ESTABLISHING THE OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME FOR 2011/12

To:	**Overview and Scrutiny Panel – 31 May 2011**
Main Portfolio Area:	**All Portfolios**
By:	**Democratic Services & Scrutiny Manager**
Classification:	**Unrestricted**
Ward:	**All**

Summary: **This report sets out possible key activities of the Overview and Scrutiny Panel for 2011/12 and seeks the guidance of the Panel to determine the priority areas of work in the new municipal year.**

For Decision

1.0 Introduction and Background

1.1 This paper allows the Panel to establish and agree the Overview and Scrutiny Panel work programme for 2011/12.

1.2 Members are requested to consider whether to reconstitute the formal Working Parties that had been undertaking scrutiny work in 2010/11.

1.3 The following were the formal Working Parties in the previous municipal year:

a. Airport Working Party
b. Asset Management Working Party
c. Corporate Improvement & Budget Working Party
d. Shared Services Working Party

1.4 If the Panel is agreeable to establishing the four formal Working Parties, then they should reconsider the 2010/11 terms of reference for the groups as reflected in Annex 1 to Annex 4 to confirm that they remain appropriate for 2011/12.

1.5 When setting up Working Parties, Members need to decide whether to waive the application of political proportionality as the Panel has done in previous years.

1.6 During 2010/11, the Panel also operated a number of relatively informal sub-groups, which met with lead officers for service areas, but with out direct support from the Democratic Services Team.

1.7 Guidance from the Panel is sought as regards whether the informal Working Parties should be re-established, bearing in mind the resource constraints imposed by the Council and Committee Team losing posts as a result of the recent re-organisation.

1.8 Table 1 shows the number and size of sub-groups in 2010/11 and is for illustrative purposes only. The structure of groups in 2011/12 will be informed by the Panel decision on proportionality (amongst other things).

2.0 The Work Programme Table

2.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:

a) **Formal Working Party** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
b) **Involvement in policy development** – this entails the relevant Members being involved by officers in the review/development of policies by the executive. That work will be reported back to the Panel prior to recommendations being passed to the executive.
c) **Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel's work programme.
d) **Status to be determined** – possible additions to the work programme. The Panel will need to decide whether to undertake work on them, and if so, how that work will be organised.

Table 1 – Draft Work Programme

Issue	Size of Group	Lead Officer
Formal Working Parties		
Date of Establishment: 02.10.07 Airport Working Party	5	Madeline Homer
Date of Establishment: 02.10.07 Asset Management Working Party	5	Mark Seed
Date of Establishment: 28.05.08 Corporate Improvement and Budget Working Party	7	Sarah Carroll/Sarah Martin
Date of Establishment: 15.06.10 Shared Services Working Party	10	Karen Paton – EKS Client Side Representative (for Thanet District Council)
Shared Services Working Party Sub-Groups		
Date of Establishment 17.11.09 Shared Services Working Party:- Housing Landlord Services Sub-Group	3	Madeline Homer
Date of Establishment 17.11.09 Shared Services Working Party:- Shared Services Vehicle Sub-Group	4	Karen Paton – EKS Client Side Representative (for Thanet District Council)
Date of Establishment 28.07.09 Shared Services Working Party:- Waste & Recycling Sub-Group	3	Mark Seed

Issue	Size of Group	Lead Officer
Involvement in policy development (Informal Working Parties)		
Date of Establishment 24.04.08 Museums Working Party	2	Janice Wason
Date of Establishment: Pre-March 2003 Tivoli Brook Working Party	2	Madeline Homer
Date of Establishment 25.05.08 Recycling in Thanet Working Party	2	Mark Seed
Date of Establishment 24.04.08 Allotments Working Party	2	Paul Verrall
Date of Establishment: 25.11.08 Thanet Works Working Party	3	Barry Mileham
Date of Establishment 28.07.09 Local Development Framework Working Party	2	Colin Fitt
Date of Establishment 28.07.09 Ramsgate Port & Marina Working Party	5	Mark Seed
Date of Establishment 01.10.09 Crime & Disorder Reduction Partnership Working Party	3	Mark Richardson
Date of Establishment 11.05.10 Seaweed Working Party	1	Mark Seed
Presentations		
10/11 Presentations by Portfolio Holders and Corporate Services Managers	N/A	All Portfolio Holders and Corporate Services Managers
10/11	All Working Parties	All Corporate Services Managers
Status to be determined		

3.0 Corporate Implications

3.1 Financial

3.1.1 There are no financial implications arising directly from this report but elements of the suggested work programme may have financial and resource implications.

3.2 Legal

3.2.1 There are no legal issues arising directly from this report

3.3 Corporate

3.3.1 The work programme should help to deliver the Modern Council theme of the Corporate Plan by focusing on the best use of people, technology, buildings and

assets in order to deliver high quality and efficient services. An active Scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.

3.3.2 The Working Parties assist the work of scrutiny as they would carry-out an in-depth study of any issue referred to the groups under the terms of reference. An active Scrutiny programme is part of good governance and will, ultimately underpin the Council's use of resources assessment.

3.4. Equalities

3.4.1 None directly but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.

4.0 Recommendations

4.1 With regard to the application of political proportionality to Working Parties;

a. Agree to establish the membership of formal Working Parties with due regard to political proportionality; or,

b. To unanimously agree to disregard political proportionality when setting up OSP Working Parties.

4.2 Determine whether to re-establish the following Working Parties, and determine their composition between Political Groups and nominate Members to seat on them:

a. Airport Working Party;

b. Asset Management Working Party;

c. Corporate Improvement and Budget Working Party;

d. Shared Services Working Party.

4.3 Members are requested to agree or amend and agree the draft terms of reference for the following Working Parties:

a. Airport Working Party in Annex 1;

b. Asset Management Working Party in Annex 2;

c. Corporate Improvement & Budget Working Party in Annex 3;

d. Shared Services Working Party in Annex 4.

4.4 The Panel is asked to take a view on the following:

a. To reconstitute informal Working Parties, identify which ones and agree the membership or;

b. Not reconstitute any informal Working Parties;

4.5 Agree the rest of the work programme for 2011/12.

5.0 Decision Making Process

5.1 These are all decisions that can be taken by the Panel, though any suggestion affecting the Council's Constitution would need to be referred to the Constitutional Review Working Party.

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Annex List

Annex 1	Airport Working Party Terms of Reference
Annex 2	Asset Management Working Party Terms of Reference
Annex 3	Corporate Improvement & Budget Working Party Terms of Reference
Annex 4	Shared Services Working Party Terms of Reference

Background Papers

Title	**Details of where to access copy**
None	None

Corporate Consultation Undertaken

Finance	Sarah Martin, Financial Services Manager
Legal	Harvey Patterson, Corporate & Regulatory Services Manager