

**OVERVIEW AND SCRUTINY PANEL
(SOCIAL WELL-BEING)**

4TH OCTOBER 2011

**OVERVIEW AND SCRUTINY PANEL
(ECONOMIC WELL-BEING)**

6TH OCTOBER 2011

**OVERVIEW AND SCRUTINY PANEL
(ENVIRONMENTAL WELL-BEING)**

12TH OCTOBER 2011

**OVERVIEW AND SCRUTINY REMITS
(Report by the Head of Legal and Democratic Services)**

1. INTRODUCTION

- 1.1 Changes to the way the Executive Councillors' responsibilities are organised mean that it is necessary to review the Overview and Scrutiny Panels' remits. This will entail amending the Constitution. This report provides the Panels with an opportunity to devise the remits around which their future work will be organised.

2. REMITS

- 2.1 At their meetings in June 2011, the Overview and Scrutiny Panels were advised of changes to their remits. These changes had been made because a different way of organising Executive Councillors' responsibilities had been introduced. It was always intended that this would be a temporary arrangement until a review of the Council's Constitution took place. This matter needs to be addressed to give clarity in reporting lines to the Overview and Scrutiny Panels, Executive Councillors and Officers.

The Constitution

- 2.2 The Panels' remits are prescribed in Article 6 of the Council's Constitution. The remits are based on the portfolios previously held by Executive Members. As these Portfolios have now changed, this part of the Constitution needs to be updated. As it is only two years since these remits were devised, it is suggested that a more generic division of work is introduced, which will cope with future internal reorganisation of the Council.

Scope of the Remits

- 2.3 Remits are required to divide the workload of Overview and Scrutiny Panels more or less equally. Since 2000 various different ways of defining the remits have been employed. The current one based on the three Well-Being themes has probably represented the best way of ensuring remits do not overlap. At the same time they have not prevented joint working taking place where this has been necessary. It is recommended the Well-Being themes are retained as the basis of organizing Overview and Scrutiny.
- 2.4 The new remits will need to take into account the Council's service functions, its strategic plans and its partnership working. It is desirable that, as far as possible, remits do not overlap.
- 2.5 A suggested way of allocating these three aspects of the Panels' remits appears in an Appendix hereto. It is proposed that the current terms of the Constitution are replaced with the column of the Appendix to this report

headed "Service". The Chairmen and Vice-Chairmen of the Overview and Scrutiny Panels will determine which Panel will deal with matters that are not specifically covered in the remits according to the degree that they match the specified remits. This will, for example, apply to the Council's partnership and joint working and matters affecting the wider community.

- 2.6 Although every effort has been made to ensure that most matters are allocated only to one Panel, it is possible that some issues will be of interest to more than one Panel. Practices have already been developed to cope in this situation, including establishing joint working groups and extending the range of Members who are invited to a meeting to consider a particular item and these should continue.

3. CONCLUSION

- 3.1 Members and Officers have an interest in establishing clear remits for the Overview and Scrutiny Panels. Owing to recent changes within the Council and to the way the Panels' responsibilities are prescribed, it has become necessary formally to review the Panels' remits. As this will involve amending the Constitution, it will be necessary to refer any changes to the Corporate Governance Panel. Members are invited to consider and comment on the proposed amendments to the Constitution and method of allocating matters to the Panels.

BACKGROUND PAPERS

Remit and Studies report to the Overview and Scrutiny Panels in June 2011.

Huntingdonshire District Council Constitution.

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ALLOCATION OF OVERVIEW & SCRUTINY REMITS

OVERVIEW & SCRUTINY PANEL	HEAD OF SERVICE/ MANAGER	SERVICE	EXECUTIVE PORTFOLIO
SOCIAL WELL BEING	Environmental and Community Health Services	Private sector housing Caravan sites Community Safety Community initiatives Leisure Development Air quality/noise/pollution Animal welfare/pest control Commercial: health and safety promotion/food safety Infectious diseases Smoke free initiatives Corporate Health and Safety	Strategic Planning and Housing Healthy and Active Communities
	Operational Services	CCTV	Healthy and Active Communities
	Housing Services	Housing strategy / policies Housing providers / associations	Strategic Planning and Housing
		Housing register / nominations Homelessness	Customer and Shared Services

	<p>One Leisure</p> <p>Legal and Democratic Services</p> <p>Corporate Office</p>	<p>Housing grants Disabled facilities grants Home Improvement Agency Private Sector Housing</p> <p>Huntingdon / St Neots / St Ives Ramsey /Sawtry</p> <p>Democratic Services Elections / Electoral Registration Member Support</p> <p>Licensing</p> <p>Safeguarding Diversity and Equalities</p>	<p>Healthy and Active Communities</p> <p>Leader</p> <p>Healthy and Active Communities</p> <p>Healthy and Active Communities</p>
ENVIRONMENTAL WELL BEING	Operations	<p>Streetscene Car Park management Grounds maintenance / grass cutting Parks and Countryside Emergency Planning Waste stream policy Refuse collection Recycling Vehicle fleet management Abandoned vehicles</p>	Environment

	<p>Environmental Management</p> <p>Planning Services</p>	<p>Cleansing</p> <p>Environmental Strategy Home energy conservation Business energy conservation Water strategy Renewable energy Building Control / Dangerous Structures / Access for disabled people Residual Highways responsibilities / public utilities Street naming and numbering Land drainage</p> <p>Planning Policy / Development Plans Planning studies / monitoring Site and area planning briefs / Masterplans Neighbourhood Plans Development Management / Planning Enforcement Conservation / Listed Buildings Trees and footpaths Transportation</p>	<p>Environment</p> <p>Strategic Planning and Housing</p> <p><i>Supported by Development Management Chair</i></p>
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ECONOMIC WELL BEING	<p>IMD</p> <p>Financial Services</p> <p>Customer Services</p> <p>Legal and Democratic Services</p>	<p>Website / intranet Freedom of Information ICT Network & Systems Local Land & Property Gazetteer Business Analysis / Improvement</p> <p>Financial forecasting Budget preparation and monitoring Final Accounts Financial advice Payment of creditors Audit Risk management Procurement Treasury Management (borrowing and investments) Debt Recovery</p> <p>Call Centre Customer Service Centre Information Centres Local Taxation Revenue collection Benefits assessments / payments / fraud National Non Domestic Rates</p> <p>Land Charges Legal advice</p>	<p>Customer and Shared Services Development</p> <p>Resources</p> <p>Customer and Shared Services</p> <p>Leader</p>
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	<p>Corporate Office</p> <p>Environmental Management</p>	<p>Conveyancing Prosecutions and litigation Planning advocacy Data protection / Regulation of Investigatory Powers Contracts Document Centre</p> <p>Communication & marketing Corporate policy / research Corporate performance management Localism Economic Development Investment Estate</p> <p>Facilities Management Operational Estate Project / Contractual management Engineering and architectural design</p>	<p>Leader & Deputy Leader</p> <p>Strategic Economic Development (Leader)</p> <p>Resources</p>
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