

REPORT TO: CITY COUNCIL
REPORT ON: PROPOSED ESTABLISHMENT OF SCRUTINY COMMITTEE ETC
REPORT BY: DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)
REPORT NO: 38-2009

1.0 PURPOSE OF REPORT

To make proposals to strengthen the scrutiny process.

2.0 RECOMMENDATIONS

It is recommended that the Council:-

1. Establish a Scrutiny Committee and the Best Value, Performance and Efficiency Sub-Committee be re-titled and called The Improvement and Efficiency Sub Committee.
2. Approve the terms of reference and operating arrangements for the above Committee and Sub-Committee as detailed in paragraphs 4.3 and 4.4 of the report.
3. Invite the Major Opposition Group to nominate a representative to fill the position of Convener. Invite the next largest Opposition Group to nominate a representative to fill the position of Deputy Convener of the Scrutiny Committee.
4. Approve the changes to Standing Orders appended hereto and remit to the Depute Chief Executive (Support Services) to make further consequential amendments.
5. Review this Committee and its operations after a period of twelve months.

3.0 FINANCIAL IMPLICATIONS

The cost of these proposals will be contained within the 2009/2010 and 2010/2011 revenue budgets.

4.0 MAIN TEXT

- 4.1 It is proposed that a Scrutiny Committee be established to improve transparency, scrutiny and performance. The new Committee will allow for more detailed reviews of policies, action plans and inspection reports and help improve service delivery. To aid discussion, the Scrutiny Committee may invite various groups to attend, for example, HM Inspectorate of Education reports subject to scrutiny would require the Director of Education, and possibly a Church representative and Employee representative to be in attendance; a Scrutiny Report on Housing may result in the Dundee Federation of Tenants' Associations, the Director of Housing, and other recognised tenants groups being invited to attend the meeting to give their views and aid discussion.

Best Value Working Groups would, as at present, be able to invite representatives from relevant partners such as NHS Tayside, Tayside Police and the Voluntary and Community Sector to participate. Trade Unions would continue to be invited to be represented on appropriate Best Value Working Groups with possible staffing implications.

- 4.2 It is also proposed that the Best Value, Efficiency and Performance Sub-Committee be retitled and called the Improvement and Efficiency Sub-Committee to bring it in line with the Officers Improvement and Efficiency Board and to accommodate the Scrutiny Committee it is proposed that its terms of reference be revised. There are no proposals to revise the terms of reference and operating arrangements for the Audit and Risk Management Sub-Committee.

4.3 **Scrutiny Committee**

It is proposed that the Committee's operating arrangements be as follows:-

(a) **Terms of Reference**

1. To scrutinise, review and examine reports and action plans relating to service delivery and Council policy referred to the Committee from the City Council, its Committees and Sub-Committees and report back where necessary.
2. To approve an annual programme of Best Value Reviews and monitor progress of the Best Value Review Programme and report back to the relevant Committee as appropriate.
3. To examine and review external inspection reports of Council services including HMIE reports in respect of schools and report back to the relevant Committee as appropriate (excluding external reports within the Terms of Reference of the Improvement and Efficiency Sub-Committee and Audit and Risk Management Sub-Committee).
4. To examine reports from the Scottish Public Services Ombudsman (SPSO) and the SPSO annual report and report back to the relevant Committee as appropriate.
5. To examine consumer and employee surveys and report back to the relevant Committee as appropriate.
6. To examine the Council's Public Performance report and report back to the relevant Committee as appropriate.
7. To review and monitor the Council's complaints system and report back to the relevant Committee as appropriate.
8. To review the Council's corporate governance arrangements and report back to the relevant Committee as appropriate.
9. To promote and maintain high standards of conduct by Councillors and co-opted members and report back to the City Council or relevant Committee as appropriate.
10. To consider any reports by the Standards Commission for Scotland relevant to members of the Council submitted by the Monitoring Officer and thereafter the City Council or relevant Committee as appropriate.
11. To consider matters concerning the maintenance and public availability of a Register of Interests for Members and Chief Officers, including any information which might require to be redacted.

(b) **Membership**

The membership will comprise four members of the Administration, two members of the Major Opposition Group (including Chair), and one member of each of the Minor Opposition Groups. All political groups will be represented on the Scrutiny Committee.

(c) **Convener and Depute Convener**

The Convener will be the Leader of the Major Opposition Group. The Depute Convener will be a member of the next largest Opposition Group.

(d) **Frequency of Meetings**

Meetings will be held during the day every eight weeks.

(e) **Quorum**

The quorum of the Committee shall be three members. The quorum must include a representative from the Administration and the Major Opposition Group.

(f) Substitutes

It shall be competent for substitutes to be intimated and effected for individual meetings of the Committee.

4.4 Improvement and Efficiency Sub-Committee

It is proposed that its new terms of reference be as follows:-

1. to review the Council's Annual Efficiency Statement;
2. to review performance reports; and
3. to review progress in implementing the Council Plan, Service Plans and the Single Outcome Agreement.

The Convener and Depute Convener, membership, frequency of meetings, quorum, substitute arrangements etc remain unchanged.

5.0 POLICY IMPLICATIONS

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

6.0 CONSULTATIONS

The Chief Executive, Depute Chief Executive (Finance), Head of Finance and Assistant Chief Executive have been consulted.

7.0 BACKGROUND PAPERS

None.

Patricia McIlquham
Depute Chief Executive (Support Services)

Date: 17 April 2009

APPENDIX

STANDING ORDER NO 38

Inclusion of Business on the Council Agenda at the Request of Members (this Standing Order also includes Committees and Sub-Committees)

All items for the Scrutiny Committee will be considered by the appropriate Service Committee in the first instance and therefore this Standing Order will not apply to the Scrutiny Committee however, the Chief Executive may submit items directly to the Scrutiny Committee.

STANDING ORDER NO 24

Reception of Deputations

In addition to requests for deputations to speak to items on the agenda the Committee may also invite deputations to seek their views in relation to items on the agenda.

STANDING ORDER NO 44

Standing Committee and Sub-Committees Constitution

The Scrutiny Committee will comprise eight members.

STANDING ORDER NO 45

Membership of Committees and Sub-Committees

It shall be competent for substitutions to be intimated and effected for individual meetings of any Sub-Committee, this should be extended to include the Scrutiny Committee.

STANDING ORDER NO 50

Attendance of Members of Council at Meetings of Committees and Sub-Committees of which they are not Members (Questions)

In view of the nature of the business and role of the Scrutiny Committee it will only be permissible for members of the Committee to ask questions.

STANDING ORDER NO 51

Quorum of Committees and Sub-Committees

The quorum of all Standing Committees with the exception of the Licensing Committee is eight members. In the case of the Scrutiny Committee the quorum shall be three members. The quorum must include a representative from the Administration and the Major Opposition Group.

STANDING ORDER NO 52

Convener of Meetings of Committees and Sub-Committees

The Convener of a Committee or Sub-Committee or in his/her absence the Depute Convener, whom failing, the Leader of the Administration, shall preside at meetings of Committees or Sub-Committees. In the case of the Scrutiny Committee in the absence of the Convener and Depute Convener, members shall elect a Convener of the meeting from the substitutes attending from Major Opposition Group.