



# Co-ordinating Overview and Scrutiny Group

A meeting of the Co-ordinating Overview and Scrutiny Group will be held as a Virtual Meeting via Zoom on Tuesday 30 November 2021 at 6.00 pm

## Agenda

1.	<b>Apologies for Absence and Notification of Substitute Members</b>
2.	<b>Declarations of Interest</b> Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
3.	<b>Minutes</b> (Pages 5 - 6) To confirm the Minutes of the meeting of the Committee held on 6 September 2021.
4.	<b>Chair's Announcements</b> To receive any communications from the Chair.
5.	<b>Urgent Business</b> The Chair to advise whether they have agreed to any items of urgent business being admitted to the agenda.
6.	<b>Work Programmes 2021/2022 for the three Scrutiny Committees: Corporate, Place and People</b> (Pages 7 - 12) Report of the Deputy Democratic Services Manager <b>Purpose of Report</b> The remit of the Coordinating Overview and Scrutiny Group includes the responsibility for approving the Work Programmes for the three Scrutiny Committees – Corporate, Place and People. The relevant Overview and Scrutiny Committee shall consider any

matter referred to it by the Leader/Cabinet and, having considered the matter, shall report to the Leader/Cabinet with comments and/or proposals. In the case of cross-cutting matters, the Co-ordinating Overview and Scrutiny Group may recommend a particular Overview and Scrutiny Committee considers such matters.

\*\*\* Please note, that the appendices to this report will be to follow \*\*\*

### **Recommendations**

- 1.1 To consider, for approval, the three Scrutiny Committee Work Programmes for 2021/2022 as set out at Appendix A, Appendix B and Appendix C to the report.
- 1.2 To consider any potential cross-cutting review themes as detailed on the three Scrutiny Committee Work Programme for 2021/2022 as set out in Appendix A, Appendix B and Appendix C; and recommends a particular Scrutiny Committee(s) to consider the issue.

Catherine Whitehead  
Proper Officer  
22 November 2021

### **Co-ordinating Overview and Scrutiny Group Members:**

Councillor Dermot Bambridge

Councillor Jo Gilford

Councillor Rosie Herring

Councillor Karen Cooper

Councillor Andrew Grant

Councillor Danielle Stone

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence and the appointment of substitute Members should be notified to [democraticservices@westnorthants.gov.uk](mailto:democraticservices@westnorthants.gov.uk) prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

If a continuous fire alarm sounds you must evacuate the building via the nearest available fire exit. Members and visitors should proceed to the assembly area as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

If you have any queries about this agenda please contact Tracy Tiff, Democratic Services via the following:

Email: [democraticservices@westnorthants.gov.uk](mailto:democraticservices@westnorthants.gov.uk)

Or by writing to:

West Northamptonshire Council  
One Angel Square  
Angel Street  
Northampton  
NN1 1ED

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### Co-ordinating Overview and Scrutiny Group

Minutes of a meeting of the Co-ordinating Overview and Scrutiny Group held as a Virtual meeting via ZOOM - Please click here to view this meeting online, <https://www.youtube.com/channel/UCujrRO-y6RzkN6zPQ-xNAtA> on Monday 6 September 2021 at 6.00 pm.

Present Councillor Sam Rumens (Chair)

Councillor Dermot Bambridge  
Councillor Jo Gilford  
Councillor Rosie Herring  
Councillor Danielle Stone

Apologies for  
Absence: Councillor Karen Cooper

Officers Tracy Tiff, Deputy Democratic Services Manager  
Diana Davies, Democratic Services Officer  
James Edmunds, Democratic Services Assistant Manager

#### 15. **Declarations of Interest**

There were no declarations of interest.

#### 16. **Minutes**

The minutes of the meeting held on 21 July 2021 were agreed as an accurate record

#### 17. **Announcements from the Chair**

There were no announcements from the Chair.

#### 18. **Work Programming Consultation Process**

At the Chairs invitation the Deputy Democratic Services Manager (DDSM) presented the report and advised of two amendments to the wording for the Committees consideration.

The DDSM invited the Overview and Scrutiny Co-ordinating Group to ask questions and discuss the report.

The Overview and Scrutiny Co-ordinating Group discussed and considered the merits of extending the Proposed List of Groups that would be consulted with a view to maximising the coverage of the Consultation Work Programming. Deliberation included the addition of Clinical Commissioning Group (CCG), Northamptonshire

Healthcare Foundation Trust (NHFT), Northampton General Trust and the Police. The Committee authorised the DDSM to make the amendments, which included any further additional organisations presented by the Committee members and the DDSM would present a draft of amendments for the Committees ratification.

Consideration was given by the Overview and Scrutiny Co-ordinating Group to the language used in the draft on-line questionnaire. The Committee required this to reflect the work that had already been carried out by the Council and should be reworded by the DDSM.

The Overview and Scrutiny Co-ordinating Group agreed that, once a resident had expressed an interest, they should be provided with a channel through which they would be kept informed. The DDSM would circulate the Democratic Services email address to the Committee. Further consideration to be given to providing information and updates via:

- Email group
- Website
- Facebook Community Groups
- Networking with Parish Councils

**Resolved:**

- (1) That, subject to the following amendments, the Overview and Scrutiny Co-ordinating Group commented and approved the draft consultation process for the Overview and Scrutiny work programming process:

Updated the survey to include Members' comments: Overview and Scrutiny Work Programme Survey (surveymonkey.co.uk)

**19. Urgent Business**

There were no items of Urgent Business.

The meeting closed at 6.32 pm

Chair: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_



**WEST NORTHAMPTONSHIRE COUNCIL**

**COORDINATING OVERVIEW AND SCRUTINY GROUP**

**30 November 2021**

<b>Report Title</b>	<b>Work Programmes 2021/2022 for the three Scrutiny Committees: Corporate, Place and People</b>
<b>Report Author</b>	<b>Tracy Tiff, Deputy Democratic Services Manager, <a href="mailto:tracy.tiff@westnorthants.gov.uk">tracy.tiff@westnorthants.gov.uk</a> 01604 837408</b>

<b>Contributors/Checkers/Approvers</b>		
<b>MO</b>	Catherine Whitehead	
<b>Deputy MO</b>	Geoff Wild	<b>18 November 2021</b>
<b>S151</b>	Martin Henry	<b>19 November 2021</b>

**List of Appendices**

**Appendix A – Draft Work Programme 2021/2022 – Corporate Scrutiny Committee**

**Appendix B - Draft Work Programme 2021/2022 – Place Scrutiny Committee**

**Appendix C - Draft Work Programme 2021/2022 – People Scrutiny Committee**

**1. Purpose of Report**

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- 1.1 The remit of the Coordinating Overview and Scrutiny Group (the Group) includes the responsibility for approving the Work Programmes for the three Scrutiny Committees – Corporate, Place and People.
- 1.2 The relevant Overview and Scrutiny Committee shall consider any matter referred to it by the Leader/Cabinet and, having considered the matter, shall report to the Leader/Cabinet with comments and/or proposals. In the case of cross-cutting matters, the Co-ordinating Overview and Scrutiny Group may recommend a particular Overview and Scrutiny Committee considers such matters.

## **2. Executive Summary**

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- 2.1 Effective work programming establishes directed scrutiny of issues of local importance and ensures that Scrutiny adds value and makes a difference.
- 2.2 The Centre for Governance and Scrutiny (CfGS) states that an effective work programme is - central to effective scrutiny. Therefore, a good Scrutiny Work Programme ensures that the Committees are focussing on priority issues, making best use of both time and resources. The designing of a Work Programme for Scrutiny can promote public participation, transparency and demonstrate good governance.
- 2.3 Work Programming is the planning stage. Potential topics for scrutiny are identified for the year. These will be investigated either at a Committee meeting or through time limited Task and Finish Groups. It is typical for a long list to be drawn up initially that is reduced to a short list before a final work programme is approved.
- 2.4 The three Scrutiny Committees have each held their work programming events to consider issues and suggestions for potential scrutiny review and activity. Each Overview and Scrutiny Committee has met and agreed its work programmes which are attached at Appendix A, B and C for the Overview and Scrutiny Coordinating Group's consideration for approval. They should therefore be considered by the Group and commented on and agreed or amended so that they can be further developed if required. Should any proposed reviews be felt to be cross-cutting issues, the Group will decide which Scrutiny Committees would be responsible for these reviews.

## **3. Recommendations**

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- 3.1 It is recommended that:
  - 3.1.1 The Coordinating Overview and Scrutiny Group considers, for approval, the three Scrutiny Committee Work Programmes for 2021/2022 as set out at Appendix A, Appendix B and Appendix C.
  - 3.1.2 The Coordinating Overview and Scrutiny Group considers any potential cross-cutting review themes as detailed on the three Scrutiny Committee Work Programme for 2021/2022 as set out in Appendix A, Appendix B and Appendix C; and recommends a particular Scrutiny Committee(s) to consider the issue.
- 3.2 ***Reason for Recommendations***
  - 3.2.1 One of Overview and Scrutiny's key roles is to undertake focussed work programming in order that it is ensured that Scrutiny contributes actively to the Council's objectives.
  - 3.2.2 Each of the three Scrutiny Committees should have a Work Programme for the year, every year. The Overview and Scrutiny Coordinating Group, at its meeting on 6 September 2021, agreed that the Scrutiny Committees each would hold a Work Programming event to further develop the Work Programme for 2021/2022 and report back to a later meeting of the



Coordinating Overview and Scrutiny Group of further suggested items for inclusion within the Scrutiny Work Programmes.

#### **4. Report Background**

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- 4.1 The CfGS advocates that scrutiny committees should agree a work programme at the start of each Municipal year, in order that issues can be scheduled for consideration and reports produced in a timely manner.
- 4.5.1 The Council's constitution states that the Overview and Scrutiny Committees will consult with other parts of the Council as appropriate, including the Cabinet, on the preparation of any work programme. Details of the consultation undertaken are detailed at section 6.5 of this report.
- 4.5.2 Each Scrutiny Committee – Corporate, Place and People has proposed a work programme for 2021/22 for consideration of the Overview and Scrutiny Coordinating Group.

#### **5 Issues and Choices**

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- 5.1 Each of the Overview and Scrutiny Committees has agreed a work programme and these are appended to this report for the consideration of the Overview and Scrutiny Coordinating Group.
- 5.2 The Overview and Scrutiny Coordinating Scrutiny Group is responsible for approving the work programmes of the Scrutiny Committees and allocating any cross cutting themed reviews to the relevant Overview and Scrutiny Committee.

#### **6 Implications (including financial implications)**

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##### **6.2 Resources and Financial**

- 6.2.1 There are no immediate financial implications arising from the proposals.

##### **6.3 Legal**

- 6.3.1 Overview and Scrutiny operates within the provisions as set out in:

- the Local Government Act 2000
- the Health and Social Care Act 2001
- the Local Government Act 2003, the Police and Justice Act 2006
- the Local Government and Public Involvement in Health Act 2007
- the Local Democracy, Economic Development and Construction Act 2009
- the Localism Act 2011
- the Police Reform and Social Responsibility Act 2011
- the Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012
- the Health and Social Care Act 2012

- the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

6.3.2 As set out in Part 7, paragraph 7.1.3 of the Constitution “The Overview and Scrutiny function will develop a work plan as well as supporting policy development, providing pre-decision scrutiny where appropriate, holding decision-makers to account and exercising the formal call-in of executive decisions to review any concerns about the making of the decision.”

6.3.3 Part 7.2 of the Overview and Scrutiny procedure rules states:

1.2 the Overview and Scrutiny Committees will consult with other parts of the Council as appropriate, including the Cabinet, on the preparation of any work programme.

1.3 The Overview and Scrutiny Committees will take into account any views expressed following consultation under Rule 1.2 above in drawing up any work programme. They should take into account the resources, both Officer and financial, available to support its proposals.

#### **6.4 Risk**

6.4.1 To comply with the requirements of the Constitution, the work programmes of the three Scrutiny Committees must be formally approved by the Overview and Scrutiny Coordinating Scrutiny Group.

6.4.2 Scrutiny is essential to good governance and enables the voice and concerns of residents and communities to be heard and provides challenge and accountability.

#### **6.5 Consultation**

6.5.1 The agreed work programming process included the opportunity for non-Executives, Cabinet, the public and officers to be involved in the Work Programme process. Around sixty suggestions for future scrutiny review were proposed by the public. Cabinet Members attended the work programming events and informed the Overview and Scrutiny Committees of their key priorities for the year. Work Programming events took place during October 2021.

6.5.2 Following the work programme events, a work programme was considered and drafted for consideration of the Overview and Scrutiny Coordinating Group. Each Scrutiny Committee has a lead Executive Director assigned to it and they provided information and assistance to inform the short-term work programme. The Executive Director consulted the relevant Assistant Directors on the proposed Scrutiny topics in terms of timings and the proposed focus of the reviews. All comments received have been included within the work programmes. When the work programmes are approved, Cabinet Members will receive a copy.

6.5.3 Each meeting of the Scrutiny Committees included the work programme as an agenda item, providing Members with the opportunity to comment on and input into the Committee’s work programme further.

## **6.6 Consideration by Overview and Scrutiny**

**6.6.1** The Scrutiny Committees each developed a Work Programme 2021/2022 which have been submitted to the Overview and Scrutiny Coordinating Group for approval. (Appendix A, B and C refers.)

## **6.7 Climate Impact**

**6.7.1** There are no immediate climate impact implications arising from the proposals.

## **6.8 Community Impact**

**6.8.1** Scrutiny work will need to assess the implications of any recommendations made, including equalities and community cohesion implications.

## **7 Background Papers**

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Report to the Overview and Scrutiny Coordinating Group – 6 September 2021

Report to the Place Scrutiny Committee – 1 November 2021

Report to the Corporate Scrutiny Committee – 15 November 2021

Report to the People Scrutiny Committee – 16 November 2021

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