

OVERVIEW AND SCRUTINY - PROTOCOL FOR MEETINGS

The attached Overview and Scrutiny Protocol (Appendix 1), was approved and adopted by the Overview and Scrutiny Committee at its meeting held on 18th June, 2007.

The Protocol outlines the processes that should be followed before an Overview and Scrutiny meeting, at the meeting, and following the meeting.

For further information on the Overview and Scrutiny Protocol, please contact Paul Preston, Overview and Scrutiny Officer, Hyndburn Borough Council, Scaitcliffe House, Ormerod Street, Accrington, Lancashire, BB5 0PF

Tel: 01254 380129

E-mail: scrutiny@hyndburnbc.gov.uk

APPENDIX 1

A. Before the meeting

ACTION	ACTION BY
1. All reports to be submitted to an Overview and Scrutiny meeting should be no longer than four sides of A4 in length (any appendices should form part of the same word document) and should be sent electronically to Member Services by the deadline specified for the receipt of a report, to enable reports to be posted on the Council's website. <i>Late reports will only be accepted in <u>exceptional</u> circumstances.</i>	Report Authors
2. Reports to Overview and Scrutiny should:- (i) be submitted to Member Services at least two weeks before the Committee meeting at which it is to be considered. (ii) identify the report author; their service unit or organisation and the subject under consideration. (iii) indicate whether the written information contains any exempt information.	Report Authors
3. A pre-meeting of Members (the "agenda planning" meeting) will be arranged by the Overview and Scrutiny Officer approximately one week before the scheduled Committee meeting.	Overview and Scrutiny Officer
4. Members of the appropriate Committee are expected to attend, participate and contribute to the discussions and formulate advance questions (if any) at agenda planning meetings.	Overview and Scrutiny Committee Members

ACTION	ACTION BY
<p>5. Overview and Scrutiny Committee may request information for a specific purpose from individuals/organisations, or invite individuals or representatives of other organisations not connected with Hyndburn Borough Council, such as the Local Health Trust, to attend meetings, however attendance is entirely at their discretion.</p>	<p>Overview and Scrutiny Committee Members</p> <p>Overview and Scrutiny Officer</p>
<p>6. The report authors/portfolio holders/external organisations/individuals are expected to provide a written response to advance questions provided by Members at the agenda planning meeting. All written responses should be forwarded electronically to the Overview and Scrutiny Officer to enable the circulation of the responses to Members at least one working day before the Overview and Scrutiny meeting.</p>	<p>Report Authors / Portfolio Holders</p> <p>External Individuals / Organisations</p>
<p>7. The Overview and Scrutiny Officer shall make a copy of the advance questions and responses available to Committee Members prior to the day of the meeting.</p>	<p>Overview and Scrutiny Officer</p>
<p>8. The Chair of the Committee will invite individuals attending meetings to introduce themselves to all present.</p>	<p>Chair</p>
<p>9. If an individual/organisation/Service Manager/Portfolio Holder is unable to answer any question(s) at the meeting, they will be invited to provide a response in writing within a reasonable timescale following the meeting, or if necessary, to attend at a future meeting.</p>	<p>Report Authors / Portfolio Holders</p> <p>External Individuals / Organisations</p>

B. At the Meeting

ACTION	ACTION BY
<p>1. Overview and Scrutiny Members may request Cabinet Members and Officers of the Council (at Service Head level or above) to attend meetings to explain any particular decision or series of decisions; the extent to which the actions taken implement Council policy; and/or their performance.</p>	<p>Overview and Scrutiny Officer</p> <p>(Cabinet Members) (Chief Officers) (Service Heads)</p>
<p>2. In order to give written/oral information, individuals attending a Scrutiny meeting will receive a copy of advance questions (where applicable) before the meeting (detailing any specific information being sought).</p>	<p>Overview and Scrutiny Officer</p>
<p>3. Written information may be supplemented orally at the meeting.</p> <p>(Please note any written information will be made available to the press and public, unless it contains exempt information as defined by the Local Government (Access to Information) Act 1985).</p>	<p>Report Authors / Portfolio Holders</p> <p>External Individuals / Organisations</p>
<p>4. Members of the Overview and Scrutiny Committee will have the opportunity to ask supplementary questions at the meeting.</p>	<p>Overview and Scrutiny Committee Members</p>
<p>5. Members of the Overview and Scrutiny Committee will at all times adhere to the adopted principles of Overview and Scrutiny in conducting the business (a copy of the principles are copied on the front of each Overview and Scrutiny agenda).</p>	<p>Overview and Scrutiny Committee Members</p>
<p>6. The Overview and Scrutiny Officer will produce a timed agenda sheet (ie estimated timescales) for each agenda item for the Chair's use as a guide at the meeting. Each agenda item shall <u>normally</u> be allocated a timeslot of no longer than 40 minutes in duration.</p>	<p>Overview and Scrutiny Officer</p> <p>(Chair)</p>

C. After the Meeting / Reporting Processes

ACTION	ACTION BY
1. The Overview and Scrutiny Officer will prepare a report following the meeting containing the Committee's findings and recommendations on issues considered. This report will normally be submitted to the next meeting of Cabinet for consideration.	Overview and Scrutiny Officer
2. The Overview and Scrutiny report detailing the Committee's findings and recommendations will be presented by the Chair of Overview and Scrutiny Committee (or in his absence the Vice-Chair) at the Cabinet meeting.	Chair of Overview and Scrutiny Committee (Vice-Chair of Overview and Scrutiny Committee)
3. The response of the Leader/Portfolio Holder to Overview and Scrutiny findings and recommendations will normally be ascertained by the Overview and Scrutiny Officer following the Cabinet meeting. A written report containing the Leader/Portfolio holders response will then be submitted to the next scheduled ordinary meeting of the Committee.	Overview and Scrutiny Officer (Leader of the Council / Portfolio Holder)
4. Overview and Scrutiny will monitor the implementation of accepted recommendations and submit a monitoring report to Scrutiny on a six monthly basis.	Overview and Scrutiny Officer (Overview and Scrutiny Committee Members)
5. A report will be prepared by the Overview and Scrutiny Officer detailing recent scrutiny matters discussed/issues arising, and the report will be presented by the Chair of Overview and Scrutiny Committee (or in his absence the Vice-Chair) at each ordinary Council meeting.	Overview and Scrutiny Officer Chair of Overview and Scrutiny Committee (Vice-Chair of Overview and Scrutiny Committee)