



OVERVIEW AND SCRUTINY BOARD

24 AUGUST 2004

OVERVIEW AND SCRUTINY BOARD – PROGRESS REPORT

1. **PURPOSE OF THE REPORT**
2. To inform Members of the Overview and Scrutiny Board of progress made to date.
3. **PROGRESS ON THE WORK PROGRAMME**
4. Executive of 17 August 2004: The Executive considered the OSB's written report on the Medium Term Financial Plan. I will report verbally on the outcome.
5. Outstanding Scrutiny Final Reports to the Executive: The OSB's Final Report on Permanent Exclusions within Middlesbrough is the only outstanding report awaiting consideration by the Executive.
6. OSB Working Teams: At present there are no Working Teams established.
7. Monitoring and Auditing Role of the OSB: Financial reports on the 2003/04 Probable Revenue and Capital Outturn, and 2004/05 First Quarter Revenue and Capital Budget Outturn will be considered at a meeting of the OSB on 1 September 2004.

8. GENERAL OSB ISSUES

9. Annual Report 2003/04: The first Annual Report of the Overview and Scrutiny function in Middlesbrough is a later item on this Agenda.
10. Scrutiny Panel Chairs Informal Meeting: The first informal meeting of Panel Chairs' was held on 5 August 2004. The main items agreed were:
- (a) that Panels will be encouraged to identify issues arising from performance clinics and Corporate Performance Plan, etc., and to produce short reports for OSB and Executive; to speed up processes, it was agreed to use email to get Panel/OSB approval for reports;
 - (b) that a standard item on Panel agendas would be an update on OSB decisions/recommendations and Executive feedback;
 - (c) that the following training topics should be pursued:
 - (i) report writing, including case studies of successful/unsuccessful reports;
 - (ii) analysis of video of panel meeting(s); and
 - (iii) plain English guide.
 - (d) that electronic/internet training packages should be investigated for Members who are unable to attend formal training events; and
 - (e) that further meetings will be held on a quarterly basis.
11. Scrutiny Training Programme for 2004: A training session on Presentation Skills, aimed at scrutiny chairs and vice-chairs is to be held on the morning of 15 September 2004, facilitated by Mel Nixon from Aware UK.
12. Two media training sessions for Panel Chairs and Vice-Chairs have been arranged for 31 August 2004 (9.00 am to 12 noon) and 16 September 2004 (4.00 pm to 7.00 pm), timed to accommodate Members' availability. I hope that all Panel Chairs and Vice-Chairs will be able to attend one of the sessions.
13. Fortnightly meetings with the Scrutiny Support Team: I have continued my regular meetings with the Scrutiny Support Team to discuss key issues relating to the Overview and Scrutiny function.
14. **RECOMMENDATION**
15. This report is for noting and comment.

**COUNCILLOR MICHAEL CARR
CHAIR OF THE OVERVIEW AND SCRUTINY BOARD**

13 August 2004

BACKGROUND PAPERS

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