

## OVERVIEW & SCRUTINY – SCOPING FORM FOR POLICY DEVELOPMENT/REVIEWS

<b>Committee: Finance &amp; Procedures</b>	<b>Date: 16 February 2005</b>
<b>Review Title: Overview &amp; Scrutiny within Rochford District Council</b>	
<b>Terms of Reference:</b>	
<p>To review the operation and effectiveness of the Overview &amp; Scrutiny process within the Council and in particular how it:</p> <ul style="list-style-type: none"> <li>(a) contributes to policy development and review by carrying out in depth analysis of important policy issues,</li> <li>(b) acts as a check on executive power by holding decision makers to account and</li> <li>(c) contributes to Best Value reviews.</li> </ul> <p>To consider best practice in other authorities</p> <p>To review the Council's Constitution with regard to procedures and the structure and membership of Overview &amp; Scrutiny Committees.</p> <p>To make recommendations accordingly.</p>	
<b>Witnesses: <i>Who? Why?</i></b>	
<p>Witness 1: Chairmen of all Policy Committees and Chairmen Of Community and Environment Overview &amp; Scrutiny Committees</p> <p>Witness 2: Chief Executive, Corporate Directors, Heads of Service</p> <p>Witness 3. Partner Organisations, Contractors, Stakeholders</p> <p>Witness 4. Audit Commission, IDeA representatives, if available</p> <p>Information to be gathered: Perspective on the operation of Overview &amp; Scrutiny within Rochford District Council</p>	
<b>Documents/information: <i>What? Why?</i></b>	
<p>Document 1: Extracts of Primary Legislation</p> <p>Document 2: Council Constitution</p> <p>Document 3. ODPM Publication – Development of Overview &amp; Scrutiny in Local Gov.</p> <p>Document 4. ODPM Publication – Strengthening Local Democracy</p> <p>Document 5. ODPM Publication – Summary of Research Evidence on New Council Constitutions in Local Government</p> <p>Document 6. ODPM Publication – Implementation of New Council Constitutions in Alternative Arrangements Authorities</p> <p>Document 7. ODPM Publication – Operating the New Council Constitutions in English Local Authorities – A Process Evaluation</p> <p>Document 8. ODPM Publication – Research Summary – Development of Overview &amp; Scrutiny in Local Government</p> <p>Information to be gathered: Documentation and Information arising out of research during Overview process</p>	

<b>Site visits: <i>Where? Why? When?</i></b>
<p>Best Practice sites identified in the course of investigation</p> <p>Information to be gathered: A view of the operation of Overview &amp; Scrutiny in other authorities</p>
<b>Consultation/research: <i>Who? Why? What?</i></b>
<p>Consideration to be given by the Committee to consultation with recognised academic and other authorities in the field, such as Universities, Inlogov, IDeA Centre for Public Scrutiny, Audit Commission, etc.</p> <p>Information to be gathered: A wider perspective of the role of councillors and outcomes expected from the modernising agenda.</p>
<b>Venues to be used for evidence gathering: <i>Where? When?</i></b>
<p>Civic Suite – Committee Room 4 - informal meetings and interviews tba</p> <p>Council Chamber - formal meetings tba</p>
<b>Officer support and other resources:</b>
<p>Corporate Director (Law, Planning &amp; Administration)</p> <p>Head of Legal Services</p> <p>Head of Administrative &amp; Member Services</p> <p>Principal Committee Administrator</p>
<b>Timescale:</b>
<p>March 2005 – May 2006</p>
<b>Reporting line for the Review:</b>
<p>Policy &amp; Finance Committee</p> <p>Full Council</p>