

Environment & Economy Overview and Scrutiny Panel

Agenda
Item:
A.2

Meeting Date: 25th June 2015
Portfolio: Cross Cutting
Key Decision: No
Within Policy and
Budget Framework
Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME
Report of: Overview and Scrutiny Officer
Report Number: OS 13/15

Summary:

This report provides an overview of matters related to the Environment & Economy O&S Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Decide whether the items on the Notice of Key Executive Decisions should be included in the Panel's Work Programme for consideration.
- Develop the Panel's work programme for the 2015/16 Civic Year

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Appendices attached to report:

1. Environment & Economy O&S Panel Work Programme 2015/16
2. Guidance on Agenda Planning

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions will be published on 29th May 2015 and was circulated to all Members. The following items fall into the remit of this Panel:

KD.13/15 Contaminated Land Strategy 2015 – on the agenda for this meeting.

KD.22/15 Rethinking Waste – on the agenda of this meeting of the panel

2. References from the Executive

The Executive held a meeting on 1st June 2015 and refer the following references to the Panel. As these items are on the agenda of this meeting of the Panel the references are attached to the relevant agenda item

EX.46/15 – Contaminated Land Strategy

3. Future Meeting Dates

Members should also note that the Panel has a diary clash with Cumbria County Council meetings on the following date:

29 th October 2015	Carlisle Local Committee
21 st January 2015	Carlisle Local Committee

4. Work Programme

The Panel's current work programme is attached at **Appendix 1** for comment/amendment. The Panel need to discuss and develop the work programme for 2015/16. Members of the Panels, Portfolio Holders and Senior Officers are asked to give some thought to issues which scrutiny could add value to during the current Civic Year and should consider adding to their Work Programme. Guidance on Scrutiny Agenda Planning is attached at **Appendix 2** and Members are encouraged to use the prioritisation aid contained in the guidance to ensure that items placed on the work programme are those that scrutiny can add value to.

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2015/16

Date last revised: 12 June 2015

Issue Portfolio Holder & Lead officer	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring		25 Jun 15	30 Jul 15	17 Sep 15	29 Oct 15	26 Nov 15	21 Jan 15	3 Mar 15	14 Apr 15
CURRENT MEETING – 25 th June 2015														
Work Planning Session							✓							
Contaminated Land Strategy		✓				Scrutiny of Executive report	✓							
Re-thinking Waste		✓				Scrutiny of Executive report	✓							
Performance Monitoring Reports	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
TASK AND FINISH GROUPS														
Business Support			✓			Evidence Gathering								
COMPLETED ITEMS														
Budget		✓	✓			To consider budget proposals for 2016/17					✓			
Scrutiny Annual Report			✓		✓	Draft report for comment before Chairs Group								✓

Overview and Scrutiny

Guidance on Scrutiny Agenda Planning

SCRUTINY AGENDA PLANNING

INTRODUCTION

Scrutiny meetings should have manageable focused agendas which result in meaningful outcomes. It is better to do fewer things well than more things superficially. Whilst the responsibility for agenda planning lies with the Chair of the Panel, all Scrutiny Members can be involved in the process and this guidance is therefore provided to assist all Scrutiny Members in ensuring that items on a scrutiny meeting agenda are worthwhile and timely. Guidance is also provided for Chairs of Scrutiny Panels on their role and tips on making appropriate, realistic and clear resolutions.

PRIORITISING OVER LONG AGENDAS

No item which simply provides information should appear on an Overview and Scrutiny agenda. If there is no substantive work for the Panel to do on that item then the information should be conveyed to Members in a suitable format outside of the Panel process. An acid test would be that any item where a report is likely to be noted, received or similarly dealt with without a substantive resolution from the Panel should not appear on the agenda at all.

An over arching criteria for including an item on the agenda is that the Panel must be able to **add value** or **make a difference** to the issue; if it cannot make a difference it should not waste valuable time and effort considering it.

Successful O&S Panels will wish to include issues that are forward looking in their nature and involve creative or highly innovative approaches. These criteria should also extend to the workshops, Task and Finish Groups and other participative approaches over traditional reports where appropriate.

The Chair is responsible for drawing up the agenda for each meeting in advance. Ideally the framework for the next meeting should be set at the end of the last meeting. In this way the Chair can make sure that all Members have an opportunity to contribute to the agenda and to the identification of guest speakers or witnesses.

If all Members contribute to the agenda beforehand, it will encourage them to have ownership of the meeting, and as a result will have a vested interest in getting through the agenda and achieving a positive outcome. Examples of positive outcomes might include:

- ✓ Reviewing a topic /service of public interest
- ✓ Getting general consensus concerning recommendations for the Executive
- ✓ Good debates which result in conclusions being drawn

Some issues will self-evidently be of high priority, for example, policy framework proposals and policy development sessions. Subject Reviews should be of high priority as they are both of the Panel's own choosing and also should be looking at issues which are topical. Other items would be

of low priority, for example, an officer report which does not highlight potential scrutiny opportunities or seek views on various points or present options for scrutiny's evaluation.

A prioritisation aid is included at the back of this guidance to assist Members in their agenda planning.

TIPS ON FORMING O&S RESOLUTIONS

- Try to avoid a long 'summing up' at the end of each item – the minutes will provide a record of what Members said during discussion. A short summing up focussing on the resolutions to be made will be more useful and effective;
- A resolution should stem from the Panel's discussions;
- For the more straightforward items involving a formal report from an officer, use the officer's recommendations to develop the resolution;
- Be realistic – an O&S panel's resolutions should focus on achievable actions;
- Try and keep each resolution as short as possible – separate the decision out into several if it seems likely to become too long;
- Always think (a) who is this resolution/recommendation addressed to (b) what are we asking them to do (c) is the Panel expecting a response to the resolution. Make these things absolutely clear in the resolution.
- Language – the language used should reflect the panel's view – stronger words and emphasis should be used only when the Panel clearly feels strongly about an issue;

KEY OBJECTIVES FOR CHAIRMEN

The Aims translate into the following which should be the key objectives for an O&S chairman to achieve best practise in meetings:-

- ✓ Manageable, focussed agendas
- ✓ Quality work with meaningful outcomes
- ✓ Do fewer things well rather than more things superficially
- ✓ Meetings approximately two hours long
- ✓ Agendas include a maximum of nine items in total
- ✓ No information items on agendas.
- ✓ Always a substantive resolution
- ✓ Promote equality and respect for all attendees

GENERAL TIPS FOR O&S CHAIRMEN

- ✓ Promote fairness and equality – make sure that all Members get a chance to speak and try and involve all Members. And make sure that those before the Panel are treated with respect;
- ✓ Sometimes, it may be worth reminding the Panel why an item is before them and what they are expected to do with it. If the discussion then strays away from the topic concerned, be firm and bring it back to the matter at hand;
- ✓ The meeting is owned by you and the Panel. Officers and Portfolio Holders are there to assist the Panel, not to direct it;
- ✓ As a result of the agenda planning, you should have a good idea how much time should be given to each item. Use this information to keep the meeting moving along but don't be too rigid – sometimes the discussion and debate may have revealed new information and the Panel may need a little longer to come to a view.

SCRUTINY AGEND A PRIORITISATION AID

