

BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

29TH JULY 2008

OFFICER RESPONSES TO SCRUTINY RECOMMENDATIONS

Responsible Portfolio Holder	N/A
Responsible Head of Service	Head of Legal, Equalities and Democratic Services

1. SUMMARY

- 1.1 To consider the attached template to allow relevant Heads of Service the opportunity to comment in writing on scrutiny recommendations during the scrutiny process.

2. RECOMMENDATION

- 2.1 Members are requested to approve the attached template.

3. BACKGROUND

- 3.1 To further strengthen the scrutiny process, it is believed that relevant Heads of Service should be requested to comment on scrutiny recommendations and for their comments to be first considered by the relevant Task Group.
- 3.2 As those Members who have recently served on Task Groups will know, relevant officers attend Task Group Meetings, at the request of Members, to assist Task Groups in their scrutiny investigations. Although officers are encouraged to comment on scrutiny recommendations by Task Groups, it is often only when scrutiny reports reach the Cabinet that Heads of Service, in particular, are expected to comment.
- 3.3 Rather than officers waiting until a Cabinet Meeting when a scrutiny report is to be considered, it is proposed that Heads of Service should be requested to give a brief written comment on each recommendation at an earlier stage in the process.
- 3.4 Therefore, in future, when a scrutiny report is drafted, the relevant Heads of Service will be requested to complete the attached template and both the draft scrutiny report and officer response will be submitted to a Task Group Meeting for Members to consider. The relevant Head of Service may also be expected to attend in order to answer any questions from the Task Group.

- 3.5 If any of the recommendations are not supported by the relevant Head of Service (who would be expected to implement the recommendations if approved by Cabinet) it may be that the Task Group will take on board their comments and amend their recommendations. However, it should be pointed out that although it would be strongly advised that Scrutiny Members listen to the factual information provided by officers against a proposal, it does not necessarily mean that Task Groups would have to change any element of their reports. Nonetheless, it is believed that Task Group Members should be fully informed of the facts before finalising their scrutiny reports.
- 3.6 The final version of a scrutiny report will then be considered by the Scrutiny Steering Board, along with the officer response and if the scrutiny report is approved, the Cabinet will also consider the scrutiny report together with the officer response.
- 3.7 It is anticipated that the officer response could be completed within the agreed timescale for Task Groups (which is generally 4 months) causing minimal delay. However, this will be monitored.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications directly relating to this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications directly relating to this report.

6. COUNCIL OBJECTIVES

- 6.1 This report does not directly link to Council Objectives.

7. RISK MANAGEMENT

- 7.1 There is no risk, either negative or positive, directly associated with this report.

8. CUSTOMER IMPLICATIONS

- 8.1 There are no customer implications directly relating to this report.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

- 9.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies.

10. VALUE FOR MONEY IMPLICATIONS

10.1 There are no Value for Money implications directly relating to this report.

11. OTHER IMPLICATIONS

Procurement Issues – None.
Personnel Implications – None
Governance/Performance Management – None
Community Safety including Section 17 of Crime and Disorder Act 1998 – None
Policy – None
Environmental – None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	N/A
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	No

13. WARDS AFFECTED

All Wards.

14. APPENDICES

Appendix 1 – Template for Officer Responses to Scrutiny
Recommendations

15. BACKGROUND PAPERS

None.

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