

# Crawley Borough Council



## Report to Overview and Scrutiny Commission 16 March 2015

### Review of Performance Monitoring Scrutiny Panel and revised operations for the Overview and Scrutiny Commission

Report of the Chair of Performance Monitoring Scrutiny Panel,  
Councillor R G Burgess  
**Report No. OSC/234**

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#### **1. Purpose**

- 1.1 The Council is responsible for the establishment of Committees and any revisions to their Terms of Reference would need to be approved by the Council.
- 1.2 The Performance Monitoring Scrutiny Panel (PMSP) was set up by the Overview and Scrutiny Commission (OSC) at its meeting on 13 September 2004. It was noted in the report to PMSP on 6 December 2004 that the Panel (and potentially the Commission) may need to be prepared for its role to emerge and develop over time in order that meaningful outcomes can be achieved. The Terms of Reference and Scrutiny Procedure Rules, need to reflect changes in legislation, and the changes in the way the Council is now operating.
- 1.3 This report reviews the future of PMSP, together with the current Terms of Reference and Scrutiny Procedure Rules, proposing a number of amendments which would result in a more valuable role for Members which could provide more effective outcomes for both Council services and customers.
- 1.4 Democratic Services is currently undertaking "Redesign/Service Improvement" as part of the Council's Transformation programme. The service is following the Systems Thinking methodology (although this is not a full systems thinking intervention). Throughout this "service improvement", the service identified areas of work where further investigations were required into the value of various areas, in order to result in the most effective outcome.

#### **2. Recommendations**

- 2.1 To the Overview and Scrutiny Commission:
  - 1) That the Commission consider the report and agree the proposal to disband the Performance Monitoring Scrutiny Panel in favour of the alternative options proposed in the section 6 of the report.
  - 2) Subject to the approval of the report, the Governance Committee be invited on 22 June 2015 to recommend to the Full Council the approval of the revised Terms of Reference and Scrutiny Procedure Rules for the Overview and Scrutiny Commission as set out in Appendix A to this report.

### **3. Reasons for Recommendations**

- 3.1 It is good practice to review Terms of Reference of Committees so that business is transacted which is relevant to current requirements.

### **4. Background**

- 4.1 PMSP was established up by the OSC at its meeting on 13 September 2004. However in order to reflect changes in legislation and responsibilities, new functions have been added, removed and amendments made to the functions of the Committee and approved by the Council on an ongoing basis.

### **5. Description of Issue to be Resolved**

- 5.1 PMSP was originally introduced to consider comprehensive performance information, this was at a time when Best Value Performance Indicators were an important and significant aspect of the Council's work.

- 5.2 Following the abolishment of Best Value Key Performance Indicators and Local Indicators, the agenda items for PMSP have significantly reduced. Regular agenda items now include:

- Quarterly Budget Monitoring
- Quarterly Complaints
- Transformation Updates / Systems Thinking Reviews

- 5.3 Proposals had been suggested earlier in the Democratic Services Systems Thinking Review/Service Improvement regarding possible options to look at "working in a new way" and as a result, as part of the Democratic Services "service improvement", various Heads of Service and officers were interviewed as part of a customer survey on Democratic Services. The role/purpose and value of PMSP was questioned.

Views of the officers in summary were as follows:-

- Information could be distributed through different channels.
  - PMSP was useful when we had performance indicators but now does not add value.
  - The meetings do not provide sufficient value to justify Member and officer time and input.
- 5.4 The main Systems Thinking Review methodology is making our services more efficient, including "Switching Off" unnecessary work and "Replacing" things that can be "achieved better working in a different way". It is important to have "the right resource in the right place". As with all meetings, Members should be clear about the benefits of meetings when compared to the cost of running such meetings. PMSP is currently serviced by a Democratic Services Officer, the Deputy Chief Executive, Transformation Manager, Transformation Officer and occasionally the Head of Finance, Revenues and Benefits and the Head of People and Technology. Other officers also attend for individual items, which often leads to more officers than Members attending the meeting.
- 5.5 Systems Thinking is a learning process that challenges the beliefs about the way we currently work and it requires the ability to question and possibly abandon underlying assumptions. Throughout the "service improvement", it has become

apparent that the current arrangements for PMSP add little value and therefore alternatives are proposed.

- 5.6 A review of PMSP was discussed at the General Purposes Committee meeting on [24 November 2014](#) but it was agreed that this review should be undertaken by the OSC (item 12 refers). As part of the Council's Transformation Agenda and as a follow up to the customer interviews, there is an opportunity to rationalise the OSC Terms of Reference and Scrutiny Procedure Rules.
- 5.7 It is paramount to note that the **work** of PMSP is not diminishing. It is however, proposed that this work could be '**achieved better working in a different way**'.

## **6. Information and Analysis Supporting Recommendation**

- 6.1 In light of the feedback received from officers and further to discussions with the Chair of PMSP and Chair of the OSC, together with feedback received from the PMSP meeting of 24 February 2015 there is an opportunity to reflect on the areas of PMSP and the OSC. The following proposals are recommended:
- 6.2 Quarterly Budget Monitoring  
This report to be summarised in the Members' Information Bulletin. The Cabinet has responsibility for the approval of the budget, including the Council's financial strategy and therefore this report is always presented to PMSP after Cabinet. As a result there is no opportunity for PMSP Members to feedback into the process.
- 6.3 By summarising the report in the Members' Information Bulletin (MIB), all Members would receive a copy of the Quarterly Monitoring information and any queries would be able to be directed to the Head of Finance, Revenues and Benefits or the relevant Head of Service. The Head of Service would be able to respond directly to the Member or relate the query to Cabinet (if appropriate for the item). This option has an advantage that all Members would be informed in an easily accessible way, could be given an answer quickly whilst given the opportunity to raise enquiries or concerns prior to a Cabinet meeting.
- 6.4 It should be noted that the option to present the Quarterly Budget Monitoring report to PMSP prior to Cabinet was investigated. However, due to the quarter end dates and transactional analysis required, together with the report deadlines, this is not possible to achieve. It is noted that Members may continue to refer items to the OSC or request services to attend.
- 6.5 Quarterly Complaints  
This report to also be summarised in the MIB. It was felt that more Members would be likely to read and use the MIB (particularly when its format is revised through Democratic Services service improvement). All Members would then receive a copy of the MIB and similar to the Quarterly Monitoring any queries would be able to be directed to the Head of People and Technology or appropriate Head of Service. The Head of Service would be able to respond to the appropriate Member quickly or via the MIB (if appropriate for the item). Currently any queries which cannot be answered at PMSP are "handed off" and feedback given to the Head of Service either via the Democratic Services Officer or the Deputy Chief Executive. The advantage of the proposal is that all Members would receive the information and any queries would be answered directly from the Head of Service.

- 6.6 Transformation Updates / Systems Thinking Reviews  
The remaining Transformation Programme updates, systems thinking reviews and service updates are recommended to become part of the work of OSC and form part of its regular agendas.
- 6.7 There are various other councils that include their transformation programmes into their OSC work. By incorporating the transformation programme into the work of the OSC, it appears other councils have been able to accomplish a more in depth review and understanding of council services. There is the potential to add value, influence and question what other service areas have been considering or featured within the reviews.
- 6.8 Systems Thinking Reviews involve the “redesigning of services to make them more efficient, doing things in a different way” in order to achieve its purpose. Scrutiny is determined as “reviewing policies and services to ensure they provide value for money and have the intended effect”. Consequently it is logical that transformation updates and systems thinking reviews are incorporated into the OSC.
- 6.9 It is proposed that the OSC would receive the annual Transformation Plan, together with a report on the previous year’s systems thinking reviews. Additionally throughout the year, updates would be provided to the OSC from the Transformation Team and relevant officers on both Check and Redesign phases. These would also include updates on the services’ ‘measures’ or performance. The report published by the Centre for Public Scrutiny *‘Hiding in plain sight: barriers to effective scrutiny’* has highlighted the importance of understanding the local impact and analysing the experience of service users. It is important to note that under the Scrutiny Procedure Rules, the OSC can request that a service area attends a meeting or provides a report.

## **7. Adding Value**

- 7.1 The suggestions being proposed ensure that there is now an enhanced scrutiny role for Members as there is the opportunity to scrutinise the information and raise concerns in a variety of ways.
- 7.2 By incorporating the Transformation Programme into the work of the OSC, Members would be able to accomplish a more in depth review and understanding of council services from a user’s perspective as the transformation programme is about redesigning our services from the customer’s perspective. The Centre for Public Scrutiny describes scrutiny as providing “a *unique perspective on how well public services are being delivered and how they could be improved, from the point of view of those receiving and using those services*”. There would be the opportunity to potentially add further value, influence and question what other service areas have been considered or featured within the reviews and programme.
- 7.3 There would also be the opportunity to maintain discussions with contractors (eg for K2 Crawley and The Hawth). Previous OSC agendas have contained discussions with Portfolio Holders, the Chief Executive and external agencies. It would be logical for these contractor discussions to be accommodated into the OSC work programme and would encourage communication and information sharing to a wider audience.
- 7.4 These items could be interwoven with current OSC agendas and ensure that they remain stimulating and interesting, for both Members and officers. As

previously mentioned, the OSC would also be able to request that a service area attends a meeting or provides a report.

- 7.5 The proposals being considered would mean the scrutiny function would be well-integrated with the rest of the Council and help it focus on its priorities. The Centre for Public Scrutiny '*Scrutiny, performance and improvement: the road to excellence*' believes that scrutiny should be used consistency to drive continuous improvement. An outline (draft) OSC Work Programme is attached as Appendix B.
- 7.6 Discussions have been held with both the Chair of PMSP, Chair of the OSC and PMSP Members. Relevant Heads of Service and Group Leaders have also been consulted. It was felt that areas for improvement have been identified. **The proposals focus on the Council's leading work on Transformation in order to "work in a different way", whilst continuing to add value.**
- 7.7 The proposed amendments to the Terms of Reference and Scrutiny Procedure Rules are detailed in Appendix A. Democratic Services is looking to redesign the Constitution so it is noted that various duplications may not exist in future. Outlined below is a summary of the OSC's main terms of reference, functions and arrangements:

#### Article 6 Terms of Reference

- (i) OSC will be responsible for the operation of all overview and scrutiny functions on behalf of the Council.
- (ii) With the disbanding of PMSP, it is proposed that the OSC will receive all appropriate budget monitoring and service information, particularly in relation to the transformation programme.
- (iii) Excluded discussion items include any matter relating to an individual complaint. This is currently included in Terms of Reference Specific Functions 6.3, point 3 but requires inclusion in the Terms of Reference. Individual complaints should be handled by the Corporate Complaints procedure and the Ombudsman. (items 10, 11 and 12).
- (iv) The specific function of the OSC is to review and scrutinise the transformation programme of the Council and particular service areas;
- (v) The OSC is able to question members of the Cabinet and Chairs of Committees and Chief Executive/Deputy Chief Executive /Heads of Service about their decisions and services, whether generally in comparison with service plans, performance and measures over a period of time, or in relation to particular decisions, initiatives or projects.
- (vi) Removal of Policy Development Forums from inclusion in Terms of Reference. As part of Redesign, feedback has been sought and received. The role/purpose of PDFs has been questioned, particularly given the infrequency of meetings. It is recommended to replace PDFs with all Members' seminars. This will ensure openness and transparency, together with improved communications with Members. If there are specific issues then additional seminars can be run.

## Functions of the Overview and Scrutiny Commission

- (i) The operation of all overview and scrutiny functions on behalf of the Council.
- (ii) To receive all appropriate budget monitoring and service information, particularly in relation to the transformation programme, **including 'measures'**.
- (iii) To review the annual Transformation Plan and to scrutinise the implementation of current and previously completed reviews.

## Scrutiny Procedure Rules

- (i) Membership of the scrutiny panels may be drawn from the Commission itself and/or from other non-Cabinet Members of the Council. The panels will be politically balanced unless agreed otherwise by the Group Leaders. Membership will depend on the knowledge and expertise required to deal with the matter in hand, as long as the principle of independence is not compromised. The Commission will appoint the Chair of each panel from the membership of the Commission and agree the other panel members in consultation with the party group secretaries.

This is currently documented in Article 6 Terms of Reference but requires inclusion in the Scrutiny Procedure Rules.

- (ii) Excluded discussion items include any matter relating to an individual complaint. This is currently included in Terms of Reference Specific Functions 6.3, point 3. Individual complaints should be handled by the Corporate Complaints procedure and the Ombudsman.
- (iii) Removal of responses of the Cabinet or Full Council response to the Overview and Scrutiny. Responses from Cabinet have been included in agendas this year and yet none of these agenda items were discussed at OSC and no feedback has been received. Furthermore, all Members receive a copy of the Cabinet minutes, the second of which in the cycle is agreed at Full Council prior to the forthcoming OSC meeting. Following discussions with the Chair of OSC in October 2014 it was agreed that responses of the Cabinet or Full Council reports to OSC were no longer required.

## **8. Implications**

- 8.1 There would be a special responsibility allowance saving (currently £1,133pa) as a result of these changes with the disbanding of PMSP. Additionally, there will be resource time saved as a result of these amendments. There are no equality implications arising directly from this report.
- 8.2 Section 101 of the Local Government Act 1972 enables a Council to discharge any of their functions to a Committee, Sub-Committee or an Officer of the Authority.
- 8.3 There are no significant risks arising from this report. A review of the Terms of Reference of the Committee is considered to be best practice so that they remain relevant and cover current requirements.

- 8.4 Governance Committee has responsibility to agree the changes to constitution. Subject to approval of the report, it is not intended to have any further meetings of PMSP.

## 9. Background Papers

Centre for Public Scrutiny (2015): *Hiding in Plain Sight: barriers to effective scrutiny*

Centre for Public Scrutiny (2007): *Scrutiny, performance and improvement: the road to excellence*

Centre of Public Scrutiny - [www.cfps.org.uk](http://www.cfps.org.uk)

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## **ARTICLE 6 – OVERVIEW AND SCRUTINY COMMISSION**

### **6.1. Terms of Reference**

The Council will appoint an Overview and Scrutiny Commission with the following terms of reference to discharge the functions conferred by section 21 of the Local Government Act 2000, regulations under section 32 of the Local Government Act 2000, the Local Government and Public Involvement in Health Act 2007, the Local Democracy, Economic Development and Construction Act 2009 and the Localism Act 2011:-

**Scrutiny should review policies and services to ensure they provide value for money and have the intended effect, whilst taking an overview and keeping an eye on the wider picture. Scrutiny should result in improved value and an enhanced service.**

- (1) The ~~performance~~ operation of all overview and scrutiny functions on behalf of the Council.
- (2) The appointment of task-orientated, time-limited scrutiny panels, with membership that reflects the political balance of the Council and, the setting of such terms of reference and duration as it considers appropriate to fulfil those functions by carrying out overview and scrutiny on functional matters or cross-cutting themes or with an area focus.
- (3) To receive requests from the Cabinet for scrutiny involvement in policy review and development and decide how to respond.
- (4) To monitor the Cabinet's Forward Plan and, where appropriate, comment on proposals prior to the Cabinet taking a decision.
- (5) To receive all appropriate ~~performance management~~ budget monitoring **and service** information **particularly in relation to the transformation programme, including 'measures'..** ~~(This function may either be carried out by the Commission or by one of its panels).~~
- (6) To approve and co-ordinate an annual overview and scrutiny work programme, noting the programme of any scrutiny panels it appoints so as to ensure that the Overview and Scrutiny Commission's and scrutiny panels' time is effectively and efficiently utilised.
- (7) To ensure community and voluntary sector organisations, users of services and others are appropriately involved in giving evidence to relevant scrutiny panels.
- (8) To review the implementation of other completed scrutiny reviews.
- (9) Where appropriate, to review any other issue affecting the Borough but for which the Council is not directly responsible.
- (10) To discuss any local government matter or local crime and disorder matter either referred to the Commission or otherwise, to review or scrutinise such a matter and, where appropriate, make reports or recommendations to the Council or the Cabinet except where an



excluded matter (i.e. any matters relating to a planning decision, a licensing decision or where a person has right of recourse to a review or right of appeal; any matter which is vexatious, discriminatory or not reasonable; **any matter referring to an individual complaint**; or any local crime and disorder matter excluded under S.19 of the Police and Justice Act 2006. However, a matter is not excluded if it consists of an allegation that a function for which the authority is responsible has not been discharged at all or that its discharge has failed or is failing on a systemic basis).

- (11) To discuss any item relevant to the functions of the Commission referred to the Commission by a member of the Commission, to review or scrutinise such a matter and, where appropriate, make reports or recommendations to the Council or the Cabinet except where an excluded matter (i.e. any matters relating to a planning decision, a licensing decision or where a person has right of recourse to a review or right of appeal; any matter which is vexatious, discriminatory or not reasonable; **any matter referring to an individual complaint**; or any local crime and disorder matter excluded under S.19 of the Police and Justice Act 2006. However, a matter is not excluded if it consists of an allegation that a function for which the authority is responsible has not been discharged at all or that its discharge has failed or is failing on a systemic basis).
- (12) To discuss any local government matter or local crime and disorder matter either referred to the Commission or otherwise, where necessary referring the matter to a scrutiny panel to review or scrutinise and on receipt of the panel's report, to make reports or recommendations to the Council or the Cabinet where appropriate except where an excluded matter (i.e. any matters relating to a planning decision, a licensing decision or where a person has right of recourse to a review or right of appeal; any matter which is vexatious, discriminatory or not reasonable; **any matter referring to an individual complaint**; or any local crime and disorder matter excluded under S.19 of the Police and Justice Act 2006. However, a matter is not excluded if it consists of an allegation that a function for which the authority is responsible has not been discharged at all or that its discharge has failed or is failing on a systemic basis).
- (13) Where appropriate, to recommend to the Council the appointment of co-optees to serve on the Overview and Scrutiny Commission and whether they shall have voting rights.
- (14) Where appropriate, to appoint co-optees to serve on scrutiny panels and to decide whether they shall have voting rights or agree to let the Chair of the relevant scrutiny panel decide this in consultation with the Chair of the Overview and Scrutiny Commission and the Head of Legal and Democratic Services.
- (15) To appoint Chairs of scrutiny panels from the membership of the Overview and Scrutiny Commission.
- (16) Where the Commission may reasonably require in order to discharge its function, being information which has been requested in writing and relates to the functions of the relevant partner authority so far as exercisable in relation to the authority's area or the inhabitants of that area, to obtain information from relevant partner authorities and require executives of local authorities to exclude confidential and

exempt information when publishing their response to reports and recommendations of Overview and Scrutiny Committees.

- (17) To ensure that any reports by the Joint Scrutiny Task and Finish Groups be reported to the appropriate decision maker via the Commission, and that the appropriate decision maker responds accordingly to the West Sussex Joint Scrutiny Steering Group.
- (18) To consider any petition before its consideration by the appropriate decision-maker.
- (19) To consider a petition referred to the Commission before its consideration by the appropriate decision-maker.

Scrutiny Procedure Rule 8 sets out the process to be followed in respect of functions (11), (12) and (13) above.

## 6.2. **General Matters**

### 1. Overview and Scrutiny Commission

The Overview and Scrutiny Commission has responsibility for all overview and scrutiny functions on behalf of the Council. It has a remit to review or scrutinise the full range of the Council's activities.

Specifically the Commission undertakes policy review, looks closely at decisions the Cabinet is going to take, and oversees the work of the Cabinet. It therefore has an overview of activities across the Council.

### 2. Scrutiny Panels

The Overview and Scrutiny Commission may establish time-limited scrutiny panels, the number to be running at any one time to be subject to resource constraints. These panels will be charged with carrying out an in-depth investigation into a specific service area or policy or any issue of genuine importance to the town. Each panel will work to a specific brief set out by the Commission and will report to the Commission.

Membership of the scrutiny panels may be drawn from the Commission itself and/or from other non-Cabinet Members of the Council. The panels will be politically balanced unless agreed otherwise by the Group Leaders. Membership will depend on the knowledge and expertise required to deal with the matter in hand, as long as the principle of independence is not compromised. The Commission will appoint the Chair of each panel from the membership of the Commission and agree the other panel members in consultation with the party group **leaders and** secretaries.

Choosing the topics for the scrutiny panels to work on is a key task for the Commission. It will be impossible for the scrutiny panels to cover all the Council's activities and there is therefore a need to prioritise particular issues. It will also be important for the Commission to hold some capacity in reserve for urgent issues that may emerge.

### 3. West Sussex Joint Scrutiny Task and Finish Groups

A formal but flexible joint scrutiny arrangement, through an overarching steering group and bespoke task groups, was established in West Sussex initially for a pilot period commencing July 2011.

The West Sussex Joint Scrutiny Steering Group will consider suggestions for joint scrutiny and may establish time-limited Task and Finish Groups. The Task and Finish Groups will investigate issues of common concern affecting either the whole county or the areas of more than one District/Borough Council. Any joint scrutiny will be outcomes- focused (i.e. where it's felt that improvements can be achieved for the community), and will scrutinise performance as opposed to processes. Whilst issues under joint scrutiny may relate to the work of organisations with a wider remit than local authorities (e.g. quangos, utilities, Environment Agency etc.), any scrutiny will not be of the organisations themselves, but rather of relevant issues relating to their work/role.

Any joint scrutiny will be carried out by non-Cabinet members of County, District and Borough Councils. Non-Executive County Council Members who are Cabinet Members on District or Borough Councils (or vice-versa) will not carry out any joint scrutiny activities that relate to their portfolio area.

Any Task and Finish Groups will consist of a minimum of 3 members, with the exact number to be determined by the Steering Group according to the topic. Membership of Task and Finish Groups will be non-political and geographically balanced (as appropriate). The Steering Group may wish to recommend co-opted members from relevant authorities, but ultimately this should be the decision of the Task and Finish Group.

These Task and Finish Groups will submit a final report via the Overview and Scrutiny Commission(s) to the Cabinet(s) of the relevant Council(s) and/or other partners with a copy to the Joint Steering Group.

### 6.3. **Specific Functions**

- (1) The Overview and Scrutiny Commission (and its panels) may:
  - (a) review and scrutinise the decisions made by and the performance of the Cabinet and Committees and Council employees both in relation to individual decisions and over time;
  - (b) review and scrutinise the **transformation programme** performance of the Council in relation to its policy objectives, ~~performance targets~~ and particular service areas;
  - (c) review other issues which might impact on the quality of life in the town;
  - (d) review any matter relating to, or arising out of, any issue that has previously been referred to scrutiny.

- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Commission, or a panel, or local people, about their activities and performance;
- (f) question and gather evidence from any person (with their consent);
- (g) question members of the Cabinet and Chairs of Committees and **Chief Executive/Deputy Chief Executive** /~~Directors~~/Heads of Service about their decisions and ~~performance~~ **services**, whether generally in comparison with service plans and ~~targets~~ **measures (performance)** over a period of time, or in relation to particular decisions, initiatives or projects;

In addition, the Overview and Scrutiny Commission may:

- (h) make recommendations arising from the outcome of the scrutiny process to the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), to a Committee where the matter falls within its terms of reference or to the Council as appropriate (e.g. if the proposal would require a departure from or a change to the agreed budget and policy framework ~~or if it relates to the outcome of a best value review~~);

Where the Council is to receive the report, a copy of the report will be submitted to the Cabinet held in the same cycle. The Cabinet may comment upon the report and these comments will be presented to the Council at the time the report is considered.

- (i) exercise overall responsibility for the finances made available to it;
  - (j) exercise overall responsibility for the work programme of the employees employed to support its work.
- (2) The Overview and Scrutiny Commission (and its panels) will conduct their proceedings in accordance with the Scrutiny Procedure Rules set out in Part 4 of this Constitution.
  - (3) The remit of the Overview and Scrutiny Commission (and its panels) is not to perform the function of an appellate body nor to examine individual complaints.
  - (4) The Overview and Scrutiny Commission will not normally be responsible for the development of new policies. ~~This function will be fulfilled by the Policy Development Forums (see page 381 of this Constitution),~~ except where policy development arises from the Overview and Scrutiny Commission reviewing current policy in which case the Commission may, as part of the review, recommend new policies.

#### 6.4. **Role of Chair of Overview and Scrutiny Commission**

- (1) To oversee and provide leadership, management and strategic direction to the Overview and Scrutiny Commission and process.
- (2) To represent the Overview and Scrutiny Commission on the West Sussex Joint Scrutiny Steering Group. In the event that the Chair is unable to attend, the Vice-Chair shall attend on his/her behalf. If neither the Chair nor the Vice-Chair are able to attend, another Commission member shall be nominated by the Chair to attend on his/her behalf;
- (3) To develop and promote the role, profile and impact of overview and scrutiny
- (4) To develop a knowledge of the Council and how it relates to other organisations and the community
- (5) To develop the skills set for a successful chair of overview and scrutiny
- (6) To chair meetings of the Overview and Scrutiny Commission impartially, encouraging contributions from all Commission members;
- (7) To consider how Scrutiny work might be assisted by:-
  - arranging informal discussions outside the Committee process or undertaking visits
  - inviting outside contributors to attend Overview and Scrutiny Commission meetings
  - calling for reports from ~~Directors~~ **Chief Executive or Deputy Chief Executive** or Service Heads or commissioning research.
- (8) To produce a report for submission to the Cabinet, a Committee or the Council as appropriate.
- (9) To present review reports at the Cabinet, at a Committee and/or the Full Council.
- (10) To decide, in consultation with the Chair of the relevant scrutiny panel and the Head of Legal and Democratic Services, whether any co-optees serving on such scrutiny panels should have voting rights (as in accordance with paragraph 6.1(14) of this Article).

#### 6.5. **Scrutiny and the Forward Plan**

Following the publication of the Forward Plan, Members will be invited by the Head of Legal and Democratic Services to indicate which items, if any, should be scrutinised prior to consideration by the Cabinet. Items should not be identified for Overview and Scrutiny Commission consideration if a Member's queries could easily be answered by reference to the appropriate Head of Service or relevant Cabinet Member.

## RESPONSIBILITY FOR COUNCIL FUNCTION

### OVERVIEW AND SCRUTINY COMMISSION

The functions conferred by Section 21 of the Local Government Act 2000 or regulations under Section 32 of the Local Government Act 2000 will be discharged by the Overview and Scrutiny Commission

**Membership:-** Councillors: W A Ward (Chair), K Sudan (Vice Chair), Dr H S Bloom, K Brockwell, R G Burgess, C A Cheshire, I T Irvine, M G Jones, R A Lanzer and B A Smith

#### Functions of the Overview and Scrutiny Commission

#### Delegation of Functions (concurrently with the Overview and Scrutiny Commission)

- (1) The ~~performance~~ **operation** of all overview and scrutiny functions on behalf of the Council.
- (2) The appointment of task-orientated, time-limited scrutiny panels, with membership that reflects the political balance of the Council, and the setting of such terms of reference and duration as it considers appropriate to fulfil those functions by carrying out overview and scrutiny on functional matters or cross-cutting themes or with an area focus.
- (3) To receive requests from the Cabinet for scrutiny involvement in policy review and development and decide how to respond.
- (4) To monitor the Cabinet's Forward Plan and, where appropriate, comment on proposals prior to the Cabinet taking a decision.
- (5) To receive all appropriate ~~performance management~~ and budget monitoring and service information **particularly in relation to the transformation programme.** ~~(This function may either be~~

## Functions of the Overview and Scrutiny Commission

## Delegation of Functions (concurrently with the Overview and Scrutiny Commission)

~~carried out by the Commission or by one of its panels).~~

- (6) To approve and co-ordinate an annual overview and scrutiny work programme, noting the programme of any scrutiny panels it appoints so as to ensure that the Overview and Scrutiny Commission's and scrutiny panels' time is effectively and efficiently utilised.
- (7) To ensure community and voluntary sector organisations, users of services and others are appropriately involved in giving evidence to relevant scrutiny panels.
- ~~(8)~~ **To review the annual Transformation Plan and to scrutinise the implementation of current and previously completed reviews.** ~~undertake Best Value Reviews of the Council's services and to monitor the implementation of previously completed Best Value Reviews.~~
- (9) To review the implementation of other completed scrutiny reviews.
- (10) Where appropriate, to review any other issue affecting the Borough but for which the Council is not directly responsible.
- (11) To discuss any local government matter or local crime and disorder matter referred to the Commission by a Councillor, to review or scrutinise such a matter and, where appropriate, make reports or recommendations to the Council or the Cabinet.

## **Functions of the Overview and Scrutiny Commission**

- (12) To discuss any item relevant to the functions of the Commission referred to the Commission by a member of the Commission, to review or scrutinise such a matter and, where appropriate, make reports or recommendations to the Council or the Cabinet.
- (13) To review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions and, where appropriate, make reports or recommendations thereon.
- (14) Ensuring effective scrutiny of the Treasury Management Strategy and policies.
- (15) To consider any petition before its consideration by the appropriate decision-maker.
- (16) To consider a petition referred to the Commission before its consideration by the appropriate decision-maker.

Scrutiny Procedure Rule 8 sets out the process to be followed in respect of functions (11), (12) and (13) above.

## **Delegation of Functions (concurrently with the Overview and Scrutiny Commission)**



# SCRUTINY PROCEDURE RULES

## SCRUTINY PROCEDURE RULES

### 1. What will be the Arrangements for the Overview and Scrutiny Commission and its Panels?

The Council will have an Overview and Scrutiny Commission as set out in Article 6 of the Constitution. The Overview and Scrutiny Commission may establish task-orientated, time-limited scrutiny panels, the number to be running at any one time to be subject to resource constraints. These panels will be charged with carrying out an in-depth investigation into a specific service area or policy or any issue of genuine importance to the town. ~~The Commission will also establish, on an annual basis, a Performance Monitoring Panel.~~ Each panel will work to a specific brief set out by the Overview and Scrutiny Commission and will report to the Commission.

### 2. Who May Sit on the Overview and Scrutiny Commission and its Panels?

All Councillors except Members of the Cabinet may be Members of the Overview and Scrutiny Commission.

Membership of the scrutiny panels may be drawn from the Commission itself and/or from other non-Cabinet Members of the Council. **Membership of the scrutiny panels may be drawn from the Commission itself and/or from other non-Cabinet Members of the Council. The panels will be politically balanced unless agreed otherwise by the Group Leaders. Membership will depend on the knowledge and expertise required to deal with the matter in hand, as long as the principle of independence is not compromised. The Commission will appoint the Chair of each panel from the membership of the Commission and agree the other panel members in consultation with the party group leaders and secretaries.**

~~The panels will be politically balanced.~~ Membership will depend on the knowledge and expertise required to deal with the matter in hand as long as the principle of independence is not compromised. Panel members will be agreed in consultation with party group **leaders and** secretaries.

No Member may be involved in scrutinising a decision in which he/she has been directly involved. Paragraph 7 of the Councillors Code of Conduct refers

### 3. Co-optees

- (a) The Overview and Scrutiny Commission shall be entitled to recommend to Council the appointment of additional people to serve on the Commission as co-optees and whether they shall have voting rights.
- (b) The Commission may appoint co-optees onto any of its panels and decide whether or not they shall have voting rights or agree to let the Chair of the relevant scrutiny panel decide this in consultation with the Chair of the Overview and Scrutiny Commission and the Head of Legal and Democratic Services. The requirements of Regulation 3 of the Crime and Disorder (Overview and Scrutiny) Regulations 2009 apply to the co-option of members to a Committee dealing with crime and disorder matters.

#### **4. Terms of Reference**

The terms of reference of the Overview and Scrutiny Commission are as set out in Article 6 of the Constitution.

The Overview and Scrutiny Commission may set such terms of reference for the scrutiny panels as it considers appropriate.

#### **5. Meetings of the Overview and Scrutiny Commission**

There shall be at least seven ordinary meetings of the Overview and Scrutiny Commission programmed each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. An extraordinary meeting of the Overview and Scrutiny Commission may be called by the Head of Legal and Democratic Services if he/she considers it necessary or appropriate and must be called by the Head of Legal and Democratic Services if required to do so by a notice in writing given either by the Chair of the Overview and Scrutiny Commission or by any three Members of the Overview and Scrutiny Commission.

#### **6. Quorum**

The Quorum for the Scrutiny Commission and Scrutiny Panels shall be as set out in the Council Procedure Rules in Part 4 of this Constitution.

#### **7. Who Chairs Overview and Scrutiny Commission Meetings?**

The Council will appoint the Chair and Vice Chair of the Overview and Scrutiny Commission and the Commission will appoint the Chairs of any scrutiny panels it establishes. The Chair and Vice Chair of the Overview and Scrutiny Commission will be drawn from amongst the Councillors sitting on the Commission.

The Commission will appoint the Chair of each scrutiny panel from the membership of the Commission.

#### **8. Agenda Items**

- (a) Any member of the Council shall be entitled to give notice to the Head of Legal and Democratic Services that he/she wishes to refer a local government matter relevant to the functions of the Commission or a local crime and disorder matter to the Commission and for it to be included on the agenda and discussed at the next available meeting of the Commission. As part of the discussion, the Commission will decide whether or not it would be appropriate to refer a matter to a scrutiny panel to carry out an in-depth investigation and report back to the Commission.

A local government matter is defined in S.21A of the Local Government Act 2000 as one that

- (i) relates to the discharge of any function of the Council,
- (ii) is not an excluded matter (a local crime and disorder matter or a matter defined by Order).

A local crime and disorder matter as defined in S.19 of the Police and Justice Act 2006, in relation to a Councillor, means a matter concerning crime and disorder (including, in particular, forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment), or the misuse of drugs, alcohol and other substances which affects all or part of the electoral area for which the Councillor is elected or any person who lives or works in that area.

Excluded Matters as defined by Order include:

- (i) any matter relating to a planning decision;
- (ii) any matter relating to a licensing decision;
- (iii) **any matter relating to an individual complaint;**
- (iv) any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment;
- (v) any matter which is vexatious, discriminatory or not responsible to be included in the agenda for, or to be discussed at, a meeting of the Overview and Scrutiny Commission or at a meeting of a Sub-Committee of that Commission.

However, a matter which consists of an allegation of systematic failure to discharge a function for which it is responsible may be referred to the Overview and Scrutiny Commission, notwithstanding the fact that the allegation specifies matters which would otherwise be excluded by virtue of the above.”

- (b) Any Member of the Overview and Scrutiny Commission shall be entitled to give notice to the Head of Legal and Democratic Services that he/she wishes to refer an item relevant to the functions of the Commission to the Commission (and for a member of a Scrutiny Panel to be able to refer to the Panel any matter which is relevant to the Panel's functions). The item shall then be included on the agenda and be discussed at the next available meeting of the Commission (or Panel).
- (c) The Commission may also review or scrutinise decisions made, or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions. The Commission will meet for the purpose when it is considered appropriate but no less than once in every twelve month period.
- (d) **Procedure**

When considering whether or not to exercise its powers to review or scrutinise a local government matter or a local crime and disorder matter, the Commission may have regard to representations made by a local Councillor exercising powers under Section 236 of the Local Government and Public Involvement in Health Act 2007. If the Commission decides not to exercise its powers, the local Councillor should be advised of the reasons for the decision. The local Councillor should also receive a copy of any report or recommendations which the Commission makes to the Council or to the Cabinet relating to the matter (subject, in the case of a local government matter, to the

exclusion of any confidential information and, where appropriate, of any exempt information which should, instead, be summarised). In the case of a local crime and disorder matter and matters relating to the discharge by the responsible authorities of their crime and disorder functions, a copy of the report and recommendations should be provided to the responsible authorities and the co-operating persons and bodies (as defined in S5 of the Crime and Disorder Act, 1998) as is considered appropriate

In the case of a local government matter or an item relevant to the functions of the Commission, the Commission must (by notice in writing) require the Council or the Cabinet to consider and respond within two months to any report or recommendations it makes, and to indicate what (if any) action is proposed. The Council or the Cabinet are under a duty to comply with these requirements and if the Commission has published its report or recommendations, then the response should also be published (subject to the exclusion of any confidential information and, where appropriate, of any exempt information which should, instead, be summarised).

In the case of a matter relating to the discharge by the responsible authorities of their crime and disorder functions, the Commission shall notify the responsible authorities to whom the report or recommendations have been made, and the co-operating persons and bodies who have been provided with a copy, that they must consider and respond to the report or recommendations, indicating what (if any) action is proposed, and must have regard to the report and recommendations in exercising their functions.

## **9. Petitions**

### **Officer Evidence**

- (a) If a petition contains between 50 and 999 signatures it will be considered by the Overview and Scrutiny Commission prior to its submission to the appropriate decision-maker.
- (b) The Commission will endeavour to consider any petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.
- (c) At the meeting of the Overview and Scrutiny Commission the Chair will invite the petition organiser to address the Commission for a maximum of 3 minutes on the issue.

### **Matters Referred to the Commission**

- (a) The Commission may consider a petition referred to it by the Cabinet, Council or a Committee or Sub-Committee of the Council.

## **10. Reports from the Overview and Scrutiny Commission**

- (a) In addition to reporting to the Full Council each cycle on its current work, the Overview and Scrutiny Commission will produce reports

when a particular piece of work has been completed, to the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), to a Committee where the matter falls within its terms of reference or to the Council as appropriate (e.g. if the proposal would require a departure from or a change to the agreed budget and policy framework ~~or if it relates to the outcome of a best value review~~).

These reports will be presented directly by the Chair of the Overview and Scrutiny Commission (or, with the agreement of the Chair of the Overview and Scrutiny Commission, by the Member who led the review). Where the Council is to receive the report a copy of the report will be submitted to the Cabinet held in the same cycle. The Cabinet may comment upon the report and these comments will be presented to the Council at the time the report is considered. The Chair of the Overview and Scrutiny Commission will be entitled to introduce his/her report and to answer questions made by Members of the Cabinet if he/she wishes to do so.

- (b) If the Overview and Scrutiny Commission cannot agree on one single report, then up to one minority report may be prepared and submitted for consideration with the majority report.
- (c) The report of the Overview and Scrutiny Commission shall be considered as soon as reasonably practicable.

#### **11. Rights of Overview and Scrutiny Commission Members to Documents**

- (a) In addition to their rights as Councillors, Members of the Overview and Scrutiny Commission and its panels have the additional rights to documents and to notice of meetings as set out in the Access to Information Procedure Rules in part 4 of this Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the Cabinet and Overview and Scrutiny Commission as appropriate, depending on the particular matter under consideration.

#### **12. Members and Officers Giving Account**

The Overview and Scrutiny Commission and its panels may, within their terms of reference, scrutinise and review decision-making or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Cabinet, any Committee Chair, the Head of Paid Service and/or **Chief Executive/Deputy Chief Executive** ~~any Director~~ or Service Head to attend before it to explain in relation to matters within their remit:

- (i) Any particular decision or series of decisions;
- (ii) The extent to which the actions taken implement Council policy; and/or
- (iii) Their performance;
- (iv) Any response to a petition calling for a senior Council officer to give evidence.

And it is the duty of those persons to attend if so required.

- (b) Where any Member, Committee Chair or Employee is required to attend the Overview and Scrutiny Commission or a scrutiny panel under this provision, the Chair of the Commission/or that panel will inform the Head of Legal and Democratic Services. The Head of Legal and Democratic Services shall inform the Member or Employee in writing, giving at least five working days' notice of the meeting at which he/she is required to attend. The notice will state the name of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Commission or panel. Where the account to be given to the Commission or panel will require the production of a report, then the Member or Employee concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where, in exceptional circumstances, the Member or Employee is unable to attend on the required date, then the Overview and Scrutiny Commission or panel shall in consultation with the Member or Employee arrange an alternative date for attendance.

### **13. Attendance by Others**

The Overview and Scrutiny Commission or its panels may invite people other than those people referred to in paragraph 11 above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, Members and Employees in other parts of the public sector and shall invite such people to attend. When carrying out its functions relating to crime and disorder, the attendance of an officer or employee of a responsible authority or of a co-opted person or body may be required in order to answer questions. Reasonable notice of the intended date of attendance must be given to that person.

Petition organisers may attend a meeting of the Overview and Scrutiny Commission as detailed in the Crawley Borough Council Petitions Scheme (see page 449).

### **14. Call In**

Call in should only be used in exceptional circumstances. These are where the Member(s) calling in the decision believes that the decision was not taken in accordance with the principles set out in Article 12.2 (decision-making).

#### **Call In of Decisions Made by the Cabinet as a Whole**

- (a) At Cabinet meetings or Committees of the Cabinet, immediately after the decision is taken, any Member of the Council present may indicate that they wish to call-in the decision because they do not believe it has been taken in accordance with the provisions of decision making set out in Article 12 of the Constitution.
- (b) The Member of the Council calling in the decision must indicate how they believe the principles of Article 12.2 have been breached, not only by identifying the principle which they feel has not been complied with but also by specifying how they consider it has been breached. If there should be any doubt about the validity of a call-in, the matter may be referred to the Head of Legal and Democratic Services for

determination. Where it is decided by the Head of Legal and Democratic Services that a request for call-in is invalid, the Leader and the Member of the Council calling in the decision will be advised that the call-in provisions do not apply and that, therefore, the original decision will stand. The implementation of the decision will be reported to the Cabinet and to Full Council.

- (c) If a decision is called in, it is treated as suspended. The Member of the Council calling in the decision must then obtain within the five working days following the call-in, the support of three other Members of the Council. The support must be communicated to the Head of Legal and Democratic Services either by way of a signed pro-forma or separate written confirmation by each supporter, which may be a hard copy or e mail communication (to [democraticservices@ Crawley.gov.uk](mailto:democraticservices@ Crawley.gov.uk)) and acknowledgement of receipt shall be obtained. Failure to obtain the support of three other Members within this period will mean that the original decision will stand and, on the sixth working day, the decision will be implemented. The implementation of the decision will be reported to the Cabinet and to Full Council.
- (d) In the case of the Cabinet or a Committee of the Cabinet, if the required number of signatures is produced within the period specified, then the decision will continue to be treated as suspended and the matter will be reconsidered at the next meeting of Full Council. If the Full Council does not object, then the original decision stands. If the Council does object, it cannot change the decision unless that decision was contrary to the policy framework or contrary or not wholly in accordance with the budget. Unless that is the case, the Council will refer the matter back either to the next meeting of the Cabinet for reconsideration (in which case the matter may not be called-in a second time) or to the Overview and Scrutiny Commission. If the matter has already been the subject of scrutiny, it shall only be referred back to the Overview and Scrutiny Commission if there is new material to be considered. The Council may pass a resolution specifying the nature of its objection to the proposed decision.

### **Call In of Decisions Made by Individual Cabinet Members**

- (e) Notice of decisions to be made by individual Cabinet Members, or of key decisions made by employees with delegated authority from the Cabinet, will be published in the weekly Members' Information Bulletin and will be made available for public inspection at the Council's offices.
- (f) Unless, within five working days of the publication date of the Members' Information Bulletin, any Member of the Council objects to the proposed decision on the grounds that they do not believe the decision, if implemented, would be in accordance with the principles of decision-making set out in Article 12 of the Constitution, then the decision is implemented on the sixth working day.
- (g) If any Member of the Council objects, then the decision is called in. If a decision is called in, it is treated as suspended. The Member of the Council calling in the decision must then obtain the support of three other Members of the Council within the five working days following the publication date of the Members' Information Bulletin. The call in



and the support must be communicated to the Head of Legal and Democratic Services either by way of a signed pro-forma or separate written confirmation by each supporter, which may be a hard copy or e mail communication (to [democraticservices@ Crawley.gov.uk](mailto:democraticservices@ Crawley.gov.uk)) and acknowledgement of receipt shall be obtained. Failure to obtain the support of three other Members within this period will mean that the original decision will stand and, on the sixth working day, the decision will be implemented.

- (h) If the required support is given within the period specified, then the decision will continue to be treated as suspended and the matter will then be referred to the next Council meeting. Any decision taken by the Cabinet Member for Community Engagement relating to grants applications will not be subject to call-in since it would be subject to appeal to the Grants Appeals Panel.
- (i) Any objection to a proposed decision by an individual Cabinet Member, or to a key decision made by an employee with delegated authority from the Cabinet, must be made in writing to the Head of Legal and Democratic Services (either hard copy or email). The Member of the Council calling in the decision must indicate how they believe the principles of Article 12 have been breached.
- (j) If the required number of signatures is produced within the period specified, then the decision will continue to be treated as suspended and the matter will be reconsidered at the next meeting of Full Council. If the Full Council does not object, then the original decision stands. If the Council does object, it cannot change the decision unless that decision was contrary to the policy framework or contrary or not wholly in accordance with the budget. Unless that is the case, the Council will refer the matter back to either the individual Cabinet Member who originally took the decision for reconsideration (in which case the matter may not be called in a second time), to the next meeting of the Cabinet for reconsideration (in which case the matter may not be called in a second time), or to the Overview and Scrutiny Commission. If the matter has already been the subject of scrutiny, it shall only be referred back to the Overview and Scrutiny Commission if there is new material to be considered. The Council may pass a resolution specifying the nature of its objection to the proposed decision.

### **Call In and Urgency (Protection from Call In)**

- (k) The call in procedure set out above shall not apply where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The agenda item in the case of matters to be decided by the Cabinet as a whole or the Members' Information Bulletin item in the case of proposed decisions by individual Cabinet Members, or key decisions made by employees with delegated authority from the Cabinet, must indicate the reason why, in the opinion of the Head of Paid Service or his/her nominee, the matter should be treated as urgent, and that in his/her opinion the decision proposed is reasonable in all the circumstances. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

- (l) The operation of the provisions relating to call in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

## **15. The Party Whip**

When considering any matter in respect of which a Member of the Overview and Scrutiny Commission or its panels is subject to a party whip, the Member must declare the existence of the whip and the nature of it before the commencement of the Commission's or the panel's deliberations on the matter. The declaration and the detail of the whipping arrangements shall be recorded in the minutes of the meeting.

## **16. Procedure at Overview and Scrutiny Commission Meetings**

- (a) The Overview and Scrutiny Commission shall consider the following business:
  - (i) Minutes of the last meeting;
  - (ii) Declarations of interest (including whipping declarations);
  - (iii) The business otherwise set out on the agenda for the meeting, including:-
    - (a) consideration of any matter referred to the Overview and Scrutiny Commission for a decision in relation to call-in of a decision;
    - (b) matters referred to the Overview and Scrutiny Commission in relation to relevant petitions submitted under the Crawley Borough Council Petitions Scheme; and
    - ~~(c) responses of the Cabinet or Full Council to reports of the Overview and Scrutiny Commission;~~
  - (iv) Forward Plan;
  - (v) Supplemental agenda. (This item can be used to discuss any item on the forthcoming Cabinet agenda)
- (b) Where the Overview and Scrutiny Commission or its panels conduct investigations, the Commission or its panels may also ask people to attend to give evidence at Commission or panel meetings which are to be conducted in accordance with the following principles:
  - (i) That the investigation be conducted fairly and all Members of the Commission or panel be given the opportunity to ask questions of attendees, and to contribute and speak;
  - (ii) That those assisting the Commission or panel by giving evidence be treated with respect and courtesy; and
  - (iii) That the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the Commission/panel shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

## **17. Public Speaking at the Overview and Scrutiny Commission**

- (1) At the beginning of every ordinary meeting of the Commission, there will be a public question time.
- (2) During public question time, a member of the public may ask a question which is relevant to any item on the agenda, a scrutiny panel or potential review. The question must not relate to an individual case which should be dealt with under the Council's complaints procedure or any other formal appeals procedure.
- (3) The Chair of the Commission at his/her discretion may answer the question or invite other Members or employees to respond.
- (4) Members of the public do not need to give prior notice of their questions. They may signify their wish to ask a question by raising their hand.
- (5) After the question has been answered, the person asking the question may ask one supplementary question.
- (6) The duration of question time will be a maximum of 15 minutes. It may be extended at the Chair of the Commission's discretion.
- (7) Petition organisers may address the Commission in accordance with Paragraph 9 of these procedure rules.

**DRAFT OVERVIEW AND SCRUTINY COMMISSION: WORK PROGRAMME 2015 – 2016**

16 March 2015

Scrutiny Suggestion Forms to be issued Monday 23 March 2015 (along with copy of the Transformation programme for information for avoid potential duplication). Deadline for Scrutiny Suggestion Forms – 30 April 2015

**8 June 2015 (NB Provisional Cabinet 10 June to only take place should urgent items arise)**

Discussion with Police and Crime Commissioner

Systems Thinking Update – NASB

Update on Prevent agenda

Establishment of and Appointments to Scrutiny Panels for 2015/2016

Appointments to Health and Adult Social Care Select Committee (HASC), Joint Scrutiny Steering Group

**OSC Review Workshop Tuesday 23 June 2015**

**6 July 2015 Cabinet 8 July 2015**

Verbal Update – Glendale Golf performance

Budget and Strategy 2016/17–2012/21

Treasury Management Outturn 2014-2015

Findings of the OSC Workshop 23 June and Establishment of and Appointments to any Scrutiny Panels for 15-16

**7 September 2015 (NB Provisional Cabinet 9 September to only take place should urgent items arise)**

Crawley Borough Local Plan: Crawley 2030

Safer Crawley Partnership Performance Review 2014-15 and Future Priorities

Review of the Amendments to the Under Occupation Incentive Policy

Systems Thinking Update – Facilities (Review following implementation 2.6.14)

**5 October 2015 Cabinet 7 October 2015**

Systems Thinking Update – Payments

Systems Thinking Update – Allotments

**9 November 2015 (NB Provisional Cabinet 11 November to only take place should urgent items arise)**

Verbal Update – Freedom Leisure performance (annual update)

Systems Thinking Update – Street Scene

**30 November 2015 Cabinet 2 December 2015**

Treasury Management Mid-Year Review 2015-2016

**11 January 2016 (NB Provisional Cabinet 13 January to only take place should urgent items arise)**

**8 February 2016 Cabinet 10 February 2016**

Budget and Council Tax 2016/17

Treasury Management Strategy 2016-2017

**21 March 2016 Cabinet 23 March 2016**

Verbal Update – Parkwood Theatres performance (annual update)

**Other items that may be required but as yet unscheduled**

- Fairness Commission Scrutiny Panel Final Report

**Scrutiny Panels yet to be finalised – OSC Review Workshop Tuesday 23 June 2015**