



OVERVIEW AND SCRUTINY

EXPENSES POLICY TASK AND FINISH SCRUTINY REVIEW – SCOPE

1. Topic – Expenses Policy

2. Responsible Overview and Scrutiny Committee

Corporate Overview and Scrutiny Committee (OSC)

3. Purpose of the scrutiny review

The purpose of this Scrutiny review is to understand how West Northamptonshire Council's Expenses Policy for employees is structured. The review may also look at the procedures in place for councillors claiming expenses, while acknowledging the policy matters fall under the responsibilities of the full Council.

Key lines of enquiry

This Review seeks to:

- Understand how West Northamptonshire Council's Expenses Policy for employees and Councillors is structured
- How the Policy for employees and Councillors is currently operating
- How claims for both employees and Councillors are submitted and the audit mechanism in place
- To understand how often the Expenses Policy is reviewed

4. Outcomes

To make evidenced based recommendations to inform the Council's Expenses Policy for both employees and to make evidenced based recommendation to inform the procedure for the Expenses Policy for Councillors.

5. Approach

The scrutiny review will be carried out by a Task and Finish Group made up of the following councillors:

1. Councillor Sally Beardsworth (Chair)
2. Councillor Azizur Rahman

3. Councillor Keith Holland-Delamere

Co-optee None suggested for this Task and Finish Group

The Task and Finish Group will make use of the standard working methods applicable to scrutiny reviews, including evidence-gathering meetings (either in-person or virtual); desktop research; and targeted evidence-gathering, as appropriate.

6. Information required

Background data

- Scene-setting presentation – To provide details of the Council’s Expenses Policy to the Task and Finish Group, how it is structured and operating; how claims are submitted and the audit mechanisms in place and the procedures in place for Councillors to claim expenses
- Relevant Expenses policy and strategies and

Views from internal expert advisors

- Head of Payroll
- Head of Enterprise Applications Digital, Technology & Innovation
- Assistant Director Human Resources
- Head of Organisational Development, Design and Change
- Democratic Services Manager

7. Resources and support

- David Hannah, Head of Payroll
- Tracy Tiff, Deputy Democratic Services Manager for evidence-gathering and for production of the scrutiny review report and the

8. Timetable and key dates

	Date
Inaugural Task and Finish Group meeting	20 June 2022 (remote over Zoom)
Confirmation of the scope of the review by the Corporate OSC	4 July 2022
Evidence-gathering	13 July 2022

Approval of draft report by the Task and Finish Group

19 September 2022

Agreement of draft report by the Corporate OSC

7 November 2022

Chair of the Corporate OSC to present the final report
'23
to WNC Cabinet

December/January

9. Follow-up/Monitoring

The Corporate OSC will review the impact of the scrutiny review 6 months after the presentation of the final report to decision-makers.

NB: Each OSC will have a monitoring Work Programme to monitor the impact of the accepted recommendations