

# OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the meeting held on Monday 16 June 2008 at the Town Hall, Royal Leamington Spa at 6.00 p.m.

**PRESENT:** Councillor Gifford (Chair); Councillors Barrott, Boad, Britland, Coker, Copping, Gill, Sawdon, and Weed.

**ALSO PRESENT:** Crowther, Ms Dean, Michael Doody, Edwards, Mrs Goode, Illingworth, Mrs Mcfarland, Mobbs, Pittarello, Pratt, Tyrrell, and White.

Apologies for absence were received from Councillors Davies, De-Lara-Bond, Mrs Gallagher and Mrs Higgins.

## 162. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 163. TRAINING ON THE SCRUTINY PROCESS

The Committee received a presentation from the Strategic Director (Customer & Service Improvement), the Senior Committee Services Officer and the Improvement Officer on the new scrutiny arrangements for Warwick District Council and how to make scrutiny more effective.

As part of the presentation the Committee established what they felt was the key to undertaking a good scrutiny:

- Non threatening
- Focused
- Capturing input from the community
- Non political
- Past decisions
- Asking basic questions
- Change venue, not just Town Hall (go to the community)
- Involve other agencies
- Can be very daunting when new
- Far too much to read
- Size of agenda both physically in size and number of items
- Competence of chair of committee
- Clear expectations of what the outcome is and keeping to it
- Get easy wins and be realistic with outcomes
- Visibility of how scrutiny recommendations are considered by the Executive
- Officer support (realism with officer time available)
- Quality not quantity

## **OVERVIEW & SCRUTINY COMMITTEE MINUTES (Continued)**

They also established why they felt previous scrutiny work undertaken by the Council had been successful:

- Spent time on scoping including exclusions
- Significant officer support
- Small steps
- Setting of questions
- Kept to time frame
- Focussed small group of Councillors
- Positive approach
- Councillor ownership
- Tangible results
- Short snappy subjects get in get out
- Community input

The Committee discussed how they felt about scrutiny and felt that it would be a good idea to hold a feedback session at the end of each scrutiny exercise to discuss how it worked and include officers.

There was agreement at the meeting that the scrutiny work provided a great opportunity for more officers to become involved in working with Councillors and for more Senior Officers to take less involvement in the reviews.

The Committee were also of the opinion that although the new report format had assisted the content still needed to be improved.

The Committee discussed how they wished to prioritise work and if they wished to establish criteria to judge the importance of a review. The Committee were of the opinion that it would be best to judge each scoping document on its own merits based upon the current work being undertaken by the Committee.

The Committee noted that officers were producing a list of existing working parties and defining the reporting mechanisms for these.

**RESOLVED** that the presentation be noted.

### **164. ADJOURNMENT OF MEETING**

The Chair adjourned the meeting for 30 minutes to allow the Committee to undertake group work on producing draft scopes for the scrutiny of Waste Management/Recycling, Young people, the Royal Spa Centre and CCTV. The Committee had been due to look at Newbold Comyn Golf Course but it had been agreed this scope would be produced separately and brought with the other draft scopes to the July meeting of the Committee. This was also to allow Councillors Michael Doody and White to leave the meeting because as members of the Executive they were not entitled to participate in this aspect of the meeting.

## **OVERVIEW & SCRUTINY COMMITTEE MINUTES (Continued)**

### **165. RESUMPTION OF ADJOURNED MEETING**

The Chair resumed the meeting.

### **166. SCOPING DOCUMENTS**

The Strategic Director (Customer & Service Improvement), the Senior Committee Services Officer and the Improvement Officer outlined the draft scopes that had been completed by the Committee during the adjournment.

#### **RESOLVED** that

- (1) the scrutiny of Waste Management/Recycling be deferred to be scoped in December to allow for the service to settle down and for the completion of the Audit & Resources Scrutiny Committee to undertake their review of the contract with Sita;
- (2) the scrutiny of the Spa Centre be deferred to December, when the draft scope should be reported for consideration;
- (3) based on the draft scopes the reviews of CCTV and young people be taken forward as the first reviews to be undertaken by the Committee; and
- (4) the scopes for CCTV, Young People and Newbold Comyn Golf Course be submitted to the July meeting of the Committee.

(The meeting ended at 9.05pm)