

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	OVERVIEW AND SCRUTINY HANDBOOK – 2015/16 REVISION		
DATE OF DECISION:	11 JUNE 2015		
REPORT OF:	HEAD OF LEGAL AND DEMOCRATIC SERVICES		
<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY
None

BRIEF SUMMARY

This item enables the Committee to approve a revised Scrutiny Handbook which reflects the modified arrangements for overview and scrutiny within the Council, and provides guidance to Members engaged in the overview and scrutiny process.

RECOMMENDATIONS:

- (i) That, subject to any amendments the Committee may wish to make, the Scrutiny Handbook be approved and distributed to all overview and scrutiny members; and
- (ii) That, subject to consultation with the Chair of the Committee, authority be delegated to the Head of Legal and Democratic Services to make any minor or consequential changes required during the year.

REASON FOR REPORT RECOMMENDATIONS

1. The Scrutiny Handbook needs to be revised to reflect the new scrutiny arrangements agreed during 2014/15.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None.

DETAIL (Including consultation carried out)

3. Paragraph 6 of the Overview and Scrutiny rules in the Council constitution requires the Overview and Scrutiny Management Committee to produce and maintain a Scrutiny Handbook. The Handbook provides supplementary advice for elected members engaged in the overview and scrutiny process. Its aim is to provide practical advice on the conduct of scrutiny activities for members, officers and partners engaged in the Council's scrutiny process.
4. In the light of the changes made to overview and scrutiny activities during

2014/15, it is necessary to update the Handbook to ensure it reflects the new scrutiny structures and processes.

RESOURCE IMPLICATIONS

Capital/Revenue

5. None

Property/Other

6. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

7. The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.

Other Legal Implications:

8. Production of the Scrutiny Handbook is required by paragraph 6 of the Overview and Scrutiny Procedure rules in the Council's constitution.

POLICY FRAMEWORK IMPLICATIONS

9. None

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	None
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SUPPORTING DOCUMENTATION

Appendices

1.	Draft Overview and Scrutiny Handbook – June 2015
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Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	Dependent upon forward plan item
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Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.	None	
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