



**REPORT of  
PROGRAMMES, PERFORMANCE AND GOVERNANCE MANAGER**

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to  
**OVERVIEW AND SCRUTINY COMMITTEE  
3 DECEMBER 2020**

**WORKING GROUP OF THE COMMITTEE**

**1. PURPOSE OF THE REPORT**

- 1.1 To establish an Overview and Scrutiny Committee Working Group (the Working Group).

**2. RECOMMENDATION**

That Members of the Overview and Scrutiny Committee are appointed to sit on the Working Group of the Committee, as set out in section 3.4 below.

**3. SUMMARY OF KEY ISSUES**

- 3.1 At the Overview and Scrutiny Committee meeting of 15 October 2020 the Working Group Terms of Reference were agreed.
- 3.2 The Working Group is set to meet in the daytime ahead of Committee meetings and produce a report to be considered at the meeting, to include review of any Forms received where Members have recommended an item for the Overview and Scrutiny Committee.
- 3.3 Meetings of the Working Group are likely to be scheduled for the week following the Committee, to allow time to generate the associated report ahead of the next Committee meeting.
- 3.4 Further to agreement of the Terms of Reference in October, Members of the Committee requested that the Working Group be politically balanced. Should the Committee choose to establish the Working Group in this manner, based on four Committee Members this would be as set out below:

<b>Group</b>	<b>Seat number</b>	<b>Rounded seat allocation</b>
Independent	2	2
Conservative	1.32	1
Democratic Alliance	0.52	1

#### 4. CONCLUSION

- 4.1 The details are provided so that Members of the Committee can establish the Working Group, and Committee working practices can be put in place.

#### 5. IMPACT ON STRATEGIC THEMES

- 5.1 Regular review and scrutiny work will help to confirm that we are delivering to our strategic themes. The link to these is defined in the form where Members can submit an item for review.

#### 6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (NA).
- (ii) **Impact on Equalities** – NA.
- (iii) **Impact on Risk** – Good Overview and Scrutiny management will help to manage Corporate Risk management.
- (iv) **Impact on Resources (financial)** – NA.
- (v) **Impact on Resources (human)** – Running the Working Group alongside the Committee will require additional officer support, but also allow for a more efficient approach to handling items for the Overview and Scrutiny Committee.
- (vi) **Impact on the Environment** – NA.
- (vii) **Impact on Strengthening Communities** – NA.

Background Papers: Agenda item 6, Overview and Scrutiny Committee – 15 October 2020

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