

**Cheltenham Borough Council**  
**Overview and Scrutiny – 21 September 2015**  
**Council – 19 October 2015**  
**Annual Report on Overview and Scrutiny**

<b>Accountable member</b>	<b>Chair of Overview and Scrutiny Committee, Councillor Tim Harman</b>
<b>Accountable officers</b>	<b>Democratic Services Manager, Rosalind Reeves</b>
<b>Accountable scrutiny committee</b>	<b>Overview and Scrutiny Committee</b>
<b>Ward(s) affected</b>	<b>All indirectly</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The Overview and Scrutiny Committee manages and coordinates scrutiny at the council, with scrutiny task groups carrying out the detailed work and reporting back to the main committee.</p> <p>Under these arrangements the Overview and Scrutiny Committee is required to produce an annual report for Council and this is contained in appendix 2. This report sets out the achievements of scrutiny over the last 12 months and in particular highlights the outcomes of a range of scrutiny task groups.</p> <p>Scrutiny welcomes the opportunity for Council to debate this report and give its views on the success or otherwise of the scrutiny arrangements.</p>
<b>Recommendations</b>	<p><b>The Overview and Scrutiny Committee is asked to endorse the Annual Report of Overview and Scrutiny 2014-15 and forward it to Council to be noted.</b></p> <p><b>The Council is asked to note the Annual Report of Overview and Scrutiny 2014-15.</b></p>
<b>Financial implications</b>	<p>There are no financial implications arising from this report.</p> <p><b>Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154</b></p>

<b>Legal implications</b>	<p>The Authority must have at least one overview and scrutiny committee. Scrutiny committees may review both executive and non-executive functions and can make reports and recommendations to Council or Cabinet on those functions and “on matters which affect the authority’s area or the inhabitants of that area</p> <p><b>Contact officer: Peter Lewis, peter.lewis@teWKesbury.gov.uk, 01684 272012</b></p>
<b>HR implications (including learning and organisational development)</b>	<p>There are no direct HR implications arising from this report.</p> <p><b>Contact officer: Julie McCarthy, Julie.McCarthy@cheltenham.gov.uk 01242 26 4355</b></p>
<b>Key risks</b>	<p>The original risk assessment which accompanied the report to Council in December 2011 has been updated with an assessment of the current risks affecting the effectiveness of the O&amp;S arrangements and is attached as Appendix 1.</p>
<b>Corporate and community plan Implications</b>	<p>An effective overview and scrutiny process can contribute to positive outcomes on any of the objectives in the Corporate Strategy.</p> <p>Increased public involvement in Overview and Scrutiny will support the corporate objective ‘Our residents enjoy a strong sense of community and are involved in resolving local issues’.</p>
<b>Environmental and climate change implications</b>	<p>None</p>

<b>Report author</b>	<b>Contact officer: Saira Malin, Democracy Officer, Saira.Malin@cheltenham.gov.uk, 01242 77 5153</b>
<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Annual Report</li> </ol>
<b>Background information</b>	Minutes of Overview and Scrutiny 21 September 2015 where the annual report was endorsed

The risk				Original risk score (impact x likelihood)			Managing risk			
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-4	Likelihood 1-6	Score	Control	Action	Comments as at August 2015	
	If O&S does not take an active role in the major change programmes it may lose its opportunity to influence the scrutiny arrangements in any new proposed ways of working	Chair of O&S	21/09/2015	3	3	9	Reduce	O&S to include scrutiny of change programmes in its workplan and ensure it is consulted on any future scrutiny arrangements	A member seminar is being arranged for September prior to the business case for 2020 vision being on the O&S agenda in September.	
	If any new arrangements are not supported by a change in culture across members and officers they may not be successful in delivering the outcomes required.	Rosalind Reeves	27/9/11	3	3	9	Reduce	Get members and officers buy in during the review by seeking their views and ideas. Seek advice on cultural change during the next phase.	There is now a much better understanding of the new scrutiny arrangements by officers and members who have been involved in scrutiny task groups and the relationship between Cabinet and scrutiny has been developed over the last 12 months. Member and officer training will be arranged for after the May 2016 elections.	
	If the council cannot dedicate resources to support the scrutiny process	Rosalind Reeves	1/12/11	3	2	6	Accept	Optimise the use of existing resources in the new arrangements	The importance of facilitation support from Democratic Services for scrutiny task groups has been highlighted by members as a success factor. Democratic Services resources are	

	then the O&S process will not be fully effective.									limited so members will need to carefully prioritise all scrutiny task group reviews to ensure they make optimum use of the resources available. This was reinforced by the LGA peer review team who suggested that the scrutiny work plan should focus on high priority areas given the limited resources available.
	If the task groups operate outside of the democratic process, then scrutiny could become disjointed and progress difficult to control and track.	Rosalind Reeves	1/12/11	3	2	6	Accept	Guidance to officers supporting task groups on keeping documentation and reporting back to Democratic services.		See note above. Task groups facilitated by officers outside democratic services have sometimes been less well documented and more difficult to track progress but officers have been encouraged to adopt standard procedures and good practice. This has been assisted by the production of a scrutiny guide available on the intranet.
	If members do not put themselves forward for task groups the workload could be unevenly shared across members and be a source of potential conflict or result in task groups not having the right skill mix.	Groups Leaders	1/12/11	3	3	9	Reduce	Utilise the skills audit  Group Leaders to manage, monitor and encourage participation  Task groups to maintain records of attendance		Members have been putting themselves forward for task groups but this still tends to be a similar set of members. The Members' Skills audit has been useful in identifying topics which individual members may be interested in or have specialist knowledge about, but not all members responded. We need a better understanding of why some members are not engaging the scrutiny process.
	If scrutiny does not have any dedicated budget it will be difficult to promote public involvement and	Council	1/12/11	2	3	6	Accept	Utilise relevant project budgets  Consider allocating small budget to O&S as		Scrutiny does not have a dedicated budget but this has not been a significant issue to date. It could become more of an issue if O&S wanted to buy in some outside

	engagement							part of budget round	expertise at any point.
<b>Explanatory notes</b> <b>Impact</b> – an assessment of the impact if the risk occurs on a scale of 1-4 (4 being the greatest impact) <b>Likelihood</b> – how likely is it that the risk will occur on a scale of 1-6 (6 being most likely) <b>Control</b> - Either: Reduce / Accept / Transfer to 3rd party / Close									