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CHILTERN
District Council



Governance and Electoral Arrangements Committee

Wednesday, 30th November, 2016 at 6.30 pm

Council Chamber, King George V House, King George V Road, Amersham

A G E N D A

- 5 Review of Political Management Arrangements (*Pages 3 - 46*)

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Governance and Electoral Arrangements Committee

Councillors: J A Burton
I A Darby
A J Garth
P M Jones
N M Rose
M W Shaw
M J Stannard
D M Varley
H M Wallace
E A Walsh (Chairman)
D J Bray

Date of next meeting – Thursday, 9 February 2017

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SUBJECT:	Review of Political Management Arrangements
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services and Monitoring Officer
WARD/S AFFECTED	None

1. Purpose of Report

To consider possible changes to the Council's current political management arrangements alongside the review and updating of the Constitution.

RECOMMENDATION

Members are asked to consider the following options and indicate whether they want officers to bring further information and/or more detailed proposals to the next meeting:-

- (i) Whether to reduce the cycle of meeting from 6 to 4**
- (ii) Whether to establish a single Overview Committee**
- (iii) Whether to agree the principle of establishing joint scrutiny functions with South Bucks District Council subject to in principle agreement by South Bucks**
- (iv) Whether the current PAG arrangements require any amendment**
- (v) The introduction of individual cabinet member decision-making**
- (vi) Whether to agree the principle of establishing a joint Personnel Committee with South Bucks by extending the terms of reference of JAIC, subject to in principle agreement by South Bucks**
- (vii) If a joint Personnel Committee is established to delegate any residual personnel issues for CDC staff to Governance and Electoral Arrangements Committee**

2. Reasons for Recommendation

To enable the Committee to review current decision-making processes to ensure they remain efficient and effective for both members and officers and reflect the shared working arrangements in place with South Bucks District Council.

3. Content of Report

- 3.1 The Council's political management arrangements were last reviewed in 2014 when the Constitution Review Committee made a number of recommendations including reducing the cycle of meetings from 8 to 6; reducing the number of Overview

Committees from 3 to 2; introducing Policy Advisory Groups for each cabinet portfolio and amalgamating some committees. The full recommendations are set out in the Minutes attached at Appendix 1 for ease of reference and these are being incorporated into the updated Constitution.

- 3.2 The Committee has indicated that alongside the review and updating of the Council's Constitution they also wish to review current political management arrangements and consider further options for streamlining the decision-making process, particularly in view of the joint working arrangements in place with South Bucks District Council (SBDC). Various options are therefore discussed in more detail below.

4. Cycle of Meetings

- 4.1 The number and cycle of meetings that are held in each municipal year are a matter of local discretion for councils based on their particular functions and the matters that require member involvement and decisions. As mentioned above the cycle of meetings was last reviewed in 2014 when members of the Constitutional Review Committee recommended a reduction from 8 to 6 cycles per year which was agreed by Full Council and implemented from July 2015. This reduction reflected a general agreement that the Council held too many meetings; with some Members having to attend multiple meetings during an evening, including a concern for the workload for members. It was acknowledged that further joint working with SBDC may result in additional joint meetings for cabinet members and members of the Joint Appointments and Implementation Committee (JAIC).
- 4.2 However, the introduction of PAGs and a recent increase in the number of unscheduled meetings and additional working groups has meant the reduction in meeting cycles has not significantly reduced the overall number of meetings or members' workload. There have been additional meetings arranged (mainly to deal with the implementation of shared services through Joint Committee/JAIC/Personnel Committee), however a number of scheduled meetings have been cancelled due to lack of business. A table showing the additional and cancelled meetings over the past 2 years is attached at Appendix 2.
- 4.3 One option is to consider reducing the cycle of meetings further from 6 to 4 per annum. This is the current cycle of meetings at SBDC and has proved to work effectively. This reduction would not apply to the Planning Committee which needs to meet more frequently due to its particular work load. Other committees already meet on an ad hoc basis such as Appeals and Complaints and Licensing Sub-Committee and this arrangement would continue. An illustrative calendar of meetings based on 4 cycles a year is attached at Appendix 3 and an illustrative calendar for 2017/18 based on the current 6 cycles is also attached at Appendix 4. Reducing to 4 cycles a year would reduce the number scheduled meetings by 13.

5. Overview and Scrutiny Committees

Legal Background

- 5.1 Councils are required by the Local Government Act 2000 to have at least 1 overview and scrutiny committee with powers to review or scrutinise decisions made, or other actions taken, by the cabinet and council committees and make reports to Full Council or Cabinet. They were modelled on parliamentary select committees with the additional power to require cabinet decisions which are not yet implemented to be reconsidered (the right to "call-in" decisions). An overview and scrutiny committee can appoint 1 or more sub-committees (often on a task and finish basis) to discharge any of its functions.

Options

- 5.2 As already mentioned the number of overview committees was reduced from 3 to 2 in 2014 but despite this reduction and the reduction in the number of meetings per year, it is noticeable that there have been a high number of cancellations. Members are referred to Appendix 2 in this respect. With the introduction of PAGs the role of the overview committees in policy development has become less clear and their focus has turned to performance and financial monitoring and the review of specific topics. The Committees' work was recently summarised in the Annual Scrutiny Review to the last Audit & Standards Committee which is attached at Appendix 5.
- 5.3 It is suggested that the current level of work overview and scrutiny work could be undertaken by a single committee, as is the position as SBDC. The ability to appoint sub-committees/task and finish group would still enable project-specific reviews to be undertaken.
- 5.4 The opportunity for joint scrutiny with SBDC on cross-cutting areas and topics of mutual to both Councils is also an option for consideration. Examples of successful joint scrutiny include: West Sussex's joint scrutiny projects on Community Advice Services, Flooding and Housing for Care Leavers and Cumbria's joint scrutiny in respect of CCTV provision, Affordable Housing and Strategic Waste. Each Council would continue to keep its own Overview and Scrutiny Committee/s.

6 Policy Advisory Groups (PAGs)

- 6.1 The setting up of PAGs for cabinet portfolio holders is a matter of local discretion for councils. PAGs can only be advisory as non-cabinet members cannot take executive (cabinet) decisions. Following the recommendation by Constitution Review Committee in July 2014 5 PAGs established with 6 to 8 selected by the cabinet portfolio holder. The intention was to give the wider membership of the Council greater involvement in, and awareness of, cabinet decision and policy development. Now PAGs have been in operation for nearly 2 years it may be useful to reflect on their operation in practise. The matter for consideration could be the

format and style of the meetings as well as the content of information being submitted to each PAG, and the need to avoid duplication of reporting.

- 6.2 An area of possible duplication identified by officers is the information and reports being considered by PAGs and the relevant Overview Committee. There is also a lack of clarity around what reports should be referred to PAGs as their role is advisory/consultative in nature. Members may also wish to note that a number of separate working groups have been set up recently which overlap to varying degrees with the work of PAGs, for example:-

- Joint Planning Policy Member Reference Group
- Affordable Housing Member Working Group
- Leisure Needs Member Working Group

There is also a long standing Corporate Asset Management Group that overlaps with the work of Environment PAG.

- 6.3 Members may wish to comment on possible alternative approaches to streamlining the information being considered at PAGs, Overview Committees and the additional working groups; for example improved work programmes for consideration of items that work across service areas and different stages of decision making. Another option may be for PAGs to work more as Task and Finish Groups rather than standing advisory groups, so that the Group meets for a specific period of time to consider a piece of work, conclude their work and then disband so that Groups do not continue indefinitely. A successful example of this in the past was the Council Tax Support Working Group. An alternative approach taken at SBDC is for PAGs to act in a consultative capacity when Cabinet members take non-key decisions. This form of decision-making is referred to in more detail below.

7 Individual Cabinet Member Decision-making

Legal Background

- 7.1 The Local Government Act 2000 introduced the power for the Leader and member of the cabinet to take decisions individually, as well as collectively in cabinet meetings. Before a decision can be taken individually a report must be published in the usual way for 5 clear days. A record (minute) of the decision taken must also be published. That decision is subject to the same call-in procedure as Cabinet decisions and can be actioned 5 clear days after publication (provided it has not been called-in). The procedure enables decisions to be taken between scheduled cabinet meetings whilst retaining the transparency of the usual cabinet decision-making process. Details of the process would be set out in a separate protocol.

Options

- 7.2 SBDC and Aylesbury Vale District Council have both introduced individual cabinet member decision-making. At SBDC cabinet portfolio holders can take non-key decisions individually after consultation with their PAG. The Committee may wish to

consider introducing this power in conjunction with a reduction in the number of meeting cycles per year.

8 Joint Personnel Committee and JAIC

- 8.1 In view of the on-going creation of joint officer teams serving both CDC and SBDC, as well as the adoption of harmonised terms and conditions for all staff at both authorities, the creation of a joint personnel committee becomes increasingly appropriate in order to effectively discharge the strategic personnel function of both Councils. This could be achieved by extending the terms of reference of JAIC. Consideration of this item is obviously subject to the views of SBDC members but CDC members may wish to share their views on this matter and seek and in principle view from SBDC.
- 8.2 For any residual personnel issues that may be specific to officers at CDC e.g. pension rights; these could be delegated to an existing committee such as Governance & Electoral Arrangements, whose terms of reference could be amended accordingly.

9. Consultation

The Committee is asked to consider whether, and if so how, they wish to consult on any proposed changes with members more widely, either via committees/cabinet or individually.

10 Corporate Implications

Financial – There are no financial implications arising directly from this report

Legal – As set out in the report

Risks issues – None specific

Equalities - None specific

11 Links to Council Policy Objectives

There are no direct links to the policy objectives. But as efficient and effective decision-making process accords with best practice and good governance generally.

12 Next Steps

To bring more detailed information and proposals to the Committee if required

Background Papers:	None except those referred to in the report
Appendices	1 Recommendations from the meeting of the

	<p>Constitution Review Committee held on 2 July 2014</p> <ol style="list-style-type: none">2 Number of Cancelled / Additional Meetings3 Schedule of Meetings based on 4 cycles of meetings4 Schedule of Meetings based on 6 cycles of meetings5 Annual Scrutiny Review 2015/16
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CHILTERN DISTRICT COUNCIL

**MINUTES of the Reconvened Meeting of the
CONSTITUTION REVIEW COMMITTEE
held on 2 JULY 2014**

PRESENT: Councillor N M Rose - Chairman

Councillors: Miss P A Appleby
Mrs I A Darby
D G Meacock
D W Phillips
M Stannard

APOLOGIES FOR ABSENCE were received from Councillors N L Brown, A J Garth, and M Vivis

ALSO IN ATTENDANCE: Councillor J Burton

14 DRAFT CHANGES TO THE CONSTITUTION

The Head of Legal and Democratic Services provided a recap of discussions at the previous adjourned meeting of the Committee in respect of details of draft changes to the Constitution as a result of a previous report on options to streamline the workings of the Council in line with the work programme agreed by the Constitution Review Committee on 18 February 2014, specifically in relation to Overview and Scrutiny, and Policy Advisory Groups (PAGs). Members were advised that there would be a further meeting of the Committee to consider suggested changes for full Council.

The key areas of focus in the report were:-

- Streamlining the workings of the Council
- Policy Advisory Groups (PAGs)
- Overview and Scrutiny
- Full Council
- Regulatory Committees
- Cycle of meetings
- Outside Body appointments

The Head of Legal and Democratic Services presented the appendices to the report which detailed the Terms of Reference for the proposed committees, including amendments as a result of discussions from the previous meeting of the Committee, as follows:

- Audit and Standards Committee
- Appeals and Complaints Committee
- Governance and Electoral Arrangements Committee
- Joint Appointments and Personnel Committee
- Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups
- Services Overview Committee
- Resources Overview Committee

Members considered the proposed Terms of Reference in detail including the proposed amendments.

Audit and Standards Committee

Members considered the merger of the Audit and Standards Committees (**Appendix 1**) to form one Committee. For clarification the role of independent persons as observers to the existing Standards Committee was explained to confirm that due to changes in legislation in 2012 the independent persons no longer had voting rights, were purely observers and were not eligible to access confidential information. The current independent persons were appointed in 2012 under the new regime and were to be reappointed in 2017. As a result of previous discussions at the adjourned Committee meeting there had been an amendment to the Terms of Reference for the Audit and Standards Committee to strengthen the requirement of a Hearing Sub-Committee formed of 3 members from the Audit and Standards Committee which would be established if required for the purpose of considering a Standards (Code of Conduct) issue.

Appeals and Complaints Committee

Members considered the formation of an Appeals and Complaints Committee (**Appendix 2**) to encompass all existing appeals committees and panels to form one Committee. It was noted there was a change to reflect the responsibility of the Democratic and Electoral Services Manager rather than the Head of Legal and Democratic Services to constitute an appeals panel, in consultation with the Chairman of the Committee.

Governance and Electoral Arrangements Committee

Members considered the Terms of Reference for the Governance and Electoral Arrangements Committee (**Appendix 3**) which included the deletion of paragraph 3.6 due to the proposed retention of a Personnel Committee.

Personnel Committee and JAIC

Members considered the Terms of Reference for the Personnel Committee (**Appendix 4A**) which was to be retained to deal with issues specific to Chiltern District Council, while any issues in relation to joint arrangements and harmonised conditions were to be considered by the Joint Arrangements and Implementation Committee (JAIC). It was noted that the proposal was to reduce membership from 9 to 7 and that the 7 members on the Personnel Committee were to form the Chiltern members of the JAIC. A further change in membership of the Personnel Committee was to include the Leader and one Cabinet Member, rather than two Cabinet Members. During consideration of Appendix 4A discussions led onto the Terms of Reference for JAIC (**Appendix 4B**) which proposed an increase in membership of the JAIC for each authority from 5 to 7 and that the terms of reference for JAIC was to consider issues in relation to joint arrangements and employees / services

under harmonised conditions. The changes in respect of JAIC would require agreement from South Bucks District Council to amend Appendix 3 of the Inter - Authority Agreement.

Policy Advisory Groups

Members considered the suggestion to establish five Policy Advisory Groups (PAGs) which would be linked to each Cabinet Portfolio Holder and would be a sounding board for the Cabinet Member. Discussions ensued in relation to the role, membership, political composition and flexibility of PAGs. The Head of Legal and Democratic Services presented the Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups (**Appendix 5**) for consideration; and explained that relevant officer(s) should liaise directly with the Cabinet member regarding PAG agenda planning rather than the Chairman of a PAG, if this was not the Cabinet Member. It was agreed that a Chairman could be appointed from the membership of the PAG and did not have to be the Cabinet Member. But the PAG Chairman would be invited to any officer briefings for the relevant Cabinet Member before PAG meetings. It was also agreed that the membership of the PAGs was not to be limited to the majority group although it was noted there was no legal requirement for the PAGs to be politically balanced.

Overview Committees

Members considered the Terms of Reference for the Overview Committees (**Appendices 6 and 7**) and agreed to amalgamate three Overview Committees into two Overview Committees – Resources Overview Committee and Services Overview Committee. The membership of each Overview Committee was agreed at 15 members. It was noted that members could also serve on PAGs with the exception that when the overview committees were considering issues in relation to the scrutiny function eg. Call-in or scrutiny review. The differential between overview and scrutiny items would be identified on the agenda and the Committee's work programme.

Full Council Meetings

Members considered options for change in respect of full Council meetings with the aim to improve the interest and public engagement with Council meetings. Particular options that considered were:-

- Questions with notice (Public Questions) with an allotted time period for questions to be answered
- Criteria for submitting questions eg. Relevant to the area; submission date prior to the meeting; complies with protocol; oral presentation of questions at the meeting and the permission of a supplementary question
- A programme of speakers to Council eg. Paradigm, with an allotted time period for presentations
- Incorporate the Chief Constable Q & A session into a future Council meeting
- Report on recommendations rather than minutes to Council

Following consideration of changes to future Council meetings it was agreed that at the next meeting of the Constitution Review Committee, members were to receive a proposed new style Council agenda for consideration to implement changes to encourage public engagement and interest in Council meetings.

RECOMMENDATIONS:

1. Overview and Scrutiny

- i) That the number of Overview Committees be reduced from three to two;**
- ii) That the number of members on each Overview Committee be fifteen;**
- iii) That each Overview Committee meet six times per year; and**
- iv) That the Chairman and Vice- Chairman of the Overview Committee be elected by the members of the Committee**
- v) That the terms of reference for the Services Overview Committee attached at Appendix 1 be approved**
- vi) That the terms of reference for the new Resources Committee attached at Appendix 2 be approved**

2. Policy Advisory Groups (PAGs)

- vii) That five Policy Advisory Groups be established to align with the Cabinet Portfolios;**
- viii) That the number of members serving on each PAG be not less than 6 or more than 8;**
- ix) That membership of the PAGs be selected by the Cabinet Portfolio Holder;**
- x) That all meetings of the PAGs are held informally and are not public meetings, but any member of the Council can attend to observer if they wish to do so; and**
- xi) That the Chairman be nominated by the PAG**
- xii) That the consequential amendments to the Cabinet Procedure Rules attached at Appendix 3 be approved**

3. Council Meetings

- xiii) That the Constitution Review Committee at a future meeting consider suggestions as to how the Council meetings can be improved.

4. Regulatory Committees

- xiv) That the Constitution Review and Boundaries and Electoral Arrangements Committees be merged into one Governance and Electoral Arrangements Committee with the terms of reference as attached at Appendix 4;
- xv) That the merger of Homelessness and Appeals Committees to form one Appeals and Complaints Committee be approved with the terms of reference as attached as Appendix 5;
- xvi) That the merger of Audit and Standards Committees to form one Audit and Standards Committee be approved with the terms of reference as attached at Appendix 6 ; and
- xvii) That membership of the merged committees be drawn from the members elected to the Individual committees for the municipal year 2014/15 by election of the various groups

5. Personnel Committee

- xviii) That Chiltern District Council retain a Personnel Committee to consider personnel issues specific to Chiltern and in respect of those employees that are not part of joint arrangements or under harmonised conditions with the amended terms of reference as attached at Appendix 7;
- xix) That the membership of the Personnel Committee be reduced from nine to seven;
- xx) That Council's human resources functions in respect of those employees subject to Joint Arrangements with South Bucks District Council be delegated to the Joint Arrangements and Implementation Committee (JAIC)
- xxi) That the membership of the CDC Personnel Committee form the membership of the Chiltern membership of the (JAIC);
- xxii) That the membership of the JAIC be increased from five to seven members from each authority; and
- xxiii) That the quorum of the JAIC be increased from two to three elected members from each authority

- xxiv) That subject to the agreement of South Bucks District Council the amended terms of reference for the JAIC attached at Appendix 8 be approved.

6. Number of Meetings

- xxv) That Full Council continues to meet six time per year;
 - xxvi) That Overview Committees continues to meet six times per year;
 - xxvii) That Cabinet continues to meet six times per year;
 - xxviii) That the Planning Committee continues to meet on a three weekly cycle; and
 - xxix) That other scheduled committees meet on a quarterly basis, half yearly or as and when required.
- 7. That the Chief Executive be granted delegated authority to make any consequential amendments of the above recommendations to the Constitution as required.**

The meeting was adjourned at 7.43pm

SERVICES OVERVIEW COMMITTEE

11.1 General

A statutory Committee of the Council established to review and scrutinise the services and functions falling within the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Cabinet portfolios

11.2 Membership, Chairmanship and Quorum

Number of Members	Fifteen
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Chairman and Vice-Chairman of the Council and Members of the Cabinet are ineligible
Restrictions on Chairmanship/Vice-Chairmanship	No
Quorum	Five
Number of ordinary meetings per Council Year	Six
Standing Sub-Committees	No

11.3 Terms of Reference

11.3.1 Areas of Responsibility

The Areas of Responsibility of the Committee are: -

- 1) The functions and service falling within the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Cabinet Portfolios as described in Section C of Part 3 of this Constitution
- 2) The functions of the Council shared with the Housing and Health, Sustainable Development, Community and Waste and Customer Services Cabinet Portfolios or which directly or indirectly affect the discharge of any of the services and functions falling within those portfolios.
- 3) The external Partnerships falling within the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Cabinet Portfolios and any other external body or stakeholder whose activities directly or indirectly affect the discharge of the services

and functions falling within those portfolios

11.3.2. Committee Tasks

The power to perform the following Tasks within the Areas of Responsibility of the Committee:-

General Role

- 1) To develop and monitor its own work programme(s);
- 2) To review the Forward Plan of the Cabinet;
- 3) To make reports and/or recommendations to the full Council and/or the Cabinet;
- 4) With the consent of the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Portfolio Holders (as the case may be), consider reports relating to Key Decisions prior to consideration by the Cabinet; and
- 5) Consider any matter affecting the District or its residents;

Scrutiny

- 6) To review and scrutinise the performance of the Portfolio holders for Housing, Health, Communities and Leisure, Sustainable Development, and Waste and Property in relation to (i) policy and budgetary development and implementation, (ii) the discharge of Executive functions including relevant national or local performance indicators, measures or targets, and (iii) decision making generally.
- 7) To review and scrutinise the performance of the Council in relation to its policy objectives, national or local performance indicators, measures or targets and/or particular service areas.
- 8) To question members of the Cabinet and/or Directors and Heads of Service about any matter that this Overview Committee is empowered to scrutinise by the Clauses above.
- 9) To invite members of the public and/or representatives of community and partner organisations, or experts, to attend and give evidence to the Committee in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.
- 10) To review the performance of other public bodies in the area.
- 11) Subject to their consent first being obtained, to question and gather evidence from any person in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.

Value for Money

- 12) To undertake value for money reviews of services or key partnerships – this may be at the request of the Cabinet, Council or identified as part of the Committees own work programme
- 13) To approve the terms of reference of any value for money reviews to be undertaken and take overall responsibility for the completion of that review
- 14) To consider any reports in relation to Value for Money referred to the committee by the Audit Committee and make recommendations to Council or to the Cabinet as appropriate in relation thereto

Policy Development and Review

- 15) If requested to do so by full Council or the Cabinet:-
 - (i) to assist in the development of the Council's Budget and Policy Framework beyond the role allocated to it by the Budget and Policy Framework Procedure Rules set out in Section E of Part 4 of this Constitution by in-depth analysis of policy issues, including conducting research and community consultation;
 - (ii) to consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
 - (iii) to liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the policy development and implementation and decision making generally is enhanced by partnership and collaborative working.

Finance

- 16) To exercise overall responsibility for the finances made available to it.

11.4 Delegations

Within the Areas of Responsibility of the Committee the matters referred to in paragraphs 11.3.1 and 11.3.2 of the Terms of Reference.

11.5 Notes

11.5.1. The terms of reference of this Overview Committee must be read in conjunction with the various Procedural Rules set out in Part 4 of this Constitution, particularly the Overview and Scrutiny Procedure Rules, Access to Information Rules and the Budget and Policy Framework Procedure Rules.

11.5.2. Members of this Committee will have a conflict of interest in any item of

business that involves scrutiny of a decision in which they have been actively involved as a member of a Policy Advisory Group and will not participate in any debate or vote on the matter, except to answer any questions directed to them by other members of the Committee

RESOURCES OVERVIEW COMMITTEE

9.1 General

A statutory Committee of the Council established to review, scrutinise and conduct Value for Money Reviews in relation to the services and functions falling within the Leader, Support Services and Customer Services Cabinet Portfolios and related functions.

9.2 Membership, Chairmanship and Quorum

Number of Members	Fifteen
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Chairman and Vice-Chairman of the Council and Members of the Cabinet are ineligible
Restrictions on Chairmanship/Vice-Chairmanship	No
Quorum	Five
Number of ordinary meetings per Council Year	Six
Standing Sub-Committees	None.

9.3 Terms of Reference

9.3.1 Areas of Responsibility

The Areas of Responsibility of the Committee are: -

- 1) The functions and service falling within the Leader, Support Services and Customer Services Cabinet Portfolios as described in Section C of Part 3 of this Constitution
- 2) The functions of the Council shared with the Leader, Support Services and Customer Services Cabinet Portfolios or which directly or indirectly affect the discharge of the services and functions falling within those portfolios
- 3) The external Partnerships falling within the Leader, Support Services and Customer Services Cabinet Portfolios and any other external body or stakeholder whose activities directly or indirectly affect the discharge of any of the services and functions falling within those Portfolios

9.3.2 Committee Tasks

The power to perform the following Tasks within the Areas of Responsibility of

the Committee.

General Role

- 1) To develop and monitor its own work programme(s).
- 2) To review the Forward Plan of the Cabinet.
- 3) To make reports and/or recommendations to the full Council and/or the Cabinet.
- 4) With the consent of the Cabinet Leader, Support Services or Customers Services Portfolio Holders (as the case may be), consider reports relating to Key Decisions prior to consideration by the Cabinet.
- 5) Consider any matter affecting the District or its residents.

Scrutiny

- 6) To review and scrutinise the performance of the Cabinet Leader and the Portfolio Holders for Support Services and Customers Services in relation to (i) policy and budgetary development and implementation, (ii) the discharge of Executive functions including relevant national or local performance indicators, measures or targets, and (iii) decision making generally.
- 7) To review and scrutinise the performance of the Council in relation to its policy objectives, national or local performance indicators, measures or targets and/or particular service areas.
- 8) To question members of the Cabinet and/or Chief Executive/ Director and Heads of Service about any matter that this Overview Committee is empowered to scrutinise by the Clauses above.
- 9) To invite members of the public and/or representatives of community and partner organisations, or experts, to attend and give evidence to the Committee in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.
- 10) To review the performance of other public bodies in the area.
- 11) Subject to their consent first being obtained, to question and gather evidence from any person in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.
- 12) To receive and review the annual FOIA report (Annual Report also to Cabinet).

Value for Money

- 13) To undertake value for money reviews of services or key partnerships –

this may be at the request of the Cabinet, Council or identified as part of the Committees own work programme

- 14) To approve the terms of reference of any value for money reviews to be undertaken and take overall responsibility for the completion of that review
- 15) To consider any reports in relation to Value for Money referred to the committee by the Audit Committee and make recommendations to Council or to the Cabinet as appropriate in relation thereto.

Policy Development and Review

- 16) If requested to do so by full Council or the Cabinet:-
 - (i) to assist in the development of the Council's Budget and Policy Framework beyond the role allocated to it by the Budget and Policy Framework Procedure Rules set out in Section E of Part 4 of this Constitution by in-depth analysis of policy issues, including conducting research and community consultation;
 - (ii) to consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
 - (iii) to liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the policy development and implementation and decision making generally is enhanced by partnership and collaborative working.

Finance

- 17) To exercise overall responsibility for the finances made available to it.

9.4 Delegations

Within the Areas of Responsibility of the Committee the matters referred to in paragraphs 9.3.1 and 9.3.2 of the Terms of Reference.

9.5 Notes

9.5.1 The terms of reference of this Overview Committee must be read in conjunction with the various Procedural Rules set out in Part 4 of this Constitution, particularly the Overview and Scrutiny Procedure Rules, Access to Information Rules and the Budget and Policy Framework Procedure Rules.

9.5.2 Members of this Committee will have a conflict of interest in any item of business that involves scrutiny of a decision in which they have been actively involved as a member of a Policy Advisory Group and will not participate in any debate or vote on the matter, except to answer any questions directed to them by other members of the Committee

CABINET PROCEDURE RULES

Insert new paragraph 7

7. Policy Advisors
 - 7.1 Cabinet Members may appoint at their discretion other Members of the Council, not limited to members of the majority group, to advise and assist them with:
 - a) the discharge of their functions,
 - b) the development of policy,
 - c) other matters of current interest
 - 7.2 Policy Advisory Groups will comprise not less than 6 or more than 8 members
 - 7.3 Different Policy Advisors may be appointed to cover particular areas of activity. Policy Advisors can only act in an informal capacity and cannot exercise executive functions individually or collectively
 - 7.4 Policy Advisors may be Members of an Overview and Scrutiny Committee whose remit includes the activities of the portfolio they are assisting with, providing there is not a significant conflict of interest and they do not scrutinise a decision in which they have been actively involved
 - 7.5 Policy Advisors will serve for a maximum of 12 months, ending at the annual Council meeting but may be re-appointed by the relevant Cabinet Members for a further period
 - 7.6 The Chairman of a Policy Advisory Group can be any member the respective PAG
 - 7.7 Policy Advisory Groups will normally meet in the absence of the press and the public, but will be open to any elected member
 - 7.8 Policy Advisory Groups will meet as and when required but normally once each cycle before Cabinet. The relevant Cabinet Member will agree with officers before the despatch of the meeting agenda what information should be kept confidential and the extent of that confidentiality. For example, it may be decided that whilst information can be released to the wider Council membership and relevant officers, it should not be divulged to the press and public. Alternatively, depending upon the subject matter, it may be decided that the issues discussed at the Group meetings can be made more publicly available. It may be that there will be a division between what information can be released and what should be kept confidential.
 - 7.9 The Democratic and Electoral Services Manager will be advised of the establishment, membership and chairman (and any mid-term changes) of each Policy Advisory Group and shall maintain a record of such.

GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE

1 General

A Committee of the Council established to monitor and review the operation of the Council's Constitution and political management arrangements, deal with election and electoral matters and the review of parishes, deal with urgent matters requiring a decision of the Council and any matter which is not within the responsibility of the Cabinet and which falls outside the terms of reference of any other Committee or officer delegation.

2 Membership, Chairmanship and Quorum

Number of Members	Eleven
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	None
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub-Committees	None

3. Matters Delegated for Decision

- 3.1. To monitor and keep under review the operation of the Council's constitution and political management arrangements
- 3.2 To deal with election and electoral matters
- 3.3. To exercise functions in relation to parishes, parish meetings and parish councils including changing the name of a parish
- 3.4 To take any necessary action to enable recommendations to be made in respect of the matters listed below which are reserved to the Council
- 3.5 To make, amend or revoke byelaws
- 3.6 To deal where legally permissible, with any matter including the authorisation of legal proceedings which requires a decision of the Council and which cannot reasonably be dealt with in the normal cycle of meetings (see also Note below)
- 3.7 To deal with any matter which, by virtue of the Local Authorities (Functions and Responsibilities) (England) Regulations from time to time in force or any other statutory provisions, cannot be the responsibility of the Cabinet and

does not fall within the terms of reference of any other committee or within the Scheme of Officer delegations.

4 Matters Reserved to Full Council

4.1 Approval of:-

- a) Proposal to change the District's warding arrangements
- b) Final recommendations from a Parish Review
- c) Proposals to change the name or boundaries of the District
- d) The promotion of, or opposition to, national, local or private bills
- e) Changes to the Constitution

NOTE:

The Chief Executive or his nominee or the Head of Legal and Democratic Services, after consultation with the Chairman of the Committee must certify the reasons for urgency in respect of each item determined under paragraph 3.6 above. Reports to the Committee must also specify the reason for the urgency

APPEALS AND COMPLAINTS COMMITTEE

1 General

A Committee of the Council established to determine appeals by employees against decisions of the Council as employer, consider requests for review of Council decisions on housing applications and other appeals against Council decisions and to deal with any determinations required in respect of complaints referred to the Ombudsman

2 Membership, Chairmanship and Quorum

Number of Members	Eleven
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Although all members of the Council are eligible for appointment, any who are also members of the Personnel Committee or Joint Appointments and Implementation Committee will be ineligible to hear appeals that result from the decisions of those Committees
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub-Committees	None

3 Terms of Reference

Appeals

- 3.1. For all employees; to hear and determine appeals and grievances on the following matters:
- a) Dismissal on the grounds of misconduct, capability, ill-health and unfair selection for redundancy
 - b) Grievances submitted under agreed procedures
 - c) Disciplinary action as defined in conditions of employment

Note: The Committee can only consider appeals relating to grievances from current employees

- 3.2. To determine requests for a review of the Council's decision that an applicant became homeless intentionally or whether a person is ineligible for

acceptance on the Housing Register

- 3.3 To determine any other appeal against a decision made by or on behalf of the Council where provision is made for a right of appeal

Complaints

- 3.4 To consider any complaint made against the Council which has been referred to the Local Ombudsman and which requires a determination by Members.
- 3.5 To make compensation payments or provide other benefits in cases of maladministration up to the value of £5,000.

4 Delegations

Decisions on all matters falling within the terms of reference.

NOTE: The Democratic and Electoral Services Manager, after consultation with the Chairman of the Committee will constitute panels from the membership of the Appeals and Complaints Committee to hear appeals/complaints

AUDIT AND STANDARDS COMMITTEE

1. General

A Committee established to provide independent assurance of the adequacy of the internal controls and assurance mechanisms of the Council, to approve its financial accounts, promote and maintain high standards of conduct by Council members and co-opted members and consider breaches of the Council's Code of Conduct or the Codes of Conduct of town/parish councils within the district

2. Membership, Chairmanship and Quorum

Number of Members	Nine
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council.
Restrictions on Membership	Chairman and Vice-Chairman of the Council and Members of the Cabinet are ineligible
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Minimum of Two

3. Terms of Reference

To deal with the following matters:-

- a) To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- b) To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
- c) To review and approve the authority's assurance statements, including the Statement on Internal Control, on behalf of the authority.
- d) To approve, but not direct, internal audit's strategy, plan and monitor performance
- e) To review the main issues arising from the internal audit reports and seek assurance that action has been taken where necessary.
- f) To receive the annual report of the internal audit service.

- g) To consider the reports of external audit and inspection agencies, and monitor management action in response to issues raised.
- h) To ensure that there are effective relationships between external and internal audit, inspection agencies, other relevant bodies, and that the value of the audit process is actively promoted.
- i) To review and approve the financial statement on behalf of the authority and review the external auditors opinion on the financial statements.
- j) To review on a regular basis the Code of Conduct for Members and also for Officers and to monitor the effect of implementation of the Codes of Conduct
- k) To agree and review a complaints procedure for investigating allegations that members of the District, or any parish council within the District have failed to comply with their authority's Code of Conduct.
- l) To receive complaints and thereafter consider, review, investigate, conduct hearings and impose or recommend sanctions as may be required.
- m) To promote on an active basis the highest standards of ethical conduct by Councillors and Officers.
- n) To ensure training and guidance is provided to Councillors, including assisting Parishes to train their own Councillors, on all aspects of Codes of Conduct and adherence to ethical standards for Councillors.
- o) To establish a Hearings Sub-Committee – terms of reference, membership, quorum and frequency of meetings as set out in the Council's adopted Complaints procedure

4 Delegations

All these Terms of Reference are full delegated except any recommendations arising out of Items j) and k) shall be reported full Council as appropriate.

HEARING SUB-COMMITTEE

The Democratic and Electoral Services Manager concurrently with the Monitoring Officer, after consultation with the Chairman of the Committee, or in his absence the Vice-Chairman (if appointed), to select any three members of the Audit and Standards Committee to hear cases referred to it by the Monitoring Officer following an investigation into an allegation that a member may have failed to comply with their authority's Code of Conduct.

An Independent Person will be invited to attend any sub-committee so convened.

Where a failure to comply with the Code of Conduct is found the range of actions which the Sub-Committee can take might include the following:-

- a) A censure or reprimand
- b) Reporting its findings to Full Council or in respect of Town/Parish Councillors to the members' Council for information
- c) A recommendation that the member be removed from any or all Committees or Sub-Committee of the Council
- d) Instructing the Monitoring Officer to arrange training for the member or in respect of Town/Parish Councillors recommending that the member's Council arrange training.
- e) A recommendation that the member be removed from appointments to outside bodies or in respect of Town/Parish Councillors recommending to the member's Council that they be removed
- f) A recommendation that facilities provided to the member by the Council [or in respect of Town/Parish Councillors by the members' Council] are withdrawn such as a computer, website or internet access
- g) A recommendation that a member be excluded from Council offices or other premises [or in respect of Town/Parish Councillors from any offices or premises of the members' Council] except for meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings

PERSONNEL COMMITTEE

6.1 General

A Committee of the Council established to consider staffing matters (other than appeals) in respect of members of staff who are not subject to Joint Arrangements with South Bucks District Council .

6.2 Membership, Chairmanship and Quorum

Number of Members	Seven including the Cabinet Leader and one other Member of the Cabinet.
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	None
Restrictions on Chairmanship/Vice-Chairmanship	No
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub-Committees	No

6.3 Terms of Reference

- 6.3.1. To be responsible for the overall management of the Council's Human Resources which are not subject to Joint Arrangements with South Bucks District Council within the financial resources approved by the Council so as to enable the economic, efficient and effective provision of services.
- 6.3.2. To ensure that appropriate policies and procedures are in place to support the objectives set out in paragraph 6.3.1 above and to make recommendations to full Council thereon.
- 6.3.3. To consider the minutes, reports and recommendations of the Chiltern District Council and Staff Joint Committee and to make recommendations to full Council thereon.
- 6.3.4. To consider individual applications by employees for early payment of pension benefits, other than those on medical grounds

6.4 Delegations

All matters falling within paragraph 6.3.4 of the Terms of Reference

6.5. Notes

- 6.5.1. An appeal by an employee against a delegated decision of this Committee lies to the Appeals and Complaints Committee.

- 6.5.2. Members involved in making a decision that results in an appeal to the Appeals and Complaints Committee will be ineligible to sit on the Appeal Committee that hears the appeal.
- 6.5.3. The formulation and review of the Council's Whistle Blowing Policy falls within the terms of reference of the Audit and Standards Committee
- 6.5.4. Any delegations to Officers are contained in the Scheme of Delegations to Officers set out in Section B of Part 7 of this Constitution.

Inter Authorities Agreement

Appendix Three

Joint Appointment and Implementation Committee (“JAIC”)

- The JAIC is a Joint Non Executive Committee of the Authorities comprising at least seven members from each Authority. In the case of Chiltern District Council the membership of Personnel Committee will form the authority’s seven members of JAIC .
- The venue for meetings of the JAIC will alternate between the Authorities' offices and a member of the host Authority will chair each meeting.
- The JAIC meetings will be considered quorate if at least three elected members from each Authority are present.
- Detailed standing orders will be agreed by each Authority to govern the operation of the JAIC
- The JAIC shall deal with the implementation of the human resources implications of the Joint Arrangements and staffing matters following implementation of Joint Arrangements. Its primary functions are as follows:
 - a. to deal with the arrangements for the appointments to the Joint Chief Executive and Joint Senior Management Team posts subject to the reference back to the relevant Full Council meeting of any decision which statutorily requires such approval
 - b. to deal with any other staffing related implementation matters relating to the Joint Arrangements;
 - c. to be responsible for the overall management of human resources relating to the Joint Arrangements to enable the economic, efficient and effective provision of joint services
 - d. to ensure that appropriate policies and procedures are in place to support the objectives set out in a to c above
 - e. to consider reports from the Joint Staff Consultative Group and make recommendations thereon
 - f. to deal with any other statutory duties of the respective Councils relating to employment of staff in Joint Arrangements, not otherwise delegated to officers
 - g. to consider and advise the Joint Committee on any other human resource matter connected with the Joint Arrangements which the Joint Committee specifically asks the JAIC to consider and report on

Number of Cancelled and Additional Meetings

Meetings	Number of Meetings per year (scheduled)	Actual 2014-15 (May-May)	Actual 2015-2016	Actual May 2016 - Present (14 Nov 16)	Number cancelled	Total number of meetings held (2014-Present)	Date(s) cancelled	No of additional meetings
Formal meetings								
Council	6	7	8	4	0	19		3
Cabinet	6	8	7	3	0	18		3
Audit & Standards	2	5	4	4	1	14	30/06/16	7
Gov & Elec Arrangements	As required	4	2	1	1	6	08/10/15	
Licensing & Regulation	6	3	1	3	1	6	06/10/16	
Licensing Sub Committee	As required	1	4	1	3	3	06/11/14, 17/03/16, 01/06/16	
Taxi & Private Hire Sub Committee	As required	0	0	1	1	0	21/07/16	
Personnel	As required	5	6	3	1	13	16/02/15	
Appeals & Complaints	As required	1	1	2	0	4		
Planning	16	16	16	10	2	40	07/08/14, 30/07/15	
Resources Overview	6	4	6	3	3	10	30/09/14, 17/03/15, 17/06/15	
Services Overview (incl. C&E, H&P)	6	7	6	4	3	20	18/11/14, 04/08/15, 05/11/15	1
Joint committees								
Chiltern & South Bucks Joint Committee	5	4	4	2	1	9	09/12/14	
Chilterns Crematorium Joint Committee	3	4	4	1	2	7	09/03/15, 02/06/2016	2
JAIC	As required	3	5	3	3	8	23/06/14, 17/11/14, 07/01/15	
Joint Waste Committee for Buckinghamshire	3	3	3	0	0	6		
Chiltern & Wycombe JWCC	4	5	5	2	0	12		2
Informal meetings								
Policy Advisory Groups (PAGS)								
Community, Health & Housing PAG	4	3	3	2	0	8		
Customer Services PAG	4	3	7	3	5	8	10/06/2015, 27/01/16, 25/02/16, 13/06/16, 10/10/16, 28/11/16**	3
Environment PAG	4	2	3	2	2	5	09/03/16, 13/10/16	
Support Services PAG	4	3	3	3	3	6	08/03/16, 22/06/16, 26/07/16	
Sustainable Development PAG	4	6	6	1	1	12	19/10/16	4
Other informal meetings								
Affordable Housing Member Working Group				4	1	3	03/10/16	
Chiltern & Bucks Strategic Partnership	As required	1	1	1	0	3		
CAMG	3	3	3	0	1	5	12/01/16	
MT & UNISON	As required	1	3	5	1	8	17/10/16	
Disability Focus Group	3	2	2	0	1	3	14/03/16	
Joint Planning Policy Member Reference	6		3	6	1	8	17/10/16	
Leisure Needs Member Working Group	As required		0	2	0	2		
Senior Officer Management Board (Waste)	4	4	6	2	0	12		
HS2 Members Steering Group	As required	3	3	1	0	7		
Town & Parish Clerks	3	3	5	1	0	9		2
Town & Parish Chairs	As required	0	0	1	1	1		
Council Tax Support Scheme WG	As required	1	0	0	1	1		
Joint Member Working Group Parking	As required	1	0	0	0	1		
Community Cohesion Forum	As required	0	0	0	0	0		
Chief Constables Meeting	As required	1	0	0	1	1		
Appointment of External Members Panel	As required	0	0	0	0	0		
					Totals	41	298	

** Cancelled (future)

Illustrative Calendar of Meetings 2017-18

Based on 4 cycles

Cycle 1

16-May-17	Council (Annual)
01-Jun-17	Planning
05-Jun-17	SDPAG
12-Jun-17	CSPAG
13-Jun-17	EPAG
14-Jun-17	Services Overview
19-Jun-17	SSPAG
20-Jun-17	CHHPAG
21-Jun-17	Resources Overview
22-Jun-17	Planning
27-Jun-17	Cabinet
29-Jun-17	Audit & Standards
06-Jul-17	L&R
11-Jul-17	Council

Cycle 2

20-Jul-17	Planning
10-Aug-17	Planning
31-Aug-17	Planning
11-Sep-17	SDPAG
20-Sep-17	Services
21-Sep-17	Planning
25-Sep-17	SSPAG
27-Sep-17	Audit & Standards
28-Sep-17	EPAG
03-Oct-17	Cabinet
05-Oct-17	Joint Committee
11-Oct-17	Resources Overview
12-Oct-17	Planning
16-Oct-17	CSPAG
17-Oct-17	Council

Cycle 3

19-Oct-17	CHHPAG
02-Nov-17	Planning
09-Nov-17	L&R
23-Nov-17	Planning
27-Nov-17	CHHPAG
28-Nov-17	Services Overview
29-Nov-17	EPAG
30-Nov-17	CSPAG
04-Dec-17	SDPAG
05-Dec-17	Resources Overview

Cycle 3 continued

06-Dec-17	SSPAG
12-Dec-17	Cabinet (Budget)
14-Dec-17	Planning
11-Jan-18	Planning
25-Jan-18	Audit & Standards
01-Feb-18	Planning
06-Feb-18	Cabinet
08-Feb-18	L&R
22-Feb-18	Planning
28-Feb-18	Council (Council Tax)

Cycle 4

08-Mar-18	Audit & Standards
15-Mar-18	Planning
05-Apr-18	Planning
16-Apr-18	SDPAG
17-Apr-18	Services Overview
18-Apr-18	SSPAG
19-Apr-18	CHHPAG
23-Apr-18	CSPAG
24-Apr-18	EPAG
25-Apr-18	Resources Overview
26-Apr-18	Planning
01-May-18	Cabinet
03-May-18	L&R
15-May-18	Council (Annual)
17-May-18	Planning

Total number of meetings - 61

Illustrative Calendar of Meetings 2017-18

Based on 6 cycles

Cycle 1

16-May-17	Council (Annual)
01-Jun-17	Planning
05-Jun-17	SDPAG
12-Jun-17	CSPAG
13-Jun-17	EPAG
14-Jun-17	Services Overview
19-Jun-17	SSPAG
20-Jun-17	CHHPAG
21-Jun-17	Resources Overview
22-Jun-17	Planning
27-Jun-17	Cabinet
29-Jun-17	Audit & Standards
06-Jul-17	L&R
11-Jul-17	Council

Cycle 2

20-Jul-17	Planning
10-Aug-17	Planning
15-Aug-17	Resources Overview
22-Aug-17	Services Overview
31-Aug-17	Planning
05-Sep-17	Cabinet
11-Sep-17	SDPAG
19-Sep-17	Council

Cycle 3

20-Sep-17	Services
21-Sep-17	Planning
25-Sep-17	SSPAG
27-Sep-17	Audit & Standards
28-Sep-17	EPAG
03-Oct-17	Cabinet
05-Oct-17	Joint Committee
11-Oct-17	Resources Overview
12-Oct-17	Planning
16-Oct-17	CSPAG
17-Oct-17	Council

Cycle 4

19-Oct-17	CHHPAG
02-Nov-17	Planning
09-Nov-17	L&R
23-Nov-17	Planning
27-Nov-17	CHHPAG
28-Nov-17	Services Overview
29-Nov-17	EPAG

**Cycle 4
continued**

30-Nov-17	CSPAG
04-Dec-17	SDPAG
05-Dec-17	Resources Overview
06-Dec-17	SSPAG
12-Dec-17	Cabinet (Budget)
14-Dec-17	Planning
09-Jan-18	Council

Cycle 5

11-Jan-18	Planning
17-Jan-18	EPAG
18-Jan-18	CHHPAG
22-Jan-18	SDPAG
23-Jan-18	Resources Overview
24-Jan-18	SSPAG
25-Jan-18	Audit & Standards
29-Jan-18	CSPAG
31-Jan-18	Services Overview
01-Feb-18	Planning
06-Feb-18	Cabinet
08-Feb-18	L&R
22-Feb-18	Planning
28-Feb-18	Council (Council Tax)

Cycle 6

08-Mar-18	Audit & Standards
15-Mar-18	Planning
05-Apr-18	Planning
16-Apr-18	SDPAG
17-Apr-18	Services Overview
18-Apr-18	SSPAG
19-Apr-18	CHHPAG
23-Apr-18	CSPAG
24-Apr-18	EPAG
25-Apr-18	Resources Overview
26-Apr-18	Planning
01-May-18	Cabinet
03-May-18	L&R
15-May-18	Council (Annual)
17-May-18	Planning

Total Number of Meetings - 74

SUBJECT:	ANNUAL SCRUTINY REVIEW
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness email: JBurness@chiltern.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

This report is the annual review of the work of the Overview Committees at Chiltern, as part of the Authority's annual assurance process.

RECOMMENDATION

The report is noted and provides supporting material for the Annual Governance Statement.

2. Reasons for Recommendations

N/a

3. Content of Report

- 3.1 The overview and scrutiny functions of the Council are carried out by the Services and Resources Overview Committees. They undertake this with the objective of holding the Executive to account for the operation of the Council, and to support the Executive in finalising policies and strategies.
- 3.2 The overview committees structure their work around a number of key themes.
- Performance
 - Finance
 - Service planning and policy development
 - Review of specific topics
- 3.3 For the financial year 2015/16 the work of the two Overview Committees is summarised in Appendix A.
- 3.4 The tables show that across the two Overview Committees there was a good coverage of the Council's services areas and their finances and performance. Some elements of their work was common across the two Committees, i.e. Service plans and PIs.

4. Consultation

N/a

5. Options

N/a

6. Corporate Implications

6.1 The report provides assurance regarding the work of the Council's scrutiny function in accordance with the best practise recommended in the guidance for the preparation of the Annual Governance Statement.

7. Links to Council Policy Objectives

7.1 The Council aims to main high standards of corporate governance as something that is important to the efficient delivery of services and the provision of value for money.

Background Papers:	The agendas of the Services and Resources Overview Committees for 2015/16.
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Services Overview

Theme	Jun 15	Sept 15	Jan 16	Mar 16
Performance	Dial-a-Ride	Performance Report Quarter 1	Performance Report Quarter 2	Performance Report Quarter 3
Finance		CABx Service Agreement		
Service Planning/ Policy Development	Service Plan update	Health Profiles	Service Plans	Energy Strategy
	Voluntary Sector Grants	Smoke Alarm Regulations	Housing Community Organisations Fund	Housing Workshop Feedback
Specific Topics	Colne Valley CiC	Green House Gas	Community Safety Accreditation scheme	Thames Water
	Housing Interaction Trust	Locata Housing System		Flood Management
	Amersham Arms Houses			Air Quality
	Sprinters Car Park			
	Leisure Centres			

Resources Overview

Theme	Jul 15	Oct 15	Nov 15	Jan 16	Mar 16
Performance	Annual Performance Report	Performance Report Quarter 1	Performance Report Quarter 2		Performance Report Quarter 3
					Review of Performance Indicators for 16/17
Finance	Review of Reserves		Draft Revenue Budget 1617	Revenue Budget and Council Tax for 1617	
	Debt Write offs	Debt Write offs		Capital Programme and R&R 1617	Debt Write offs
	R&R Programme			Treasury Management Strategy 1617	
Service Planning/ Policy Development		Joint Business Plan		Service Plans 16/17	
Specific Topics					