

## Executive Scrutiny Committee

A meeting of the Executive Scrutiny Committee was held on Wednesday, 1<sup>st</sup> February 2006.

**Present:-** Councillor Lupton (Chairman), Councillors Mrs Beaumont, Fletcher, Mrs Fletcher, Lynch, Narroway, Mrs Nelson, Noble, Mrs Rigg, Rix, Mrs Womphrey and Woodhead (Stockton-on-Tees Borough Council); Mr A Maxwell (Diocesan Representative).

**Officers:-** Ms J Haworth (CE); G Birtle, Miss S Connolly, N Hart, Mrs M Waggott (LD).

**Apologies for absence** were submitted on behalf of Councillor Cains, Coombs, Miss Inman, Mrs Nesbitt (Stockton-on-Tees Borough Council); Mrs Mustafa (Parent Governor Representative).

### 1007 Terms of Reference

Consideration was given to the terms of reference of the Executive Scrutiny Committee which had been agreed by Council at its meeting held on 25<sup>th</sup> January 2006. The Committee advised of this Committee's role in the Council's revised scrutiny process which included input from individual members, select committees and the new scrutiny liaison forum. Reference was made for the need for the terms of reference to include the ability for employees to identify suggested areas for scrutiny work; and from quasi judicial committees/appeals panels within the Council. It was proposed that this be added to the Committee's terms of reference.

RESOLVED that the terms of reference, as amended be noted.

### 1008 Scrutiny Guidance Toolkit

Consideration was given to the content of the proposed draft Scrutiny Guidance Toolkit; upon which Members comments were invited. It was proposed that amendments to the Toolkit be made as follows:-

- Members photographs – first names to be added
- Page 9 – Councillors role – additional requirement for report be submitted to Cabinet and made available for the general public.
- Page 10 – public involvement – delete “National Government” and add “Stockton-on-Tees Borough Council”.
- Page 13 – engaging the media – internal press protocol required to be developed for the Executive Scrutiny and Select Committees.
- Page 16 – Membership of Committees – include reference to “representatives for all education matters only and for the quorum of the Children and Young People and Adults, Leisure and Culture Select Committees to reflect attendance by quoted representative when considering education matters.
- Page 25 – Business Case Framework – training to be provided for all Chairs of Committees responsible for preparing Business Case Framework.
- Page 31 – Reporting need to consider the need and the timing for reporting Scrutiny Reviews to the general public.
- Page 33 – Monitoring – need to monitor the effects of non compliance with proposed Scrutiny recommendations.
- Page 34 – Project Manager – to be the Chair of the Committee
- Page 46 – Performance Management – training for Members on analysis of performance indicators for financial information etc.
- Pages 48-49 remove logos from background reading

RESOLVED that the proposed Scrutiny Guidance Toolkit be approved in accordance with the amendments outlined above.

## **1009 Next Steps**

It was noted that a meeting of the Scrutiny Liaison Forum would be arranged in the near future to consider input from Cabinet Members and the Corporate Management Team.

It was suggested that the Chairman of the Executive Scrutiny Committee also write to all Members requesting suggestions for proposed Scrutiny topic items to be reviewed and that this information be passed on to the relevant Chairs of the Committees.

RESOLVED that the report be noted.