

EFFECTIVENESS OF THE OVERVIEW AND SCRUTINY COMMITTEE 2018/19

	ISSUE	YES	NO	N/A	Comment
1.	Does the authority have a dedicated Overview and Scrutiny Committee?	X			
2.	Do the terms of reference clearly set out the purpose of the Committee?	X			The Committee reviews its terms of reference annually at its first meeting. The terms of reference are also reviewed annually by Full Council.
3.	Does the committee fulfil the statutory requirements surrounding the local authority scrutiny arrangements?	X			
4.	Does the Overview and Scrutiny Committee report directly to Cabinet and/or Full Council?	X			The Annual Scrutiny Report is considered by Full Council at its Annual General Meeting. Recommendations are also made to Cabinet/Council as appropriate.
5.	Does the Overview and Scrutiny Committee provide support to the authority in meeting the requirements of good governance?	X			
6.	Does the Overview and Scrutiny Committee use that power to challenge the Executive/Committees?	X			Portfolio Holder reviews are part of the regular agenda for the Committee.
7.	Is an annual evaluation undertaken to assess whether the Committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?	X			This report fulfils this objective.
8.	Has an effective committee structure and composition of the committee been selected? This should include:- i. separation from the Executive ii. politically balanced membership iii. an appropriate mix of knowledge and skills amongst the membership iv. size of committee that is not unwieldy	X X X X			
				X	

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	v. where co-opted members are used, that they have been appointed using an appropriate process.				
9.	Does the chair of the Committee have appropriate knowledge and skills?	X			The Chair continues to undertake training relevant to scrutiny.
10.	Are arrangements in place to support the committee with briefings and training?	X			The designated Scrutiny Officer moved into a new role in September 2018. Since that time, the Solicitor to the Council has been responsible for supporting the scrutiny function. With the implementation of the Customer Connect programme, the support offered to scrutiny will need to be kept under review through the transition period. Training is offered annually.
11.	Does the Committee have good working relationships with key people and organisations, including the executive and management team?	X			Regular attendance at committee meetings from both Executive members and the management team. As well as internal relationships, the Committee has had good engagement with the Director of Public Health and Community Safety Partnership during the 2018/19 year.
12.	Does the Committee plan its work in order to ensure best value added?	X			The Work Programme and Forward Plan are considered at each meeting.
13.	Does the Committee meet regularly to a planned timetable and work schedule	X			
14.	Are meetings free and open without political influences being displayed and are agenda papers available to members of the public?	X			Members are required to declare any party whip to which they are subject. The committee is politically balanced.
15.	Are decisions reached promptly?	X			No items have been deferred in the last 12 months. The start times of meetings have been brought forward on occasion to ensure that business could be transacted to schedule.
16.	Are agenda papers circulated in advance of meetings to allow adequate preparation by Members?	X			In accordance with legislative requirements.
17.	Does the Committee have the benefit of appropriate officers at its meetings?	X			

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18.	Have all portfolio holders attended a meeting of the Overview and Scrutiny Committee in the past year?		X		All Portfolio Holders with the exception of Cllr Robin Ashcroft have attended a committee meeting in the past year. However, Cllr Ashcroft was only appointed to the Executive on 8 January 2019. .
19.	Does a member of the Corporate Management Team and a member of the Council's Executive attend all meetings?	X			
20.	Does the committee take a role in:- <ul style="list-style-type: none"> • Risk management • Performance monitoring • Financial monitoring and budget scrutiny • Holding Portfolio Holders to account? 	X			
21.	Has the committee used pre-decision scrutiny?	X			
22.	Have the relevant performance monitoring reports been considered promptly?	X			All monitoring reports have been received as scheduled.
23.	Has the committee been involved in early policy development?	X			One example being the Public Health Strategy during the 2018/19 year.
24.	Has the committee been provided with updates on the progress of its recommendations?	X			Update reports are presented in April and October meetings.
25.	Have the Committee's recommendations been accepted by Cabinet?	X			
26.	Has the Committee evaluated whether and how it is adding value to the organisation.	X			Through its annual report and its annual review of effectiveness.
27.	Can the Committee access other committees and call officers to account as necessary?	X			
28.	Is the role and purpose of the Overview and Scrutiny Committee understood and accepted across the authority?	X			Training is offered on an annual basis to officers and Members.
29.	Is adequate secretarial and administrative support provided to the Committee?	X			Via the Committee Services team.