



NOTICE OF MEETING

Meeting: **CORPORATE OVERVIEW AND SCRUTINY PANEL**

Date and Time: **THURSDAY, 18 JUNE 2015, AT 9.30 AM***

Place: **COMMITTEE ROOM 1, APPLETREE COURT,
LYNDHURST**

Telephone enquiries to: **Lyndhurst (023) 8028 5000
023 8028 5588 - ask for Andy Rogers
Email: andy.rogers@nfdc.gov.uk**

PUBLIC PARTICIPATION:

***Members of the public may speak in accordance with the Council's public participation scheme:**

- (a) immediately before the meeting starts, on items within the Cabinet's terms of reference which are not on the public agenda; and/or**
- (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.**

Dave Yates
Chief Executive

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This Agenda is also available on audio tape, in Braille, large print and digital format

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meetings held on 19 March and 18 May 2015 as correct records.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

3. PUBLIC PARTICIPATION

To note any issues raised during the public participation period.

4. THE ROLE OF THE PANEL (Pages 1 - 4)

- (a) To note the Panel's Terms of Reference.
- (b) To receive a brief outline of the role of overview and scrutiny panels and their working relationship with the Cabinet.

5. WORK PROGRAMME

- (a) To consider the Panel's future Work and receive an outline from the Chairman on his aspirations for the Panel's work in the ensuing year.
- (b) To receive a brief presentation from officers on the main priorities of the Council which fall within this Panel's terms of reference, to assist members with the development of their work programme for the forthcoming year.
- (c) To establish/appoint members to the Budget Task and Finish Group.

6. PORTFOLIO HOLDERS' UPDATES

An opportunity for the Portfolio Holders to provide an update to the Panel on any issues.

7. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

To: **Councillors:**

M R Harris (Chairman)
Mrs A M Rostand (Vice-Chairman)
A R Alvey
W G Andrews
M J Kendal

Councillors:

Mrs A E McEvoy
A D O'Sullivan
M A Steele
D B Tipp
C A Wise

Agenda Item 4

CORPORATE OVERVIEW AND SCRUTINY PANEL – 18 JUNE 2015

TERMS OF REFERENCE

1. The statutory overview and scrutiny functions of the Council shall be undertaken by Overview and Scrutiny Panels. Each Panel shall have a particular responsibility for the overview and scrutiny of the following service areas:-

Corporate Overview and Scrutiny Panel:

1. Corporate and Community Plans
2. Performance Management
3. Political and Management Structures
4. Financial Strategy
5. Risk Management
6. Communications
7. Human Resources Strategy
8. Other corporate matters
9. Value for Money
10. Information and Communications Technology
11. Asset Management - Land and Buildings Strategy
12. Capital and Revenue Budgets
13. Council Tax and Benefits (incl. Housing)
14. National Non-Domestic Rates and Discretionary Non-domestic rate relief
15. Central Support Services including
 - i. Accountancy
 - ii. Information Services
 - iii. Exchequer Functions (Payroll, Payments, Cashiers, Debtors)
 - iv. Legal and Democratic Services
 - v. Chief Executive's Administration
16. Employee and Civic Catering
17. Health and Safety of Employees
18. Economic Development / Business Partnership /Tourism

2. For those matters being the responsibility of the Executive relating to the functions of the Portfolio(s) for which each Panel has been established:-
 - (i) To prepare an annual programme of reviews each year for approval by the Council.
 - (ii) To consider such policy and strategy proposals as are referred to it by the Council and the Executive and to report back the result of its considerations with reasons to the referring body.
 - (iii) To consider the proposals for revenue and capital budgets which comply with the financial strategy approved by the Council for recommendation to the Executive.
 - (iv) To scrutinise the Corporate Plan and to select and submit to the Corporate Overview and Scrutiny Panel a list of those aims and topics it wishes to examine further.
 - (v) To review how and to what effect Council policy and strategy is being implemented by the Executive and Officers and to make reports and recommendations, including

proposals for changes to policies and practices to, the Council, the Executive, and Officers,¹ as appropriate.

- (vi) To review performance against annual budgets, including budget profiles and to report thereon to the Council and Executive as appropriate.
- (vii) To review the 'called in' decisions of or action taken by the Executive and Officers acting under delegated powers, and report the outcome of each review to the Council, the Executive and Officers, as appropriate.²
- (viii) To assist in the development, implementation and monitoring of the Council's performance management framework, including the fundamental and annual service plans relating to its functions, and to make such reports and recommendations as it considers appropriate.
- (ix) To undertake reviews of services provided by other agencies and which affect the economic, social and environmental well-being of the Council's area.
- (x) To review the Council's involvement and support to outside organisations that fall within these Terms of Reference.
- (xi) To receive and review external audit reports which relate to matters within these Terms of Reference.
- (xii) To receive representatives and/or deputations from any area structures implemented by the Council or relevant groups of interest, and to report to the Council, the Executive and Officers, as appropriate.
- (xiii) To make recommendations to the Executive and Council on estimates of expenditure and the budget required to enable the Panel to undertake its functions.
- (xiv) To make reports or recommendations to the Council or the Executive in respect of functions which are not the responsibility of the Executive.
- (xv) To make reports or recommendations to the Council or the Executive in respect of matters which affect the Local Authority's area or its inhabitants.
- (xvi) To appoint lead members to represent the Panel in the service planning process.
- (xvii) To consider whether decisions taken by the Executive which were not treated as key decisions should have been so treated, and to require the executive to prepare a report to the Council in appropriate cases as set out in Annex 6 to this Constitution.

3. Additional Terms of Reference of the Corporate Overview and Scrutiny Panel

- (i) To consider the aims and topics of the Corporate Plan proposed for further examination by all Panels under paragraph 2 (iv), to assess whether adequate resources are available, and to consider how resources may be apportioned in order to link the annual budget with the Council's strategic objectives.
- (ii) To identify aims and topics in the Corporate Plan that are not covered, or are duplicated, in Panels' proposals under paragraph 2 (iv), and to request the relevant Panel Chairmen to agree a way forward.

4. The following Overview and Scrutiny Panels may review decisions or action taken in respect of those functions that are not the responsibility of the executive, to the extent stated in this paragraph:

Corporate

All functions within the terms of reference of the General Purposes and Licensing Committee, except:

Determination of any application for any consent, licence, certificate, permit, registration or the like; functions under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974; and responses to consultations on issues relating to sea fisheries.

All functions within the terms of reference of the Audit Committee.

5. Subject to compliance with any provisions within legislation and the Council's Constitution, to delegate any of the functions of the Panel to an officer of the Council.

¹ "Officers" refers to the Chief Executive and Executive Directors.

² The decisions of Regulatory Panels and Officers to whom a function has been delegated by a Regulatory Panel, or where an appeal lies to a Regulatory Panel, are excluded from the Panel's Terms of Reference.

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