

# OVERVIEW AND SCRUTINY COMMITTEE

19 December 2023

## Framework for the Annual Overview and Scrutiny Committee Report

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Overview and Scrutiny Committee	19 December 2023
Overview and Scrutiny Committee	20 February 2024
Council	21 February 2024

<b>Will this be a Key Decision?</b>	No
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Overview and Scrutiny Committee
<b>Lead Director</b>	Angela Woodhouse, Director of Strategy, Insight & Governance
<b>Lead Officer and Report Author</b>	Oliviya Parfitt, Principal Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

### Executive Summary

A report to provide a framework for producing the Committee's Annual report, which outlines the work undertaken across this Municipal Year.

### Purpose of Report

Decision

### This report makes the following recommendations to the Committee

1. That the report framework included at point 2.3 of the report be considered, amended as required and agreed.

# Framework for the Annual Overview and Scrutiny Committee Report

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. The annual report of the Overview and Scrutiny Committee outlines the work undertaken by the Committee in exercising its functions and powers.</p>	Democratic & Electoral Services Manager
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The report recommendations do not impact the Council's ability to achieve its cross-cutting objectives. The annual report of the Overview and Scrutiny Committee outlines the work undertaken by the Committee in exercising its functions and powers.</p>	Democratic & Electoral Services Manager
<b>Risk Management</b>	See Section 5 of the report.	Principal Democratic Services Officer
<b>Financial</b>	No impacts identified.	Principal Democratic Services Officer

<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Principal Democratic Services Officer
<b>Legal</b>	<p>The Overview and Scrutiny Statutory Guidance highlights that annual Overview and Scrutiny Committee reports raise awareness of the ongoing work, as part of the 'maintaining the interest of full Council' section of the guidance (11(h)).</p> <p>The Council's Constitution also requires an annual report to be produced and presented to the full Council (Part B4, Rule 1.2.2), and agreeing the report attached at Appendix A will meet this requirement.</p>	Principal Democratic Services Officer
<b>Information Governance</b>	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Principal Democratic Services Officer
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Principal Democratic Services Officer
<b>Public Health</b>	No impacts identified.	Principal Democratic Services Officer
<b>Crime and Disorder</b>	No impacts identified.	Principal Democratic Services Officer
<b>Procurement</b>	No impacts identified.	Principal Democratic Services Officer
<b>Biodiversity and Climate Change</b>	<p>The implications of this report on biodiversity and climate change have been considered and are;</p> <ul style="list-style-type: none"> <li>• There are no implications on biodiversity and climate change.</li> </ul>	Principal Democratic Services Officer

## **2. INTRODUCTION AND BACKGROUND**

2.1 The Council's Constitution states that (Part B4, Rule 1.2.2, p. 76):

*'The Overview and Scrutiny Committee must report annually to the full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate'.*

2.2 Last year, the Committee were advised that work to produce the annual report would begin earlier, facilitating greater Member input into the report's contents and structure as expected.

2.3 A suggested framework has been included below, which does take account of feedback given by the Committee in considering its last annual report.

- Foreword from the Chairman and Vice-Chairman
- Brief Outline of the Committee's Remit and Membership
- Member Workshop undertaken at the beginning of the year
- The number of Committee meetings held across the year, acknowledging Substitute Member attendance
- Pre-decision Scrutiny
- Call-Ins
- The reviews undertaken, including the aim, attendees and evidence provided, outcomes and next steps
- 2024/25 Municipal Year – e.g. Work Programme & Training.

2.4 As the Overview and Scrutiny function continues to develop, the report format and contents are likely to change year-on-year to ensure it reflects the Committee's views on its year of work.

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## **3. AVAILABLE OPTIONS**

3.1 Option 1 – Amend and/or Approve the framework as outlined in point 2.3 of the report.

3.2 Option 2 – Do not amend and/or approve the framework as outlined in point 2.3 of the report. This is not recommended, as Members should be involved in the report's drafting, and this will provide a steer to the Democratic Services Officer in producing a report that reflects the Committee's wishes. This is particularly important as it will then be presented to the full Council in February 2024.

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## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1 Option 1 as outlined in point 3.1 of the report.

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## **5. RISK**

5.1 There are no risk management implications.

## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 The feedback given by the Committee in April 2023 has been included in suggesting the report framework.
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## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 The report will be drafted in accordance with the framework agreed, and re-presented to the Committee in February 2024. The draft will be shared with the Chairman and Vice-Chairman ahead of publication, given the short timescale between the Committee and full Council meetings in February 2023.
- 7.2 As the agenda for the 21 February 2024 Council meeting will have already been published when the Committee considers the (draft) report, any amendments made to the report will be reflected in 'moving' the report at that meeting. However, it is not expected that there will be significant amendments as the report will have been reviewed by the Committee Chairman and Vice-Chairman by that time.
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## **8. REPORT APPENDICES**

- None.
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## **9. BACKGROUND PAPERS**

Maidstone Borough Council Constitution: [\(Public Pack\)Agenda Document for Maidstone Borough Council Constitution, 11/11/2019 00:00](#)

Annual Report of the Overview and Scrutiny Committee, April 2023: [Your Councillors - Maidstone Borough Council](#)