

 Joint meeting of the Finance & Audit and Overview & Scrutiny Committees 29 July 2020		Agenda Item No. 5
Title	Developing Scrutiny	
For further information about this report please contact	Graham Leach Democratic Services Manager & Deputy Monitoring Officer 01926 456141 graham.leach@warwickdc.gov.uk	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	7 July 2020 Joint meeting of the Scrutiny Committees.	
Background Papers	Warwick District Council Constitution Centre for Public Scrutiny Guidance	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	21/7/20	Andrew Jones
Head of Service		
CMT		
Section 151 Officer	21/7/20	Andrew Jones
Monitoring Officer		
Finance		
Portfolio Holder(s)		Andrew Day
Consultation & Community Engagement		
The Chairs of the Finance & Audit and Overview & Scrutiny Committee		
Final Decision?	No	
Suggested next steps (if not final decision please set out below)		
Some of the recommendations require approval by Council.		

1. **Summary**

- 1.1 The report brings forward proposals for developing Scrutiny within Warwick District Council to enhance its profile and use its resources effectively.

2. **Recommendation**

2.1 Performance

- (i) the annual Service Review reports cease to be produced for Scrutiny;
- (ii) the service area performance data be made available to Councillors electronically as soon as possible;
- (iii) the Red Amber Green (RAG) status, including the finance stream, of key projects sponsored by either the Chief Executive or his Deputies be made available to all Councillors by January 2021;
- (iv) the work of the Performance Management Officer to investigate benchmarking Council performance with other Councils is noted.

2.2 Executive reports

- (i) The Scrutiny Committees commit to the use of pre-meeting questions in writing on Executive reports;
- (ii) The Scrutiny Committees agree a trial to December 2020 for the Chairs of the Scrutiny Committees to have discretion to decline called in Executive item if questions were previously answered or if no good reason/questions are provided;
- (iii) The Chairs write to the Group Leaders to remind them that they can directly comment on Executive reports and the process for this;
- (iv) The Scrutiny Committees appoint a Group with a member from each political group to meet and define the criteria for bringing an Executive report to Scrutiny.

- 2.3 The Public speaking procedure for Scrutiny Committees, as set out at Appendix 3 to the report, be recommended to the Council on 5 August 2020 for approval.

2.4 Work programme

- (i) the Scrutiny Chairs and Lead officers produce revised Work Programmes to focus on core themes (Covid 19, Climate Change, Medium Term Financial Strategy and Business Plan) while recognising statutory functions.
- (ii) Councillors bring forward concerns for review by the Scrutiny Committees based on exception and evidence.

- 2.5 Review - Senior Managers be asked for their views on where they find scrutiny useful for adding value to their work.

2.6 Training

- (i) the Chairs of Scrutiny meet with representatives from CfPS and the Deputy Chief Executives to develop a dedicated/mentoring scrutiny training for Officers and Councillors and to bring a report on this back to Committees in October 2020;
- (ii) the Chair of Finance & Audit Scrutiny Committee liaises with the Head of Finance and CfPS to bring forward proposals to October 2020 meeting on scrutiny of local Government Finance and identify training on local government finance for all Councillors.

- 2.8 The Committees note the work being undertaken to promote Committee meetings.

3. **Reasons for the Recommendation**

- 3.1 Following the Council elections in May 2019, a Governance Review was undertaken and the details of this are included in the report to the Executive of 30 July 2020. As part of this review, considerable discussions took place on the importance of good scrutiny in helping all Councillors to make a valuable input in decision making and holding the Executive to account.
- 3.2 Following the appointment of two Scrutiny Chairs this year, they had conversations about the importance of scrutiny, and its workload, considering the significant pressures on the Council, Councillors and Officers, especially in respect of responding to the global pandemic, climate change emergency and the Medium Term Financial Strategy combined with the Business Plan and Services Area Plans (including the significant number of projects within them).
- 3.3 These areas provide a considerable level of work for the two Scrutiny Committees to focus on, especially with the combined Audit Committee role for Finance & Audit Scrutiny Committee and the other reports which may come before Scrutiny, which Members will normally wish to consider. For that reason, Article 6 of the Constitution and the Overview & Scrutiny Procedure Rules (appendices 1 and 2 of the report) are included for reference as part of this discussion.
- 3.4 In recognition of the desire to improve Scrutiny, there was a joint meeting of the Committees on 7 July 2020 where Members brought forward individual ideas for improvement. These views are combined to bring forward these recommendations for consideration by the Committees that seek to identify where scrutiny can add the most value.
- 3.5 **Recommendation 2.1** – Within the last 12 months, the Council has recruited a Performance Management Officer and in partnership with other officers, centralised the performance measures from within Service Area Plans into an electronic portal. This data is updated quarterly and can now be made available to Councillors for them to access as they want to. A quarterly report on this data is provided to the Senior Management Team and it is intended to share this report with all Councillors as well. To supplement this, the Corporate Management Team would bring forward a status report on each of the projects they sponsor on a quarterly basis. There will also be a six monthly review of the Business Plan to the Executive. The Performance Management Officer is also working with colleagues locally to start benchmarking data as well as using the LGA Inform toolkit. These combined actions negate the need for the annual report from each service area to Scrutiny and enables Councillors to bring forward concerns in a more responsive manner.
- 3.6 **Recommendation 2.2** - In order to make time available for more strategic Scrutiny work, looking at the core themes, less time will need to be spent considering Executive reports on their agenda for the same week. The Chairs have noted that some questions asked at meetings could have been resolved outside the meeting or had been resolved prior to the meeting but the item still progressed to Scrutiny for comment where no further points were raised. This had resulted in Officers and Portfolio Holders attending for no reason and time lost co-ordinating agenda orders. The proposals provide a trial for mitigating this and by establishing for a matrix to identify which items should come to Scrutiny from the Executive agenda further reduce this workload.

- 3.7 **Recommendation 2.3** – There has been an increase in requests to speak at Scrutiny by members of the public. It is proposed to make these minor revisions to the procedure rules, so that there is a deadline to register to speak, for this to enable clarity for the public and to make the process manageable for the Chair.
- 3.8 **Recommendation 2.4** - At present, the Work Programmes of the two committees have no overall theme and in respect of Finance and Audit, it also has a significant volume of work for their Audit Committee function. Therefore, it is considered appropriate to have a review of the current planned work, with a view to reducing work where possible. The Chairs would then provide a proposed Work Plan for each Committee to their respective next meetings. Going forward, items would only be added on some agreed criteria, with a greater emphasis on evidence or pre-work by the Councillor who raises the specific issue.
- 3.9 **Recommendation 2.5** – While the views of Members have been received on scrutiny, the Committees recognised there would be value in having feedback from senior officers on the work of scrutiny. These questions will be based on those asked to Councillors in the last report to both Committees of naming three good aspects of scrutiny and three areas for improvement.
- 3.10 **Recommendation 2.6** – The Committees agreed they would benefit from further training on good scrutiny work and finance in local government. However, this should be developed as a rolling programme looking forward for the Council as well, so it needs a short time to develop and bring back.
- 3.11 **Recommendation 2.7** – Following the introduction of remote meetings, there has been far greater public interest in Council meetings. Work is now underway by officers to further promote meetings via social media and traditional media channels. These options are being reviewed but could include weekly alerts to upcoming meetings and promotion of items to be considered at meetings as well.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Becoming a net-zero carbon organisation by	<u>Intended outcomes:</u> Dynamic and diverse local economy

met Impressive cultural and sports activities Cohesive and active communities	2025 Total carbon emissions within Warwick District are as close to zero as possible by 2030 Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The aim of improved scrutiny should be to enhance all aspects of services provided by the Council	The aim of improved scrutiny should be to enhance all aspects of services provided by the Council	The aim of improved scrutiny should be to enhance all aspects of services provided by the Council
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The aim of improved scrutiny should be to enhance all aspects of services provided by the Council	The aim of improved scrutiny should be to enhance all aspects of services provided by the Council	The aim of improved scrutiny should be to enhance all aspects of services provided by the Council

4.2 **Supporting Strategies** – This report does not direct impact on relate to a supporting strategy of Fit for the Future.

4.3 **Changes to Existing Policies** – The report brings forward minor amendments to Council Procedure Rules but no other proposed changes to Policy at this time.

5. **Budgetary Framework**

5.1 The proposed training would need to be funded from within the Member Development Budget and the details of the costs of this will be included in the report back to Committees in October.

6. Risks

- 6.1 The primary risk for this report is not taking forward the ideas developed by Councillors and therefore losing engagement and support for scrutiny by not trying to enhance its work.

7. Alternative Option(s) considered

- 7.1 No alternative recommendations have been considered in respect of this report as it brings forward the ideas and discussions from the Joint meeting of the Committees on 7 July 2020.

ARTICLE 6 - OVERVIEW & SCRUTINY COMMITTEES

Access to Information Regs 2000 – Reg 18 – Sections 21 and Schedule 1 para 7

Local Government Act 2000 – Constitutions Direction – Para 3(k)

6.01 Terms of Reference

The Council will have the two Committees called, the Overview & Scrutiny Committee and the Finance & Audit Scrutiny Committee, to undertake the overview and scrutiny functions. The scope of activity for each of these is set out below.

The prime purpose of the Overview and Scrutiny Committee is to review items to be considered by the Executive, to review past decisions, policy development, health and wellbeing issues, specific issues and problems within any service area.

It will also be able to address any other matter not otherwise delegated to the Finance and Audit Scrutiny Committee.

The Health Scrutiny Sub-Committee is a sub-committee of Overview and Scrutiny Committee. It has been delegated the task by its parent committee to handle most of the health and wellbeing scrutiny work that would otherwise fall to the Overview and Scrutiny Committee.

The prime purpose of the Finance and Audit Scrutiny Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, issues of an audit nature and to oversee the financial reporting process.

The Finance and Audit Scrutiny Committee will:

- Review the robustness of business cases
- Promote value for money and good procurement practice
- Make recommendation on good financial management practices
- Keep the treasury management performance under review
- Approve the Statement of Accounts in accordance with regulation 10 of the Accounts and Audit Regulations 2003.
- Review specific Executive items and past decisions

6.02 General role

Within their terms of reference, the Committees will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to Council and/or the Executive and/or any policy, joint or area committee in connection with the discharge of any functions;
- iii) consider any matter affecting the area or its inhabitants;

- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive and/or any policy or area committees; and
- v) agree the terms of reference of best value reviews

6.03 **Specific functions**

(a) **Policy development and review.**

The Committees may:

- i) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question members of the Executive and/or committees and officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny**

The Committees may:

- i) review and scrutinise the decisions made by and performance of the Executive and/or committees and council officers both in relation to individual decisions and over time;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) question members of the Executive and/or committees and chief officers about their decisions and performance of their services, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- iv) make recommendations to the Executive and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- vi) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Committee(s) and local people about their activities and performance; and
- vii) question and gather evidence from any person (with their consent).

(c) **Finance**

The Committees may exercise overall responsibility for the finances made available to them (if any).

(d) **Annual report**

The Committees must report annually to Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

6.04 **Proceedings of the Committees**

The committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules and the Council procedure rules (in part) as set out in Part 4 of this Constitution.

6.05 **Task and Finish Groups**

The Committees may each at any time instruct an officer, using the agreed methodology, in consultation with a group of named members, to establish a

Task and Finish Group to undertake a particular review and make recommendations thereon, either at the volition of the Committee or in response to a request from the Executive for such a review.

6.06 Such Task and Finish Groups are not Committees or Sub-Committees and are not subject to a requirement for political proportionality, it being customary for any member with an interest or expertise in the particular topic to be included in such a consultative group.

6.07 **Political balance**

The allocation of seats to political groups will be made in accordance with the political balance rules and where there are an uneven number of seats then the odd seat shall *be in the discretion of the Leader in consultation with other Group Leaders*

6.08 **Excluded matters**

The Committees will not be permitted to consider some matters under legislation and others because of best practice these are set out below:

- (a) Any matter relating to a decision on a specific planning application;
- (b) Any matter relating to a decision on a specific licensing application;
- (c) any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment; including but not limited to;
- (d) Standards decisions and items which may be brought for decision;
- (e) Appeals decisions and items which may be brought for decision;
- (f) Breaches of the Constitution and its protocols e.g. Code of Conduct;
- (g) Matters relating to the terms and conditions of employment or conduct of individual or groups of staff or Members;
- (h) any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the overview and scrutiny committee or at a meeting of a sub-committee of that committee;
- (i) Audit process and items which are likely to be considered by the Audit process;
- (j) Matters within the proper remit of the Section 151 and Monitoring Officers;
- (k) Matters relating to a particular identifiable service recipient or potential service recipient;
- (l) Complaints or matters before the courts, or Ombudsman, or Regulatory Bodies; and
- (m) Contractual matters, other than performance monitoring and review, except with the agreement of the Executive.

OVERVIEW AND SCRUTINY COMMITTEE PROCEDURE RULES

1. WHAT WILL BE THE NUMBER AND ARRANGEMENTS FOR OVERVIEW AND SCRUTINY COMMITTEES?

The Council will have two Committees, to undertake the Scrutiny functions (called Finance and Audit Scrutiny Committee and Overview and Scrutiny Committee), whose terms of reference, general roles and specific functions are set out in Article 6 and will appoint to them as it considers appropriate, normally on an annual basis, (at the Annual Council meeting). Each Committee will have a maximum of 15 members.

2. WHO MAY SIT ON OVERVIEW AND SCRUTINY COMMITTEES?

All Councillors except Members of the Executive may be members of an Overview and Scrutiny Committee However, no member may be involved in scrutinising a decision in which they have been directly involved. (Council Procedure Rule 20)

3. CO-OPTEEES

Overview and Scrutiny Committees will have discretion to appoint non-Councillors to sit on their Committees but those persons will have no power to vote. (Council Procedure Rule 20)

4. MEETINGS OF THE OVERVIEW AND SCRUTINY COMMITTEES

All Overview and Scrutiny Committees shall meet in accordance with the approved timetable of meetings.

Special meetings of the Overview and Scrutiny Committees may be called in accordance with Council procedure rule 27.

5. QUORUM

The quorum for Overview and Scrutiny Committees shall be a quarter of the membership subject to a minimum of 4. (Council Procedure Rule 3)

6. WHO CHAIRS OVERVIEW AND SCRUTINY COMMITTEES?

The Chairman of Overview and Scrutiny Committees will be drawn from among the Councillors sitting on the Committee and subject to this requirement, the Committee may appoint such a person as it considers appropriate as Chairman.

7. WORK PROGRAMME

The Overview and Scrutiny Committees will be responsible for setting their own work programme and in doing so they shall take into account wishes of Members on that Committee who are not Members of the largest group on the Council.

8. AGENDA ITEMS

Any member of the Council may place an item on the agenda in accordance with Council Procedure Rule 7.

9. POLICY REVIEW AND DEVELOPMENT

- (i) The role of the Overview and Scrutiny Committees in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- (ii) In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, Scrutiny Committees may make proposals to the Executive for developments in so far as they relate to matters within their terms of reference.
- (iii) Overview and Scrutiny Committees may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisors, assessors and witnesses a reasonable fee and expenses for doing so.

10. REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES

- (i) Once they have formed recommendations on proposals for policy development, the Overview and Scrutiny Committees will prepare a formal report and submit it to the Chief Executive for consideration by the Executive, (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework)
- (ii) If an Overview and Scrutiny Committee cannot agree on one single final report to the Council or Executive as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or Executive, with a majority report.
- (iii) The Council or Executive shall consider the report of the Overview and Scrutiny Committee within one month of it being submitted to the Chief Executive.

11. IN ORDER TO ENSURE THAT OVERVIEW AND SCRUTINY COMMITTEES' REPORTS ARE CONSIDERED BY THE EXECUTIVE THE AGENDA FOR THE EXECUTIVE WILL CONTAIN:

- (i) A record of the Overview and Scrutiny Committee(s) recommendations and comments on agenda items.
- (ii) Where individual reports are made by an Overview and Scrutiny Committee to the Executive, the Chairman of the relevant Scrutiny Committee will normally be expected to attend the Executive in order to address the Executive and answer questions.

To assist this process Portfolio Holders each have in their remit areas of the Council services which directly relate to the remit of the Overview and Scrutiny Committees.

12. RIGHTS OF OVERVIEW AND SCRUTINY COMMITTEE MEMBERS TO DOCUMENTS

- (i) In addition to their rights as Councillors, members of Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- (ii) Nothing in this paragraph prevents more detailed liaison between the Executive and Scrutiny Committees as appropriate depending on the particular matter under consideration, for example through the Chairmen of Scrutiny Committees and the Executive Portfolio holders

13. MEMBERS AND OFFICERS GIVING ACCOUNT

- (i) Any Overview and Scrutiny Committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation in fulfilling the scrutiny role, it may require the member of the Executive, the Head of Paid Service and/or any Officer, as defined within Article 12, to attend before it to explain in relation to matters within their remit:-
 - (a) any particular decision or series of decisions;
 - (b) the extent to which the actions taken implement Council policy; and/or
 - (c) their performance.

and it is the duty of those persons to attend if so required.

- (ii) Where any member or officer is required to attend an Overview and Scrutiny Committee under this provision, the Chairman of that Committee will inform the Chief Executive. The Chief Executive will inform the member or Officer in writing giving at least 10 working days notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (iii) Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the Overview and Scrutiny Committee shall, in consultation with the member or officer, arrange an alternative date for attendance.

14. ATTENDANCE BY PORTFOLIO HOLDER

- (i) Where the Executive refers an item to any Overview and Scrutiny Committee, the relevant Portfolio Holder shall attend the meeting and may be called upon to address the Committee and answer questions on the item; and

- (ii) Portfolio Holders will be expected, where practicable, to attend meetings of the Overview & Scrutiny Committees when (a) significant issues within their portfolio are being considered, and (b) performance reports are being presented where targets for which the Portfolio Holders are responsible are out of tolerance.

15. **ATTENDANCE BY OTHERS**

Overview and Scrutiny Committees may invite people other than those people referred to in paragraphs 13 & 14 above to address them, discuss issues of local concern and/or answer questions. They may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend. Attendance is of course entirely optional.

16. **CALL-IN**

The mechanism for call-in is set out in the Council Procedure Rules "Call-in Explanation and Criteria".

17. **THE PARTY WHIP**

When considering any matter in respect of which a member of any Overview and Scrutiny Committee, is subject to a party whip, the member must declare the existence of the whip, and the nature of it before the commencement of the Committee's deliberation on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

18. **ORDERS OF BUSINESS AT OVERVIEW AND SCRUTINY COMMITTEE MEETINGS**

*Items will always appear on the agenda. Other items will appear as necessary

- (a) Overview and Scrutiny Committees shall consider the following business:-

- * (i) Substitute Members (if relevant)
- * (ii) Minutes of the last meeting
- (iii) Presentations
- (iv) Questions from Members
- (v) Policy framework/consultation investigation - reports from Officers covering
 - * consultation papers
 - * Executive consultation on Policy and budget
 - * investigations requested by the Overview and Scrutiny Committee
- (vii) Scrutiny of Performance Decisions - reports from Officers covering
 - * service performance
 - * investigations requested by the Overview and Scrutiny Committee on the effect of decisions taken
- * (viii) review of Executive agenda items requested by members by 9.00am on the day of the meeting.

- (b) Where an Overview and Scrutiny Committee conducts investigations, (e.g. with a view to policy development) the Committee may also ask people to attend to give evidence at Committee meetings which are to be conducted in accordance with the following principles:-
 - (i) that the investigation be conducted fairly and all members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
 - (ii) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
 - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis
- (c) Following any investigation or review, the Committee shall prepare a report, for submission to the Executive and/or Council as appropriate and shall make its report and findings public.

19. **MATTERS WITHIN THE REMIT OF MORE THAN ONE OVERVIEW AND SCRUTINY COMMITTEE**

Where a matter for consideration falls within the remit of one or more Overview and Scrutiny Committee the decision as to which Overview and Scrutiny Committee will consider it will be resolved by agreement of the Committee Chairman.

20. **MALADMINISTRATION AND FINANCIAL MALPRACTICE**

Following any findings by the Monitoring Officer or Chief Financial Officer respectively, of unlawfulness/maladministration or financial malpractice the relevant Overview and Scrutiny Committee may hold a short enquiry, into the officer's report and its findings. If such an enquiry is held its findings must be available for consideration by the Executive at the same time as it meets to consider the Monitoring Officer's or Chief Financial Officer's report.

21. **EXCLUDED MATTERS**

The Committees will not be permitted to consider some matters and these will be set out within Article 6 Overview & Scrutiny Committees.

Council Procedure Rules

(Additional text in *italics*)

34 Public Speaking

(c) Committees

Scrutiny committees

Overview and Scrutiny Committees may invite people to address them, discuss issues of local concern and/or answer questions.

They may, for example, wish to hear from residents, stakeholders, members and officers in other parts of the public sector and shall invite such people to attend. Attendance is of course entirely optional.

Any request to speak on other items will be a matter of discretion for the Chairman *but must be made to Civic & Committee Services* Committee@warwickdc.gov.uk or by calling 01926 456114 by 12 noon on the working day before the meeting.

Any member of the public addressing a Scrutiny Committee person speaking will be allocated between 3 and 5 minutes with no more than 30 minutes public speaking at any meeting.