

Cheltenham Borough Council
Overview and Scrutiny Committee – 9 July 2014
Appointment of an O&S sub-committee
Report of the chair of O&S

Accountable member	Chair of Overview and Scrutiny, Councillor Tim Harman
Accountable officer	Democratic Services Manager, Rosalind Reeves
Ward(s) affected	Not applicable
Key Decision	Not applicable
Executive summary	The new arrangements for Overview and Scrutiny which were considered by Council in December 2011 and March 2012 made provision for the O&S committee to set up one or more sub-committees in support of its functions. As the committee meets bi-monthly it is anticipated that sometimes there might be a need to set up a scrutiny task group (STG), consider a call-in request or receive recommendations from a STG as an urgent matter. A sub-committee could be set up for this purpose as it would facilitate the arrangement of an urgent meeting at short notice and ensure the item of business was dealt with expeditiously.
Recommendations	<p>It is recommended that the Overview and Scrutiny Committee (O&S)</p> <ol style="list-style-type: none"> 1. Establish and appoint members to the Overview and Scrutiny sub-committee in accordance with political proportionality (2 Lib Dem, 1 Conservative and 1 PAB) including substitutes. 2. Agree that the functions of the sub-committee are as set out in Appendix 2. 3. Consider whether they wish to appoint the chairman and vice chairman of the sub-committee.

Financial implications	<p>The sub-committee will be supported by Democratic Services from existing budgets and there are no financial implications.</p> <p>Contact officer: Paul Jones, Head of Financial Services (Go Shared Services), paul.jones@cheltenham.gov.uk, 01242 77 5154</p>
Legal implications	<p>Section 21 LGA2000 permits O&S committees to appoint and arrange for discharge of functions by one or more sub-committees.</p> <p>Contact officer: Peter.Lewis, Head of Legal Services peter.lewis@tewkesbury.gov.uk, 01684 272012</p>

HR implications (including learning and organisational development)	The sub-committee will be supported by Democratic Services using existing resources and there are no HR implications. Contact officer: Julie McCarthy, julie.mccarthy@cheltenham.gov.uk, 01242 264355
Key risks	None
Corporate and community plan Implications	The sub-committee will ensure that the business of overview and scrutiny is carried out expeditiously.
Environmental and climate change implications	None

1. Background

- 1.1 The new arrangements for Overview and Scrutiny considered and approved by Council in December 2011 and March 2012 made provision for the main committee to set up one of more sub-committees in support of its functions. This is referred to section 2.7 of Part 4D – Overview and Scrutiny rules in the Council’s constitution.
- “O&S Committee may, for the purposes of carrying out or advising it on any of its functions, appoint one or more sub-committees, and may, but need not, appoint the chairman and vice-chairman of the sub-committee(s).”**
- 1.2 An indicative terms of reference for such a sub-committee were included in the report on the Review of the Constitution which was approved by Council in March 2012. An updated version of these terms of reference is attached as Appendix 2.
- 1.3 The rules of political proportionality apply to the sub-committee and the committee has the power of appointment of substitute members to the sub-committee.
- 1.4 As the committee meets bi-monthly it is anticipated that sometimes there might be a need to set up a STG, consider a call-in request or receive recommendations from a STG as an urgent matter. It was considered that a sub-committee could be set up for this purpose as it would facilitate the arrangement of an urgent meeting at short notice and allow any business to be dealt with expeditiously.
- 1.5 This sub committee was first set up in July 2012 by the Overview and Scrutiny Committee and has not had to meet since that date. However, it is still prudent to set one up should the need for urgency arise.

2. Reasons for recommendations

- 2.1 See above

3. Alternative options considered

- 3.1 Any business would need to wait until the next scheduled meeting of the Overview and Scrutiny Committee or set up an additional meeting of the committee. It was envisaged that this would be more difficult given the number of members involved and a smaller sub-committee would facilitate the process.

4. Consultation and feedback

4.1 Discussed by the Constitution Working Group during their review of the constitutional changes required to support the new O&S arrangements

5. Performance management –monitoring and review

5.1 By the Overview and Scrutiny Committee

Report author	Contact officer: Rosalind.Reeves, Democratic Services Manager, Rosalind.reeves@cheltenham.gov.uk, 01242 774937
Appendices	<ol style="list-style-type: none">1. Risk Assessment2. Functions of a sub-committee
Background information	<ol style="list-style-type: none">1. Constitution Section 4 D: Overview and Scrutiny Rules

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If a sub-committee is not appointed, then an urgent item of business could not be dealt with in the required timescales or all members of the main committee would need to attend a special meeting for a single item of business.	O&S chair	01/07/2012	3	3	9	Reduce	Set up a sub-committee	16/07	Dem Services Mgt	
<p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											