

COMMITTEE: OVERVIEW & SCRUTINY BOARD
DATE: 29th OCTOBER 2009
SUBJECT: OUTLINE OF THE OPERATIONAL GUIDE
REPORT BY: SCRUTINY MANAGER
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IMPLICATIONS:

LEGAL	✓	COMMUNITY SAFETY
EQUALITIES		ENVIRONMENT
FINANCIAL		CONSULTATIONS
STAFFING		OTHER

WARDS AFFECTED: ALL

PURPOSE

1. To present to the Overview and Scrutiny Board an outline of the proposed operational guide.

RECOMMENDATION

2. The Overview and Scrutiny Board are asked to:
 - (i) consider the draft contents of the operational guide.
 - (ii) note that consultation development of the guide is an ongoing process and that some sections are under preparation and will be presented at future meetings.

BACKGROUND

3. On 15th September 2009, Full Council approved the new approach to overview and scrutiny at Luton. Relevant parts of the Constitution have been revised accordingly. It was agreed that certain matters not covered in the Constitution should be the subject of Overview and Scrutiny operational guidelines.

4. The intention is that the Overview and Scrutiny Operational Guide will contain specific and clear advice in sections, on the approach to working with Council Departments and partner organisations and partnerships.
5. Members have expressed the wish for the document to be simple and flexible, explaining mutual expectations without imposing unnecessary restrictions.

REPORT

6. The proposed headlines within the guide are:
 - **What is Overview and Scrutiny?**
What it does and aims to achieve.
 - **Roles and responsibilities**
An explanation of the different roles and responsibilities of everyone involved with managing the Overview and Scrutiny system.
 - **Managing a Task and Finish Group**
Information on selecting a topic for review, scoping a review and project managing the review process.
 - **Guide to communication and engagement**
To establish a process for promoting and engaging people in the work of Overview and Scrutiny.
 - **Dealing with Councillor Call for Action**
To establish a process for dealing with a Councillor Call for Action
 - **Dealing with petitions**
To establish the overview and scrutiny approach to dealing with petitions.
 - **Overview and Scrutiny of Finance**
Agreement for system for overview and scrutiny of finance, of the Council and Partnerships (including budget setting process).
 - **Working arrangement with Local Involvement Network (LINK)**
LGPIH Act power for LINK to raise issues at overview and scrutiny if unable to address otherwise; Also needs to cover on-going working relationship, e.g. meetings between chairs, attendance at meetings.
 - **Working arrangement with NHS Organisations**
To establish working relationships between overview and scrutiny and all local NHS organisations.

- **Working arrangement with the Crime and Disorder Reduction Partnership**
To establish working relationships between overview and scrutiny and the CDRP to discharge legal duty under Police and Justice Act 2006.
- **Working arrangement with Luton Forum**
To establish working relationships between overview and scrutiny and partnerships, to cater for expanded scrutiny role/power.
- **Working with the Executive and Council Departments**
To help guide and manage the working relationships between overview and scrutiny the Executive and Departments, to ensure that they are productive.
- **Links to locality based scrutiny**
To establish a process for Overview and Scrutiny to work with Area Committees when required, to take scrutiny closer to the community and enable greater public involvement

PROPOSAL/OPTION

7. Members are asked to consider the proposed headline sections for the new operational guide and determine if they cover the right areas or if there are any additional ones to add.

LEGAL IMPLICATIONS

8. Some of the specific guides in this document are based in regulations, e.g. scrutiny of finance, dealing with referrals from Local Involvement Networks (LiNK), scrutinising NHS organisations and Crime and Disorder Partnerships. Where appropriate, explanations and implications are provided within the specific guides.
9. There are otherwise no legal implications with this report. This has been agreed by Richard Stevens in Legal Services on 14th October 2009.

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

‘On the Money: The Scrutiny of Local Government Finance’ – Centre for Public Scrutiny (CfPS)

Local Involvement Networks and Overview and Scrutiny Committees working together - Guide No. 17 – NHS – The National Centre for Involvement