

## OVERVIEW, SCRUTINY & AUDIT COMMITTEE

14 JUNE 2011

### REPORT OF HEAD OF COMMUNICATIONS

#### ANNUAL REPORT 2010/11

#### 1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to review the Annual Report for 2010/11.

#### 2.0 RECOMMENDATIONS

2.1 **Task Groups be set up for 2011/12 and a schedule of dates be circulated to the Committee.**

2.2 **The Annual Report for 2010/11 be noted and referred to the Council for consideration.**

#### 3.0 KEY ISSUES

3.1 An Overview and Scrutiny Training Session was held on 16 August 2010 which was attended by 4 Members of the Committee including the Chair and Vice Chair. The lessons learnt from the Committee were presented to the Committee at its meeting on 28 September 2010. The training was tailored to Melton's requirements being a fourth option Council.

3.2 The training covered the need for the Committee to raise its profile and build a reputation as a useful and essential Council function, the following key points were identified to take forward :-

- The building of good working relationships with Policy Committee Chairs and leading Members, partners, senior managers and consult with them whenever an appropriate situation arises. Help them to understand that the overview and scrutiny role is to be a 'critical friend' which assists in reviewing and developing policy and ultimately working towards the same goal of providing fit for purpose services and value for money
- To submit an Annual Report to Council on the work of the Committee over the previous year
- To develop a meaningful annual Work Programme, which is effective and achievable. Involve the Policy Committee Chairs in this development and ensure the Committee is involved and is in agreement with the content
- To ensure all involved in a review understand what is expected and in this connection detailed scoping is to be a key task. As well as setting out the expectations and activities for the review, the form could include reference to whether the media are informed of the review at the outset and at the end of the project. To develop the form in accordance with

best practice, delegated authority is requested to the Senior Democracy Officer in consultation with the Chair. The changes to this process were underway and would be progressed in 2011/12

- To assist the Committee in developing a professional approach to questioning at meetings and during reviews especially when interviewing witnesses, a Questioning Plan be available and circulated to each Member of the Committee with the agenda.

3.3 The Committee requested 2 'Call-Ins' during the year, these being on the following :-

- 7 September 2010 Senior Management Restructure
- 15 February 2011 Fit for the Future Member Support/Service

The outcome of both reviews was that the processes had been followed and there was no change to the decisions made by the owning Committee. However there were some additional recommendations to be referred to the Constitution Review Task Group from the 15 February meeting as follows :-

- (a) staffing issues concerning "livelihoods" be delegated to Policy, Finance and Administration Committee only;
- (b) the quorum of meetings be set with a minimum of four members present and a revised minimum percentage;
- (c) a system of substitutes for meetings of the Council be considered for introduction in the early months of the new council's term of office.

The 3 matters at (a), (b) and (c) above are pending approval and it is intended that they will be considered by the Council on 20 July 2011.

3.4 In 2010/11, the Committee opted to not appoint Workshop Teams but for the whole Committee to take part in reviews. This report recommends that the Committee establishes its Task Groups.

3.5 At its meeting on 28 September 2010, the Committee identified the following areas for review in 2010/11 :-

- Cattle Market Licence
- Role of the Mayor
- Benefits – subject to Internal Audit's findings in January 2011

3.6 The following scrutiny reviews were carried out in 2010/11 :-

Date	Committee or Group	Activity and Outcome
26 May 2011	Workshop Team B – postponed from 2009/10	<u>Gritting Procedures</u> To investigate cost of having a stockpile of grit, and installing new gritting bin locations and procurement. There are arrangements between the County and other Districts in Leicestershire where the County procures and stores the grit and

		the District uses its staff to spread the grit in certain locations. A similar arrangement for Melton was felt worth pursuing
7 September 2011	Special Committee	<u>Specific Questions raised relating to the New Build Project</u> The Corporate Director (CM) responded to specific questions that were asked by the Chairman of Overview and Scrutiny in relation to the New Build Project. The result of the item was that the report was noted.
22 February 2011	Special Committee	<u>Review of Grants to Voluntary and Community Organisations</u> Members reviewed and evaluated level of grant for each organisation against delivery of corporate priorities. The detail of the grants agreed is set out in the minutes of that meeting
2 March 2011 & 9 March 2011	Councillors Dungworth D.E. Orson Slater	<u>Review of Mayoral Role</u> 1 x Meeting with relevant Officers 1 x Meeting with current and past Mayors List of recommendations from the 'Mayor' meeting set out in a report to the OSA Committee meeting on 14 June 2011 which are recommended for referral to the Council for approval.

3.7 The following reviews were outstanding from 2010/11 and these have been carried forward to the Work Programme for 2011/12 :-

- Melton Local Development Framework Processes  
Referral from Full Council – 21 April 2010
- Service Plans  
The Overview and Scrutiny Committee be requested to review the format and content of Service Plans to make them easier for Councillors to review and to consider a different Member approval process; Referral from PFA – 24 June 2009

3.8 The Committee fulfilled its Audit Committee responsibilities considering reports put forward by both internal and external audit.

#### 4.0 **POLICY AND CORPORATE IMPLICATIONS**

4.1 It is good practice for the Overview, Scrutiny and Audit Committee to have robust procedures in place to receive performance reports and identify areas for policy development and scrutiny. These activities help the Council to meet its priority to be 'A Well Run Council'.

#### 5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

5.1 There are no direct financial and resource implications relating to this report.

## 6.0 **LEGAL IMPLICATIONS/POWERS**

6.1 There are no direct legal implications relating to this report.

## 7.0 **COMMUNITY SAFETY**

7.1 There are no direct community safety implications relating to this report.

## 8.0 **EQUALITIES**

8.1 When considering Overview, Scrutiny and Audit activities, equalities implications are considered in line with the Council's Equalities Policy and the associated legislation.

## 9.0 **RISKS**

9.1 There are no risk implications relating to this report.

## 10.0 **CLIMATE CHANGE**

10.1 There are no direct climate change implications relating to this report.

## 11.0 **CONSULTATION**

11.1 There has been no consultation on this report.

## 12.0 **WARDS AFFECTED**

12.1 All wards are indirectly affected by this report.

---

Contact Officer: Sarah Evans, Senior Democracy Officer

Date: 26 May 2011

Appendices:

Background Papers: Minutes of previous Committee and Workshop Team Meetings