REPORT of
PROGRAMMES, PERFORMANCE AND GOVERNANCE MANAGER

to
OVERVIEW AND SCRUTINY COMMITTEE (SPECIAL)
12 AUGUST 2021

WORKING GROUP OF OVERVIEW AND SCRUTINY

1.   PURPOSE OF THE REPORT

1.1   To establish the Working Group of the Overview and Scrutiny Committee.

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 3.5 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   Since the last meeting of the Overview and Scrutiny committee, we have received two Member forms for review, with a Working Group provisionally scheduled to consider these at 09:30am Friday 20 August, so it is likely that the committee will sit in September to receive a report on these.

3.5   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:

Independent Members	2
Conservative Members	1
Non-aligned Members	1

4. CONCLUSION

4.1 The report gives the information so that Members can be appointed to the working group, as per the agreed committee operating protocols.

5. IMPACT ON STRATEGIC THEMES

5.1 Good overview and scrutiny contributes to the performance and efficiency goal

6. IMPLICATIONS

(i) **Impact on Customers** – Not applicable (N/A).

(ii) **Impact on Equalities** – N/A.

(iii) **Impact on Risk** – Good scrutiny processes help to manage corporate risk.

(iv) **Impact on Resources (financial)** – N/A.

(v) **Impact on Resources (human)** – Officer time has been allocated to support the running of the Working Group.

(vi) **Impact on the Environment** – N/A.

(vii) **Impact on Strengthening Communities** – N/A.

Background Papers: Working Group terms of reference - Appendix A.pdf (maldon.gov.uk)

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