

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

1st March 2011

Overview and Scrutiny Inquiry/Task Group Procedure Guidelines

Relevant Portfolio Holder	Councillor G. N. Denaro – Finance and Resources
Relevant Head of Service	Claire Felton – Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 At the meeting of the full Council on 19th January 2011, a review of the Committee Structure was agreed. Part of this restructure was that the Task Group Procedure Notes ceased to form part of the Constitution and would be replaced by a more informal and flexible protocol which would be agreed in consultation with the Overview and Scrutiny Board.
- 1.2 This report presents the guidelines for Overview and Scrutiny Inquiries and Task Groups for consideration by the Board.

2. RECOMMENDATIONS

- 2.1 That the Overview and Scrutiny Inquiry and Task Group guidelines are noted and endorsed.

3. BACKGROUND

- 3.1 At the meeting of the full Council on 19th January 2011, a review of the Committee Structure was agreed. This review provided the opportunity to review the establishment and operation of task groups, which were governed by the Task Group Procedure Notes appended to the Overview and Scrutiny Procedure Rules which form part of the Council's Constitution.
- 3.2 In practice the Procedure Notes have been found to be too prescriptive and rigid, and adherence to the processes can cause delays in the establishment of a task group. It was therefore considered desirable for a more informal and flexible process to be adopted.

4. KEY ISSUES

- 4.1 The review of the Task Group Procedure Notes has provided the opportunity to incorporate procedure rules for a "short, sharp inquiry". This is a form of investigation which the previous Joint Overview and Scrutiny Board found to be a successful format for carrying out investigations that

OVERVIEW AND SCRUTINY BOARD

1st March 2011

warranted more in depth research, in a shorter time scale than would be set for a task group.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications directly relating to this report.

6. LEGAL IMPLICATIONS

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

7. POLICY IMPLICATIONS

7.1 There are no policy implications arising from this report.

8. COUNCIL OBJECTIVES

8.1 This report is linked to the Council's improvement objective.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 None

10. CUSTOMER IMPLICATIONS

10.1 None for the purpose of this report.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 None

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 None

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 None

14. HUMAN RESOURCES IMPLICATIONS

OVERVIEW AND SCRUTINY BOARD

1st March 2011

14.1 None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

16.1 None

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None

18. LESSONS LEARNT

18.1 As referred to in the background details of this report.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 None

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

1st March 2011

Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

21. WARDS AFFECTED

All

22. APPENDICES

Appendix 1 – Inquiry/Task Group Procedure Guidelines

23. BACKGROUND PAPERS

Agenda and minutes of the Council meeting dated 19th January 2011.

24. KEY

None

AUTHOR OF REPORT

Name: Amanda Scarce – Committee Services Officer
E Mail: a.scarce@bromsgrove.gov.uk
Tel: 01527 881443