

**COMMITTEE:** SCRUTINY BOARD  
**DATE:** 31ST JANUARY 2005  
**SUBJECT:** ANNUAL REPORT  
**REPORT BY:** DIRECTOR OF SCRUTINY  
**CONTACT OFFICER:** GEOFF BOCUTT 01582 546073

**IMPLICATIONS:**

<b>LEGAL</b>	<b>COMMUNITY SAFETY</b>
<b>EQUALITIES</b>	<b>ENVIRONMENT</b>
<b>FINANCIAL</b>	<b>CONSULTATIONS</b>
<b>STAFFING</b>	<b>OTHER</b>

**WARDS AFFECTED: NONE**

---

**PURPOSE**

1. The purpose of this report is to seek the approval of the Board to the adoption of a different approach to the production of the Scrutiny annual report.

**RECOMMENDATION(S)**

2. **Scrutiny Board is recommended to approve the approach set out in the report to the preparation, production and submission to the Council of the Scrutiny annual report.**

**BACKGROUND**

3. The Council's constitution requires each of the scrutiny committees, once a year, to approve and submit to the Board a report on the work they have undertaken. It also requires the Board, once a year, to approve and submit to the Council a report on the whole of the work of scrutiny.

## **REPORT**

4. Last year for the first time a 'glossy' annual report was produced in addition to the reports submitted to the Board by the committees and the report submitted to the Council by the Board. The 'glossy' version of the report has been used to promote the work of scrutiny here at Luton and has been given to all Members of the Council, Corporate Directors and Heads of Service and, on an occasional basis to Members and officers of other authorities. The report is on the Council's website and wherever possible a link has been sent by 'e' mail rather than providing a hard copy.

## **PROPOSAL/OPTION**

5. The preparation and submission of the formal reports of the committees and the Board as well as the production of a 'glossy' report is duplication that can be avoided and so what is proposed is that a draft of the 'glossy' version is prepared and that the sections that relate to each committee are submitted for approval but that the consolidated and integrated version, rather than five separate sections, is submitted to the Board for approval as the version to go to the Council.
6. Other options open to the Board are to continue with the process that was used last year; however this involves duplication and will result in the 'glossy' version being produced later than if the recommended approach is adopted, or the Board could decide that the 'glossy' version should be abandoned and not produced this year.

## **LIST OF BACKGROUND PAPERS** **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

Scrutiny Annual Report 2003-04