

# APPENDIX B

## HARBOROUGH DISTRICT COUNCIL

### MEETING NOTES OF THE SCRUTINY TASK GROUP DISCUSSING:

#### REVIEW OF THE SCRUTINY FUNCTION

held in: The Council Chamber, The Symington Building, Adam and Eve St, Market Harborough

on 7<sup>th</sup> January 2016

at 6.30 pm

Present:

Councillor Dann (Chairman)

Councillors: Mrs Ackerley, Mrs Beesley-Reynolds, Bowles, Brodrick, Dr Hill and Mrs Simpson

Officers: B. Murgatroyd & G. Keeping

#### ELECTION OF CHAIRMAN OF THE TASK GROUP

It was moved proposed by Councillor Mrs Ackerley and seconded by Councillor Bowles that Councillor Dann be elected Chairman of the Task Group.

There being no other nominations, Councillor Dann was elected Chairman.

Councillor Dann took the Chair for the remainder of the meeting.

#### APOLOGIES FOR ABSENCE AND NOTIFICATIONS OF SUBSTITUTION

None received.

#### DECLARATIONS OF MEMBERS' INTERESTS

None received.

#### REVIEW OF THE SCRUTINY FUNCTION AT HARBOROUGH DISTRICT COUNCIL

The Task Group considered the paper "Review of the Scrutiny Function at Harborough District Council", which set out to inform the Group of the results of informal consultations carried out by the Chairman of the Scrutiny Commission on the future of the Council's scrutiny function.

Cllr Dann agreed to contact Cllr Johnson, the Liberal Democrat's shadow member for Scrutiny, to offer a briefing on the review of the Scrutiny function before the date of the next meeting of the Scrutiny Commission (3<sup>rd</sup> March 2016).

The Group made the following comments in relation to the suggestions contained within the paper:

Report paragraph	Item	Comment
3.1	Scrutiny Commission to act as third Scrutiny Panel	Yes, but only if it a Scrutiny Panel meeting was required urgently and the next scheduled meeting was of the Commission.
3.2	Size of the Scrutiny Commission	The Task Group agreed that the Scrutiny

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		Commission should comprise 10 members, as set out in paragraph 3.2 of the report.
3.2	Scrutiny Workplan	The Task Group considered that the work of the Scrutiny function could be made more efficient and better targeted by considering the Executive's own workplan and identifying in advance important items that should be scrutinised.
3.3	Involvement in Scrutiny Panel meetings	The Task Group agreed that any non-Executive Member should be allowed to speak, and join in debate, at meetings of the Scrutiny Panels, but should not be entitled to vote.
3.3	Business of Scrutiny Panels	<p>The Task Group considered that the two Scrutiny Panels should each have a defined remit. Items of core business would be scheduled to be considered by the appropriate Panel, while additional items of non-core business would be considered at the next scheduled meeting of either Panel.</p> <p>Officers were asked to analyse the past pattern of business and use this to identify options for the remit and naming of the two Panels. These options would be put forward for consideration in the Task Group's report to the Scrutiny Commission.</p>
3.3	Size of Scrutiny Panels	<p>The Task Group agreed that the Scrutiny Commission should be provided with two options for the size of Scrutiny Panels:</p> <ul style="list-style-type: none"> <li>• 7 members, or</li> <li>• 10 members.</li> </ul> <p>The Task Group would however recommend the 7-member option.</p>
3.4	Size of Task & Finish Groups	The Panel agreed that the Task & Finish Groups should comprise 7 members, as set out in paragraph 3.4 of the report.
	Training	The Panel suggested that once the review of Scrutiny was completed, training in the new arrangements should be provided to all Members.

The Task Group AGREED:

- (i) that a draft of the report to the Scrutiny Commission be prepared and circulated to Task Group Members, with the intention that minor queries be resolved by email;
- (ii) that a second meeting of the Group only be held if necessary if there were unresolved issues after i) above.

The meeting closed at 7.07 pm