

AGENDA ITEM:

**AD HOC SCRUTINY PANEL**

**15 NOVEMBER 2007**

- 1. EXECUTIVE SCHEME OF DELEGATION**
- 2. OPERATION OF THE COUNCIL**

**PURPOSE OF THE REPORT**

1. To present proposals to the Ad Hoc Scrutiny Panel regarding the format of today's meeting.

**BACKGROUND**

2. At the Overview and Scrutiny Board, held on 28 August 2007, Members agreed to establish an Ad Hoc Scrutiny Panel. The Board determined that the first area of enquiry would address the Executive Scheme of Delegation and that the Panel would take direction from the Board regarding any corporate issues as considered necessary.

**TERMS OF REFERENCE**

3. As agreed at the Overview and Scrutiny Board meeting held on 24 September 2007, the suggested terms of reference for the initial and future topics for the Ad Hoc Scrutiny Panel were outlined as follows: -
  - a) To examine the current process of the Executive Scheme of Delegation and the process for undertaking Executive decisions.
  - b) To undertake scrutiny examination on corporate issues as directed by the Overview and Scrutiny Board.

**ITEM 1: INTRODUCTION – EXECUTIVE SCHEME OF DELEGATION**

4. The first issue to be addressed by the Panel is the Executive Scheme of Delegation. The Mayor is responsible for determining his Scheme of Delegation and this covers the following five areas of delegated powers:
  - The Executive collectively
  - Individual Executive Members
  - Officers

- Executive Sub-Committees
  - Joint arrangements
5. When the Mayor considers it appropriate, however, he may still take any decision regardless of whether it has been delegated within his Scheme or not.

## **EVIDENCE/DISCUSSION**

6. The Panel may wish to discuss issues around the following topics:
- Is there a standardised procedure within each department that identifies issues, which should be addressed at Executive/Individual Executive meetings?
  - What procedures are undertaken to promote appropriate Non-Executive Member involvement in portfolio activities?
  - What can be done to improve communication/involvement, particularly at a ward level, with Members about certain decisions?

## **ITEM 2: INTRODUCTION – OPERATION OF THE COUNCIL**

7. Members have raised the operation of the Council previously; this is the second area that the Panel will address.
8. A brief introductory report has been prepared by the Members' Office Manager, which is intended to form the basis for exploring this issue.

## **EVIDENCE/DISCUSSION**

9. The Panel may decide to discuss the issues regarding the operation of the Council and/or identify other sources of information.

## **FUTURE AREAS OF ENQUIRY**

10. According to regulations, there is a requirement for the Executive to set out its programme of work for the coming four months. The Ad Hoc Scrutiny Panel may wish to examine the process which is in place to ensure that all key decisions are placed on the "Forward Plan" four months in advance of that decision being made.

## **RECOMMENDATION**

11. That the findings from this meeting will be taken into account in drawing up conclusions and recommendations with regards to the above topics.

## **BACKGROUND PAPERS**

12. No background papers were used in the preparation of this report.

## **CONTACT OFFICER**

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