

Allerdale Borough Council

Overview and Scrutiny Committee – 26 July 2019

Reviewing scrutiny processes – Appointment of a Task and Finish Group

The Reason for the Decision

The report seeks agreement from the Overview and Scrutiny Committee to establish a Task and Finish Group to review the processes involved in the scrutiny of contracting processes, appoint a Chair and set the objectives for the review.

Summary of options considered

Options considered include:

The Committee establish a Task and Finish Group to review and scrutinise the procedures and processes previously used for scrutiny in awarding Council contracts. This is the recommended option.

Address the work in the main Committee. It is considered that this topic requires a level of detail which it is not possible to achieve in a Committee Meeting.

Recommendations

1. That a Task and Finish Group is established by the Overview and Scrutiny Committee to review and scrutinise the procedures and processes used for scrutiny in awarding Council procurements and contracts;
2. That the Committee appoint a Chairperson (a current Member of the Overview and Scrutiny Committee) who will be responsible for managing the Task and Finish Group and reporting its findings to the Overview and Scrutiny Committee;
3. That the Committee agrees the membership of the Task and Finish Group;
4. That the Committee agrees the Task and Finish Group's proposed objectives;
5. That the Task and Finish Group follows an agreed Terms of Reference and keeps the Overview and Scrutiny Committee updated;
6. That the Task and Finish Group reports its

findings, conclusions and recommendations to the Overview and Scrutiny Committee.

Financial / Resource Implications	The Task and Finish Group will require officer support and resources.
Legal / Governance Implications	The Task and Finish Group will be required to report its work, findings and recommendations to the Overview and Scrutiny Committee.
Community Safety Implications	There are no direct implications.
Health and Safety and Risk Management Implications	There are no direct implications.
Equality Duty considered / Impact Assessment completed	There are no direct implications.
Wards Affected	All
The contribution this decision would make to the Council's priorities	The Task and Finish Group will contribute to the Transforming the Council theme of the Council Plan.
Is this a Key Decision	No
Portfolio Holder	Councillor George Kemp
Lead Scrutiny Member	Councillor Alan Pitcher and Councillor Iain Greaney – co-chairs
Lead Officer	Ian Hinde Policy Officer (Scrutiny and Partnerships) 01900 702544 ian.hinde@allerdale.gov.uk

Report Implications (Please delete where applicable).

Community Safety	N	Employment (external to the Council)	N
Financial	N	Employment (internal)	N
Legal	N	Partnership	N
Social Inclusion	N	Asset Management	N
Equality Duty	N	Health and Safety	N

1.0 Background to the proposed task and finish group

- 1.1 The Overview and Scrutiny Committee has previously utilised the task and finish group approach to address the scrutiny of the processes used for Council procurement and contracting.
- 1.2 The opportunity to consider the Committee's and its task and finish groups' own processes in this context is the proposed topic for this review.

2.0 Task and Finish Group Membership

- 2.1 At the meeting of the Community Overview and Scrutiny Committee on 28 June 2019, the following Committee Members expressed their interest in participating in a Task and Finish Group to review previous processes:

- Cllr Carmel Bell
- Cllr Malcolm Grainger
- Cllr Iain Greaney
- Cllr Michael Heaslip
- Cllr Joe Holliday
- Cllr Daniel Horsley
- Cllr Carni McCarron-Holmes
- Cllr Alan Pitcher

- 2.2 The Committee is asked to agree the Task and Finish Group Membership and appoint a Chair.

3.0 Objectives

- 3.1 The Committee is responsible for agreeing the objectives for the Task and Finish Group within its Terms of Reference. Terms of Reference are used to guide and focus the Task and Finish Group and support the delivery of priorities. The following objectives are proposed:

- Consider and scrutinise the procedures and processes used for scrutiny in awarding Council contracts;
- Identify what steps will help to strengthen similar future processes;
- Identify any additional actions to support Councillors in their scrutiny role when considering procurement;
- Make recommendations for improvements to the process.

- 3.2 Members are asked to consider the proposed objectives and whether any further should be added before agreeing them.

- 3.3 Members are asked to note that the Task and Finish Group will scope the work based on these objectives to develop the Terms of Reference using scoping template.

4.0 Recommendations

4.1 It is recommended:

- 4.1.1 That a Task and Finish Group is established by the Overview and Scrutiny Committee to review and scrutinise the procedures and processes used for scrutiny in awarding Council contracts;
- 4.1.2 That the Committee appoint a Chairperson (a current Member of the Overview and Scrutiny Committee) who will be responsible for managing the Task and Finish Group and reporting its findings to the Overview and Scrutiny Committee;
- 4.1.3 That the Committee agrees the membership of the Task and Finish Group;
- 4.1.4 That the Committee agrees the Task and Finish Group's proposed objectives;
- 4.1.5 That the Task and Finish Group follows an agreed Terms of Reference and keeps the Overview and Scrutiny Committee updated;
- 4.1.6 That the Task and Finish Group reports its findings, conclusions and recommendations to the Overview and Scrutiny Committee.

5.0 Conclusion

- 5.1 Members are advised that a Task and Finish Group is the most appropriate way to address this scrutiny work. The Task and Finish Group will allow Members to review the processes involved in scrutinising the awarding of a contract at the level of detail needed to provide appropriate feedback, recommendations and future outcomes for the Council and local people.

Ian Hinde
Policy Officer (Scrutiny and Partnerships)