

HUNTINGDONSHIRE DISTRICT COUNCIL

Title:	Overview and Scrutiny Panel (Performance and Customers) Meeting Cycle
Meeting/Date:	Overview and Scrutiny Panel (Performance and Customers) – 2nd November 2016
Report by:	Democratic Services Officer (Scrutiny)
Wards affected:	All

Executive Summary:

Prior to the current municipal year, the decision was taken to reduce the number of meetings of the Overview and Scrutiny Panel (Finance and Performance) from ten to five based on the Panel's workload and to fit in with the Council's financial and performance reporting cycles.

Since the decision was made, the Panel has had large agendas and long meetings. In order to rebalance the workload it has been suggested that the Panel revert back to ten meetings per municipal year.

The Panel is therefore asked to consider and discuss the options presented before reaching a decision.

Recommendation:

The Overview and Scrutiny Panel is asked to:

- a) select one of the three options presented in Section 3 of the report, and
- b) if either option one or two are selected, note that an additional meeting of the Panel has been arranged for 5th December 2016.

1. PURPOSE OF THE REPORT

- 1.1 This report sets out options for the Overview and Scrutiny Panel (Finance and Performance) to amend the meeting cycle and the number of meetings held.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The number of meetings for the current municipal year was reduced to five from the previous ten per year as most reports received are quarterly updates.
- 2.2 Since the change the workload of the Panel has increased leading to larger agendas and longer meetings.
- 2.3 In order to rebalance the workload and meeting length it has been suggested that the Panel revert back to ten meetings per year.

3. OPTIONS

- 3.1 The Panel are asked to consider the following options:
- 1) No change – Keep number of meetings at five per municipal year, with further work undertaken outside meetings (e.g. by Task and Finish Groups).
 - 2) The introduction of ten meetings per year from June 2017 – Keep the number of meetings this municipal year at five but reintroduce ten meetings in the next municipal year, 2017/18.
 - 3) Immediate increase in the number of meetings scheduled for the current municipal year – This option involves the immediate reintroduction of meetings to match the other Overview and Scrutiny Panels as of December 2016.

4. ADDITIONAL MEETING – DECEMBER 2016

- 4.1 If the Panel select either option 1 or 2 from section 3 then Members are asked to note that an additional meeting of the Panel has already been arranged for 5th December 2016. This additional meeting was agreed by the majority of the Panel via electronic communication.

CONTACT OFFICER

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