


<p>Non-Executive Report of the:</p> <p>Overview and Scrutiny Committee</p> <p>20th May 2019</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Sharon Godman, Divisional Director Strategy, Policy and Performance</p>	<p>Classification: Unrestricted</p>
<p>Overview and Scrutiny Toolkit 2019-20 Draft</p>	

Originating Officer(s)	<p>Afazul Hoque, Head of Service, Corporate Strategy and Policy</p> <p>Daniel Kerr, Strategy and Policy Manager</p>
Wards affected	All Wards

REASON FOR URGENCY:

Must be considered by OSC at the first meeting of the Municipal Year

1. EXECUTIVE SUMMARY

- 1.1. The report presents a draft of the Overview and Scrutiny toolkit 2019-20, which has been developed to replace the outgoing scrutiny toolkit 2016-17. The main purpose of the toolkit is to offer practical guidance for Members, senior leaders and scrutiny support officers when carrying out scrutiny activities.

2. RECOMMENDATIONS:

- 2.1. The Overview and Scrutiny Committee is recommended to:
- Comment on the draft Overview and Scrutiny toolkit 2019-20.

3. DETAILS OF THE REPORT

- 3.1. The Overview and Scrutiny toolkit 2019-20 has been developed to refresh the outgoing Scrutiny toolkit 2016-17. This is a draft version based on the 2018 -19 Overview and Scrutiny Committees structure and some of the areas will need to be amended to reflect the new committee structure and portfolios.

- 3.2. The Overview and Scrutiny toolkit 2019-20 aims to offer a practical guide to Members, senior officers and scrutiny support officers. Making the Overview and Scrutiny toolkit 2019-20 accessible to the wider Council will foster and develop a stronger organisational culture of scrutiny.
- 3.3. The Overview and Scrutiny toolkit 2019-20 was developed with the following considerations:
- Current scrutiny toolkit 2016-17
 - Desk research – what are other local authorities are using
 - Benchmarking and best practice e.g. CfPS and Ministry of Housing Communities & Local Government statutory guidance
 - The Overview and Scrutiny toolkit 2019-20 has been shaped from the discussions from the Committee Members' away day which focused on how we can make scrutiny more effective.
 - Obtaining feedback from 1-2-1's with Committee Members, senior officers DLTs and scrutiny supporting officers.
- 3.4. Future plans for the Overview and Scrutiny toolkit 2019-20 following on from OSC meeting include:
- Final version of the Overview and Scrutiny toolkit 2019-20 to be designed by the Council's communication team with the aim to make it more accessible and engaging for readers.
 - Target date of completion for the Overview and Scrutiny toolkit 2019-20 will be June 2019
 - An online version of the Overview and Scrutiny toolkit 2019-20 will be developed to provide better accessibility and wider access to the rest of the Council.
 - A Communications plan will be developed to launch the Overview and Scrutiny toolkit 2019-20 to ensure all Members and officers are aware of its purpose and know where to find it.

4. EQUALITIES IMPLICATIONS

- 4.1. There are no equalities implications arising from the report.

5. OTHER STATUTORY IMPLICATIONS

- 5.1. Best Value Implications
The activities highlighted in this report are made as part of the Overview and Scrutiny Committee's role in helping to secure continuous improvement for the council, as required under its Best Value Duty.
- 5.1. Environmental (including air quality)
There are no direct environmental implications arising from the report

- 5.2. Risk Management
There are no direct risk management implications arising from the report or recommendations.
- 5.3. Crime Reduction
There are no direct crime reduction implication arising from the report
- 5.4. Safeguarding
There are no direct safeguarding implications arising from the report or
- 5.5. Data Protection / Privacy Impact Assessment
There are no direct data protection/ privacy impact assessment implications arising from the report

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 This report is the upgraded Overview and Scrutiny toolkit; which provides practical guidance for Members, senior leaders and scrutiny support officers when carrying out scrutiny activities.
- 6.2 There are no direct financial implications from this report

7. COMMENTS OF LEGAL SERVICES

- 7.1 There are no specific legal implications arising from this report

Linked Reports, Appendices and Background Documents

Linked Report

- NONE

Appendices

Overview and Scrutiny Toolkit 2019-20

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- NONE

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