



**MINUTES of
OVERVIEW AND SCRUTINY COMMITTEE
3 DECEMBER 2020**

PRESENT

Chairman	Councillor V J Bell
Vice-Chairman	Councillor B S Beale MBE
Councillors	M G Bassenger, C Mayes, C P Morley and C Morris
In Attendance	Councillors M S Heard, A L Hull and N J Skeens

125. CHAIRMAN'S NOTICES

The Chairman welcomed everyone to the remote meeting, held under new regulations which came into effect on 4 April 2020 in response to the COVID-19 pandemic. She took Members through some general housekeeping issues, together with the etiquette for the meeting and then asked Officers present to introduce themselves.

This was followed by a roll call of all Members present.

126. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 15 October 2020 be approved and confirmed.

127. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R P F Dewick and Mrs J L Fleming.

128. DISCLOSURE OF INTEREST

There were none.

129. PUBLIC PARTICIPATION

There was none.

130. WORKING GROUP OF THE COMMITTEE

The Committee considered the report of the Programmes, Performance and Governance Manager to establish an Overview and Scrutiny Committee Working Group (the Working Group).

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager (PPG) to go through the detail.

The PPG Manager informed the Committee that the report dealt with appointing to the working group who were responsible for:

- Reviewing scrutiny items put forward by Members as to their validity for the Committee Workplan, and reporting back to Committee with recommendations where relevant;
- Reviewing watching brief items and reporting back to Committee where relevant;
- Supporting the planning of overview and scrutiny work.

She reminded Members that the committee agreed to these terms of reference for the working group at the previous meeting on 15 October 2020. Furthermore, although working groups are not politically balanced, a request was made after the terms were agreed to make it so. She then drew Members' attention to section 3.4 of the report should members wish to appoint in this way.

The Chairman moved the recommendation in the report and this was seconded.

It was then noted that given attendance levels it was not possible to appoint in a politically balanced way. Councillor Morris proposed that the Working Group be appointed in a non-politically balanced manner. This was seconded by Councillor Mayes. The Chairman put the proposal to the Committee and it was agreed by assent.

The Chairman nominated Councillor Mayes to the Working Group and this was seconded.

Councillor Mayes nominated Councillor Bell to the position of Chairman of the Working Group. This was seconded.

The Chairman nominated Councillor Morris, and this was seconded.

Councillor Mayes nominated Councillor Morley, and this was seconded.

The Chairman then put all the aforementioned nominations to the Committee and they were agreed by assent.

RESOLVED that the Working Group appointments were agreed as follows:

Councillor V J Bell – Chairman
Councillor C Mayes
Councillor C P Morley
Councillor C Morris

131. UPDATE ON OVERVIEW AND SCRUTINY PROCESS IMPLEMENTATION

The Committee considered the report of the Programmes, Performance and Governance Manager that updated Members on process implementation and sought feedback that would help make further improvements.

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager (PPG) to go through the detail.

The PPG Manager informed the Committee that the report provided an update on the implementation of the working process agreed at the 15 October 2020 Committee. Following agreement of the Overview and Scrutiny process and mechanism at that Committee meeting, an online form had been created and circulated to Members should they feel they have an item for Overview and Scrutiny. To date no submissions had been received.

She advised that preparation for the first working group meeting had taken place, as the Working Group would need to meet shortly after this Committee to allow for report deadlines. The intention was that the working group meetings would then provide a standing item report to be reviewed at the Committee meeting. She welcomed suggestions for moving forwards.

The Chairman moved the recommendation in the report that Members review and feedback on the information provided. This was seconded.

In response to questions raised regarding the scrutiny submission and approval process the PPG Manager responded as follows:

- that the online form would be returned via the online link to the PPG Manager who would ensure it was submitted to the Working Group for review and approval;
- that all Members' suggestions would be put forward to the Working Group irrespective of how they were received, through the form or by email etc.;
- that a response system was built into the process to advise Members whether their item was approved to be considered by the Committee or not;
- that there were no time limits on the process, that the schedule of meetings for the Working Group would be driven by the scrutiny submissions.

The Chairman reassured Members that one of the tasks of the Working Group was to ensure that this process was widely publicised and given the highest possible profile.

The Chairman put the recommendation to the Committee and it was agreed by assent.

RESOLVED that Members reviewed and feedback on the information provided.

132. APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES

The Committee considered the report of the Director of Strategy, Performance and Governance that reminded Members of the existing representatives on Liaison Committees and the new appointment to be made for the remainder of the municipal year, to May 2021.

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager (PPG) to present.

The PPG Manager advised that there was one seat available on the Health, Overview and Scrutiny Committee at Essex County Council and that the report sought an appointment. She informed Members that although this was previously appointed to the Chairman, any committee member could be appointed to this seat.

The Chairman moved the recommendation in the report and this was seconded. She then called for nominations.

Councillor Mayes proposed that Councillor B S Beale be appointed to this Committee and this was duly seconded.

The Chairman put the proposal to the Committee and it was agreed by assent.

RESOLVED that Councillor B S Beale be appointed to the Health, Overview and Scrutiny Committee at Essex County Council.

133. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN OF THE COMMITTEE DECIDES ARE URGENT

There being no further items of business the Chairman thanked all in attendance for their contributions and closed the meeting at 6.36 pm.

V J BELL
CHAIRMAN