



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

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

**UPDATE ON OVERVIEW AND SCRUTINY PROCESS IMPLEMENTATION**

**1. PURPOSE OF THE REPORT**

- 1.1 To update Members on process implementation, and seek feedback that will help make further improvements

**2. RECOMMENDATION**

That Members review and feedback on the information provided

**3. SUMMARY OF KEY ISSUES**

- 3.1 As agreed at the meeting of the Committee on 15 October 2020, an online form has been created which is available to all Members at the following link:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=VH\\_RilQmuUumwvI0YlcqFJCd4KzoXBdDs1brNZU39TJUNDNSUIJIQkxRVzIlgSE1LVjJIMk1XNE1OMS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=VH_RilQmuUumwvI0YlcqFJCd4KzoXBdDs1brNZU39TJUNDNSUIJIQkxRVzIlgSE1LVjJIMk1XNE1OMS4u)
- 3.2 Following the recommendation of the protocol and process being agreed at the Council meeting on 5 November 2020, an all Member email was circulated on 6 November 2020 promoting the form.
- 3.3 As at 19 November 2020, we have received no forms to review.
- 3.4 Views are sought on how to promote and highlight the form availability to Members.
- 3.5 Once established, the Working Group of this Committee would meet to review the forms and discuss items of scrutiny to be put forward to be considered for the workplan. A regular agenda item will be put in for 'report of the Working Group'.
- 3.6 It is also intended that future meetings of this Committee will also receive a report of any lessons learned that are reported to the Project Management Office, as a way to identify potential areas of scrutiny.

**4. CONCLUSION**

- 4.1 The report seeks to provide an update on the process implementation so far.

## 5. IMPACT ON STRATEGIC THEMES

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

## 6. IMPLICATIONS

- (i) **Impact on Customers** – Managing scrutiny in a transparent and visible way to be clear to internal and external customers.
- (ii) **Impact on Equalities** – Not applicable (NA).
- (iii) **Impact on Risk** – Good scrutiny management process will support Corporate Risk management.
- (iv) **Impact on Resources (financial)** – NA.
- (v) **Impact on Resources (human)** – By following through and managing scrutiny items through this more robust process, it will be a more efficient use of Member and Officer time.
- (vi) **Impact on the Environment** – NA.
- (vii) **Impact on Strengthening Communities** – NA.

### Background Papers:

Agenda items 6 and 7, Overview and Scrutiny Committee – 15 October 2020.

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