



SCRUTINY MANAGEMENT BOARD

Minutes of a meeting of the Scrutiny Management Board held on Tuesday, 20 June 2017 at 6.00pm in Meeting Rooms G3/4, Addenbrooke House, Ironmasters Way, Telford

Present: Councillors N A M England (Chair), A J Burford, K R Guy,
G C W Reynolds and P J Scott

In Attendance: Deborah Moseley (Democratic and Scrutiny Services Team Leader)

SMB-1 Apologies for Absence

Councillor J M Seymour

SMB-2 Declarations of Interest

None.

SMB-3 Minutes

Resolved – that the minutes of the meeting of the Scrutiny Management Board held on 11 January 2017 be confirmed and signed by the Chair.

SMB-4 2016/17 Scrutiny Work Programme – End of Year Report and Scrutiny Annual Report

The Chair welcomed Councillors G C W Reynolds and P J Scott to the Scrutiny Management Board and expressed thanks to Councillors V A Fletcher and E J Greenaway for their contribution in 2016/17.

The Board received an update on the delivery of the 2016/17 Scrutiny Work Programme in the form of a draft Annual Report which it was agreed was an accurate reflection of the work that had taken place.

RESOLVED – that

- (a) the delivery of the work programmes of each Scrutiny Committee be noted; and
- (b) the 2016/17 Scrutiny Annual Report be approved for presentation to Full Council.

SMB-5 Scrutiny Work Programme 2017/18

The Board received the work programme report which included the Terms of Reference for each Scrutiny Committee and a list of suggestions for the work programme for the municipal year 2017/18.

The Chair referred Members to the Terms of Reference for the Board and Scrutiny Assembly which were presented for approval and the Terms of Reference for each Scrutiny Committee which were provided for endorsement to be agreed by the relevant Scrutiny Committee. No changes were recommended and Members accepted the content.

The Board agreed that the list of suggestions should be referred to the relevant Scrutiny Committee to timetable their own work programmes with the recommendation that each Scrutiny Committee should identify two or three priority topics as a focus for the work programme.

The Board noted the changed resources within the Democratic & Scrutiny Services Team and agreed an initial allocation of quarterly formal meetings for each Scrutiny Committee to reflect the reduced capacity in the team. It was noted that resources for Joint Health Overview & Scrutiny Committee would need to be flexible to accommodate scrutiny of Future Fit. Members discussed the need to reduce the number of items on agendas through circulating monitoring reports by email in accordance with the Scrutiny Handbook which would release valuable meeting time to look at topics in more depth.

The Board considered the continued relevance of Holding to Account Sessions with the Cabinet Members, and discussed changing the approach to these sessions. It was considered more appropriate to target Cabinet Members depending on whether there were issues in specific priority areas in the public eye or coming through Cabinet which would warrant their attendance rather than fixing a programme of attendance with no specific emphasis. It was considered important to invite the Leader to be held to account at least annually and, as the Leader had been due to attend a meeting at the end of the 2016/17 municipal year which had been cancelled due to the pre-election period, the Board wished to extend an invite to the meeting on 25 September 2017. The Chair suggested that Board Members be invited to identify the topics for discussion at the meeting in advance in order to provide focus for the Holding to Account session.

The Board further noted that the last review of non-statutory co-optees took place in the 2015/16 municipal year by way of a staggered recruitment and appointment process. As each non-statutory co-optee was appointed on a two year term in accordance with the Scrutiny Handbook, review of each appointment would be necessary at various points during the current municipal year. In order to conserve resources and maintain consistency for the work programme, Members discussed extending the term of appointment for all non-statutory co-optees to align with the Local Elections in 2019.

RESOLVED – that

- (a) the Terms of Reference of the Scrutiny Management Board and the Scrutiny Assembly as set out at Appendix 1 to the report be approved and the Terms of Reference for each of the Scrutiny Committees also at Appendix 1 to the report be endorsed for agreement by the respective Scrutiny Committee;**

- (b) the suggestions set out in Appendix 2 of the report be referred to each relevant Scrutiny Committees to prioritise two or three items in their own work programmes;
- (c) each Scrutiny Committee receive an initial allocation of four formal meetings per year as set out in part B section 2 of the report.
- (d) that each current non-statutory scrutiny co-optee be offered an extension to their current term of appointment to 2 May 2019
- (e) that the Leader and Managing Director be invited to the next meeting on 25 September 2017 and that Scrutiny Management Board Members identify topics in advance.

SMB-6 Chairs' Updates

Each Scrutiny Committee Chair provided a brief overview on the work of their Committee during the 2016/17 municipal year as detailed in the Annual Report.

The meeting ended at 6.27pm

Chairman:

Date: