



Report of:	Meeting	Date
Clare James, Corporate Director Resources (and Section 151 Officer)	Overview and Scrutiny Committee	4 September 2023

Updates to the Overview and Scrutiny Article and Procedure Rules

1. Purpose of report

- 1.1** To inform members of planned updates to the Constitution relating to Overview and Scrutiny.

2. Corporate priorities

- 2.1** To have an up-to-date Constitution and procedure rules for the Committee, its Sub-Committees and Task and Finish Groups.

3. Recommendations

- 3.1** That members consider the proposed updates to the Overview and Scrutiny Article and Procedure Rules.
- 3.2** That the agreed updates be recommended to Full Council.

4. Background

- 4.1** The Overview and Scrutiny Committee agreed the appointment of the Climate Change Sub-Committee in June 2023 and its terms of reference in July 2023. When considering the terms of reference for the sub-committee, it was noted that the Council's Constitution needed updating to reflect this appointment and potential future appointments of sub-committees. The last update to the constitution relating to scrutiny occurred in 2019 and so it was an opportune time to review this section and recommend updates.

5. Key issues and proposals

- 5.1** The Overview and Scrutiny Committee Article and the Procedure Rules have been updated following the appointment of a sub-committee and relevant legislation referred to in the Constitution updated.

6. Alternative options considered and rejected

- 6.1** An alternative option was to hold off on a review of the scrutiny elements of the constitution until a more detailed review of the whole document was commissioned. However, it was noted that several references to relevant legislation were out of date or incorrect; it was therefore necessary to complete this update promptly.

Financial, Legal and Climate Change implications	
Finance	None.
Legal	Any changes arising to the Article and Procedure Rules would be subject to confirmation by Full Council.
Climate Change	None.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
health and safety	x

risks/implications	✓ / x
asset management	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:

name of document	date	where available for inspection
None.		

List of appendices

Appendix 1 – Part 2.10, Article 10 – Overview and Scrutiny Committee

Appendix 2 – Part 4.05, Overview and Scrutiny Procedure Rules