



OVERVIEW AND SCRUTINY BOARD

AGENDA ITEM: 7

DATE OF MEETING: 3rd DECEMBER 2009

REPORT AUTHOR: MARK FARMER

SUBJECT: APPROVAL OF THE NEW OPERATIONAL GUIDE

PURPOSE: To seek the Board's approval for the Operational Guide, which outlines Luton Overview and Scrutiny's approach to working with Council's services, partners and partnerships on a range of key areas and the general operation of the Overview and Scrutiny system.

RECOMMENDATIONS:

The Board is asked to:

1. Consider and approve the Overview and Scrutiny Operational Guide, at Appendix A.
2. Delegate responsibility for any minor amendments to the Scrutiny Manager, in consultation with the Chair of the Board.
3. Note that sections of the proposed guidelines have implications for the relationship between Overview and Scrutiny and the Executive and place new requirements upon the Executive.
4. Delegate responsibility for seeking Executive Leader approval for those sections which refer to implications for the relationship between Overview and Scrutiny and the Executive and place new requirements upon the Executive, to the Head of Local Democracy, the Democratic Services Manager, and the Scrutiny Manager.

REPORT:

1. Council at its meeting on 15th September 2009, resolved to:

"instruct the Scrutiny Manager to develop protocols and conventions covering matters referred to in the report submitted to the Scrutiny Board on 7 September 2009, which affect the operation of the new arrangements, but which it is not appropriate to include in Parts 2 to 4 of the Council's Constitution (e.g the process for selecting Members to sit on Scrutiny Task & Finish Groups, provision that any member who fails to attend a Task and Finish Group for three consecutive meetings will cease to be a member of that Task and Finish Group, that no member may be a member of more than two Task and Finish Groups at the same time, provision

regulating a minimum or maximum number of members of a Task and Finish Group).”

“instruct the Scrutiny Manager, after consulting the Head of Corporate Finance, urgently to prepare and submit to the Overview and Scrutiny Board a revised “Budget Protocol” based on the existing Budget Protocol set out in Part 16 of the Constitution;”

2. The proposals contained within the Operational Guide, places the protocols and conventions into one guide and if adopted give effect to the Scrutiny Board’s 7th September decision on the new arrangements.
3. At the Board meeting on 29th September 2009, the Board agreed the operational guidelines for the appointment to Task and Finish Groups and the process for submitting items to the work programme. At the Board meeting on 29th November, the Board approved the operational guidelines for Councillor Call for Action and for scoping a Task and Finish Group review. At this meeting, the Board also considered and approved a revised “Budget Protocol”
4. The Operational Guide, at Appendix A covers the following areas:

	Title
1	Introduction
2	Overview and Scrutiny Explained
3	Members’ Roles and Responsibilities
4	Working with Partners
5	Working with the Executive and Council Departments
6	Links to Locality Based Overview and Scrutiny
7	Communications and Involvement
8	Councillor Call for Action
9	Overview and Scrutiny of Finance
10	Topic Selection for Task and Finish Group Review
11	Managing a Task and Finish Group
12	Operation of a Call-In Meeting
13	Working with NHS Organisations
14	Working with the Local Involvement Network (LINK)
15	Overview and Scrutiny of Crime and Disorder Issues

5. The Chief Executive, all Corporate Directors, all Heads of Service and all members of staff within the Chief Executives Department have been consulted on the proposed operational guide. Relevant Council partners have also been consulted, including NHS Luton, the Local Involvement Network, the police and East of England Development Agency, following their feedback the draft guide has been amended.