q1 @ 21 September	5 October	7 October 2021	Consideration of CPOR Q1 Crime and Disorder Panel discussions
5			4 November 2021	No activity currently scheduled
6			2 December 2021	No activity currently scheduled
7			13 January 2022	Budget consultation is due to run from 15 December for 6 weeks

				and will close on 25 January
8			27 January 2022	No activity currently scheduled
9	Q2 @ 25 January	8 February	3 March 2022	Consideration of CPOR Q2
10			7 April 2022	No activity currently scheduled
Next municipal year	Q3 @ 26 April 2022	10 May	26 May 2022	Consideration of CPOR Q3

5.6 Future scheduling of the ten Commission meetings could be based on this proposed two week principle to avoid a repetition of delays in future municipal years.

5.7 Altering the existing schedule would need to take into account:

- There is currently resourcing available to support ten meetings per municipal year
- The CPOR publication timetable as listed in paragraph 5.4
- Activities have already been scheduled as detailed in paragraph 5.5
- Preference is to avoid clashes with parish and town council meetings wherever possible

5.8 Following discussions with the Chair of the Commission, Councillor Angell has made the following proposal for rescheduling Commission meetings as set out in the table below. This proposal is not anticipated to impact the consideration of any existing review activity.

Proposed date of Overview and Scrutiny Commission meetings		Planned activity
1	26 May 2021	Tonight's meeting
2	8 July 2021	Blue badge review report Food Waste in HMOs and Flats review report Care leavers review follow up
3	New date 3 August 2021	Consider CPOR Q4
4	9 September 2021	Health and Wellbeing Strategy consultation CIL review report

5	7 October 2021	Consider CPOR Q1 Crime and Disorder Panel discussions
6	4 November 2021	Activity to be scheduled
	2 December 2021	Meeting replaced by additional meeting in August
7	13 January 2022	Budget consultation is due to run from 15 December for 6 weeks and will close on 25 January
	27 January 2022	Moved to 8 February 2022
8	New date of 8 February 2022	Consider CPOR Q2
	3 March 2022	Moved to 8 February 2022
9	7 April 2022	Activity to be scheduled
10	New date of 10 May 2022	Consider CPOR Q3
	26 May 2022	Moved to 10 May 2022

6 Consultation and Other Considerations

Legal Advice

6.1 There are no legal implications arising from this report.

Financial Advice

6.2 There are no financial implications arising from this report.

Other Consultation Responses

6.3 These are included in this report.

Equalities Impact Assessment

6.4 There are no equalities issues arising from this report.

Strategic Risk Management Issues

6.5 Effective scrutiny is important to the successful functioning of local democracy by securing the efficient delivery of Council services and driving improvements. A robust meetings schedule is important in order to ensure that overview and scrutiny consideration of performance reporting contributes to prompt adjustments if necessary to support the work of the Council. Poor scrutiny can be indicative of wider governance, leadership and/or service failure.

Background Papers

None

Contact for further information

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