

AUDIT AND GOVERNANCE COMMITTEE



Report subject	Development of the Overview and Scrutiny Function
Meeting date	31 March 2022
Status	Public Report
Executive summary	In January 2022 Council requested that the Audit and Governance Committee consider the future model of the Overview and Scrutiny function. Council requested that any changes required to the function be implemented by the new municipal year. Options for Overview and Scrutiny have been developed in consultation with relevant stakeholders and are presented within this report for Audit and Governance Committee consideration.
Recommendations	It is RECOMMENDED that: (a) Audit and Governance Committee consider and select an option for the future of the Overview and Scrutiny function for recommendation to Council; (b) Draft pages of the Constitution, appended to this report, be considered and approved for recommendation to full Council in accordance with agreements made under (a) above; (c) necessary and consequential technical and formatting related updates and revisions to the Constitution be made by the Monitoring Officer in accordance with the powers delegated.
Reason for recommendations	To provide full Council with a recommendation for the Overview and Scrutiny function and appropriate constitution amendments that can be implemented in time for the 2022/23 municipal year.

Portfolio Holder(s):	Not applicable
Corporate Director	Graham Farrant (Chief Executive)
Report Authors	Lindsay Marshall (Overview and Scrutiny Specialist) Richard Jones (Head of Democratic Services)
Wards	Council-wide
Classification	For Recommendation

Background and previous decision making

1. Development of the Overview and Scrutiny (O&S) function was considered by the Audit and Governance (A&G) Committee in 2021, as part of a review of the Constitution. Considerations by the A&G Committee were informed by detailed work carried out by the Constitution Review Working Group and recommendations were passed from the A&G Committee to Council to consider in January 2022.
2. Proposals relating to the O&S function were based on amendments to the existing O&S committee structure, rather than a wholesale review of the structure which was not included within the scope of the Constitution Review Working Group.
3. The main proposal supported by the A&G Committee was for an additional 'Place Overview and Scrutiny Committee' to be introduced, transferring some of the remit of the O&S Board to provide a more even balance of scrutiny responsibilities across the O&S function. The proposal was for the committee to consist of 11 members, meeting six times a year on the same timetable as the Children's Services and Health and Adult Social Care O&S Committees.
4. Considerations were informed by discussions with all O&S Chairs, political group leaders and non-aligned councillors which identified an appetite to establish an additional O&S committee to transfer some of the responsibilities from the O&S Board's remit. Feedback from members of the O&S Board highlighted concerns at the level of workload experienced and the frequency of meetings for the Board. Board members also expressed a wish to create greater capacity within the workplan for more overview work to be undertaken.
5. Effective Governance workshops were held in November 2020 and April 2021 for all councillors, with support provided by the LGA. A general theme in the comments made by councillors was the need for non-executive councillors to be more engaged in decision making, and importantly at an earlier stage.
6. Prior to Council consideration in January 2022, an all member seminar was held to present proposals relating to constitutional changes and gather views.

Council views

7. Council agreed in January 2022 that recommendations relating to O&S be referred back to the A&G Committee for reconsideration. In making this decision,

councillors made various comments, including expressing a view that the function was not operating effectively in its current format, and a wish for a wider review of the whole O&S function to take place at this time, in readiness for any and all necessary changes to the function to be agreed prior to the next municipal year.

8. The Chairman of the A&G Committee undertook to use best endeavours to support the Committee to review all available options for O&S, in order that Council may consider the matter again in April 2022.
9. Since this direction provided by Council, the Chair and Vice Chair of the A&G Committee have held informal discussions with councillors and officers, including an informal meeting of all political group leaders and deputy leaders; unaligned members; the Chairs and Vice Chairs of current O&S bodies; the Chief Executive and the Monitoring Officer. The aim of these discussions has been to explore three possible options for the O&S structure and to understand where consensus and concerns may lie.
10. Underpinning discussions has been a focus on designing a stable O&S function that can remain in place for some time - in the lead up to the next Council elections and beyond – without the need for further change. The design must promote effective O&S outputs aligned to the principles of good scrutiny as detailed in the Constitution (see paragraph 13 below).
11. Options and associated considerations for the O&S committee structure are outlined in the body of this report. Where informal discussions have identified broad consensus on an issue from informal consultees, comments have been included. Consultees have also been encouraged to share the options outlined within their political groups and bring formal comments to the A&G Committee meeting on 31 March. All councillors are encouraged to provide their views to the meeting of the A&G Committee in order that proposals to Council can best reflect the majority view of councillors.

Options for the Overview and Scrutiny committee structure

12. It is widely accepted that there is no one suitable model for O&S and that any committee structure should instead fit with the organisation, its culture, political dynamics and aims and priorities.
13. The Constitution sets out six fundamental principles upon which O&S is based at BCP Council. These reflect accepted good practice. Any O&S model should be developed with the promotion of these principles in mind –
 - Contributes to sound decision making in a timely way by holding decision makers to account as a ‘critical friend’
 - A member led and owned function – seeks to continuously improve through self-reflection and development
 - Enables the voice and concerns of the public to be heard and reflected in the Council’s decision-making process
 - Engages in decision making and policy development at an appropriate time to be able to have influence
 - Contributes to and reflects the vision and priorities of the Council.
 - Agile – able to respond to changing and emerging priorities at the right time with flexible working methods.

14. Informal discussions have focussed on the three options outlined in table 1 below with the main related considerations outlined alongside. A more detailed outline of the breakdown of O&S committee remits is attached at Appendix 1.

Table 1 – Summary of O&S structure options and principal considerations

Option Summary	Considerations
<p>Option 1 – No change to current structure</p> <ul style="list-style-type: none"> Existing O&S function of one O&S Board and two O&S Committees remains unchanged. Structure was developed by the shadow authority in 2019 in order to create a ‘day one’ operating model. The model was designed to enable focussed scrutiny in the areas of children’s services and health and adult social care, and agile and timely scrutiny of Cabinet decisions at O&S Board. O&S Board was timetabled to track Cabinet as part of a robust governance framework for the new Council in light of the volume and complexity of decisions that were anticipated within the first few years of its operation. The structure has been successful in enabling this regular engagement in Cabinet decision making by O&S since vesting of the authority in 2019. 	<p>a. Retaining existing arrangements will provide no remedy for the high workload at O&S Board. O&S Board is highly focussed on Cabinet scrutiny. Additional meetings have been planned to accommodate this workload and the frequency of meetings is double the level originally anticipated by the shadow authority. This is considered to be unsustainable for councillors and officers to continue to accommodate within existing resources. Workload in the other two O&S Committees, meeting six times per year, is considered high but sustainable.</p>
	<p>b. The high level of Cabinet scrutiny taking place at O&S Board leaves limited room for proactive overview work to take place. All members have the right to request that a topic is considered by O&S, but it can be difficult to find appropriate opportunity within the O&S Board forward plan for such requests to be fulfilled.</p>
	<p>c. A benefit of the current structure is that opportunity exists for pre-decision scrutiny to take place in relation to any important Cabinet decisions with recommendations being made in a timely way. This is made possible because the O&S Board timetable tracks the Cabinet. This can be important if items are late to join the Cabinet Forward Plan and O&S feel it is important to engage in the decision before it is made. Special meetings, and the resource implications of establishing these, are therefore not often required.</p>

Option Summary	Considerations
<p>Option 2 – Introduce a ‘Place Overview and Scrutiny Committee’</p> <ul style="list-style-type: none"> • The function is developed according to the recommendations previously agreed by the A&G Committee, i.e. committee structure remains as is excepting the introduction of a ‘Place O&S Committee’ • There is a reduction in the number of O&S Board meetings in order to accommodate the additional committee. • The Place O&S Committee would have a remit as per the outline provided under ‘option 3’ below. • O&S Board would remain the designated body in place for consideration of i) cross-cutting matters which span more than one committee, ii) call-in, iii) oversight, resource use and reporting across the whole function. 	<p>d. This option will address concerns raised regarding workload balance across the function. The establishment of a more focussed committee on place related and environmental issues, and in turn a more defined remit for the O&S Board, should give rise to greater development of councillors’ knowledge as they focus on a smaller collection of topics. A natural consequence of this should be more targeted work planning, which may enable the committees to focus on their own work suggestions, rather than predominantly Cabinet related scrutiny.</p>
	<p>e. Improved agenda capacity would provide potential for greater and more effective space for community insight to play a bigger role in scrutiny. This has often been the first element to be lost from the O&S process when agendas are regularly too full.</p>
	<p>f. Retaining a ‘Cabinet tracking’ timetable at O&S Board will provide the agility to engage in Cabinet decisions and limit special meetings, as outlined in more detail at paragraph 18 above. However, this also risks O&S Board agendas continuing to be dominated by Cabinet scrutiny rather than a balance of Cabinet scrutiny and O&S led overview work.</p>
	<p>g. This structure would provide the authority with a wider spread of scrutiny workload across four bodies, rather than three. O&S Board meetings would continue on the same timetable but with one meeting per month rather than two which would enable resource to be used to support the new Place O&S Committee.</p>

Option Summary	Considerations
<p>Option 3 – establish a new structure of four O&S committees, each meeting six times per year</p> <ul style="list-style-type: none"> The structure is recast in the form of a total of four O&S committees each of equal status with no single committee having responsibility for oversight of the function, call-in or cross-cutting matters. The current Overview and Scrutiny Board would be disbanded. All of the four committees would meet on the same timetable of six times per year with 11 members on each committee. The focus of the four committees would be <ul style="list-style-type: none"> children’s services – remit as per current O&S committee, including acting as the council’s statutory education committee health and adult social care – remit as per current O&S committee, including statutory health scrutiny place – all housing and planning related services; all environmental matters - parks, beaches, flooding, waste services; sustainability, transport; statutory flood risk management. corporate & community – finance and transformation; regeneration, economic development and communication; culture, events, libraries, museums community safety, regulatory services, licensing; leisure, sport, tourism; statutory crime & disorder scrutiny. 	<p>h. This option will provide more defined remits for each O&S committee, and promote greater levels of overview work, as opposed to Cabinet scrutiny – as set out in more detail at ‘d’ above.</p>
	<p>i. This option will provide greater and more effective space for community insight to play a bigger role in scrutiny – as set out in more detail at ‘e’ above.</p>
	<p>j. The division of responsibilities outlined are based on the current division of Portfolio Holder responsibilities. This provides transparency to the fundamental role of O&S which is to hold decision-makers to account. Portfolio Holders may report to more than one O&S committee. This is not unusual in councils operating a multi-committee O&S structure. Portfolios are changeable, as are the way council services are organised under directorates. Modifications may be required to the remit of the O&S committees from time to time to ensure an efficient fit and clear lines of accountability. A more detailed breakdown of the proposed remit of each O&S committee is attached at Appendix 1.</p>
	<p>k. An O&S structure without one ‘leading’ committee would need to be complemented by robust arrangements for dealing with co-ordination of resource across the structure; cross-cutting matters and call-in. This is addressed in paragraphs below.</p>

Additional considerations across all options

Resource implications

15. The Authority originally agreed a total of 22 scheduled O&S meetings per year, plus one working group per committee at any one time. This was based on the resources available from Democratic Services and other officers in the wider Council to provide support.
16. Since 2019, the Council has absorbed 10 additional ordinary O&S Board meetings per year, whilst ongoing organisational review of staffing structures and budget constraints has resulted in an overall reduction in staffing levels within the team.
17. The current level of meetings is not sustainable. Officer support across the Council is stretched in its ability to support O&S to achieve effective outcomes. Direct support from the Democratic Services team is focussed highly on committee meeting support as opposed to support for proactive overview work - such as research, engagement with external partners, accessing public insight and provision of support to working groups. Reducing meetings of O&S will release capacity for officers to support O&S in more diverse ways to promote effective scrutiny outcomes.
18. The impact of alterations to the O&S function and meeting frequency are illustrated below in table 2. The introduction of any new O&S committees must be offset by a reduction of other O&S meetings if changes are to be accommodated within existing resources. Current meetings are at 32 per year which is ten higher than originally planned. The net result for option 2 would be a total of 28 meetings per year, and a total of 24 meetings per year for option 3, not including special meetings. Whilst all options are still a net increase above the number originally agreed for O&S in 2019, options 2 and 3 will be more sustainable for officers to support than the current arrangements.

Table 2 – Frequency of Overview and Scrutiny Committee meetings

O&S Committee	Meetings per year		
	Option 1	Option 2	Option 3
O&S Board	20	10	-
Children's Services	6	6	6
Health and Adult Social Care	6	6	6
Place	-	6	6
Corporate and Community	-	-	6
TOTAL	32	28	24

19. It is suggested that all meetings take place in the evening, commencing at 6pm, to allow working councillors to attend.
20. Under current arrangements, each O&S body can undertake one working group at a time. This will be continued and clarified within the constitution to ensure that

the structure and any work commissioned can be accommodated within existing resources.

21. Effective use of the Cabinet Forward Plan, and effective planning for O&S in decision making, will be essential to ensure that O&S can direct its resources appropriately. This will ensure that special meetings – which create a drain on resource and have potential to delay decision making - are not required on a regular basis. There is otherwise a risk that, where existing meeting timetables don't align to allow for timely scrutiny of a Cabinet decision, O&S members may wish to call special meetings to scrutinise particular reports to Cabinet. Call-in requests may also become more frequent if members feel that scrutiny is necessary but there has not been suitable opportunity provided for O&S to engage in a Cabinet decision. The convening of unplanned special meetings, including those for call-in, should be a rare occurrence to be used in exceptional circumstances.
22. The risks outlined at 21 above can be managed by ensuring that officers are supported by leadership to plan for O&S engagement in Cabinet decisions; the Cabinet forward plan is populated in a timely way to allow O&S to use this as an effective planning tool; and communications, both formal and informal, between executive members and O&S are effective so that O&S members have a good understanding of where to direct their resources. Current O&S committees relating to children and health are able to effectively engage in selected Cabinet decisions by applying these good practices to their forward planning.

Financial implications of an additional committee

23. Both option 2 and 3 would represent a net gain of one O&S committee. If an additional committee is established within the Overview and Scrutiny structure, there will be an additional Special Responsibility Allowance for the Chair of that Committee. The O&S Committee Chair SRA is £7,706, whilst the O&S Board SRA is £10,275. Anticipating changes to the O&S structure, an additional O&S Committee SRA was included within the current year's budget. All options can therefore be accommodated within existing budgets.

Membership and political balance

24. O&S Board has 15 members, and all other current and proposed O&S committees have/ would have 11. Consequently, option 1 requires a total of 37 seats to be filled across the O&S function. Option 2 would require 48 seats to be filled. Option 3 would require 44 seats to be filled.
25. All O&S committees are committees of the Council and must be politically balanced under the Local Government and Housing Act 1989 as far as practicably possible. The table below illustrates the total number of seats on all committees based on the three options and the overall entitlement for each political group based on the political balance of the Council. The final calculations and the allocations to each committee would be presented to full Council as a separate paper based on the preferred option, however, it can be observed that Option 2 would require Council to allocate seats other than by political balance or alter the total number of seats on other committees to achieve political balance.

Table 3 – Total seat allocation on all Council committees

	No of Seats on Council	% of Seats on Council	Option 1 Total Seats 97	Option 2 Total Seats 108	Option 3 Total Seats 104
			Entitlement	Entitlement	Entitlement
Conservative	41	53.95%	52	58	56
Liberal Democrats	13	17.11%	17	18	18
Christchurch Independents	7	9.21%	9	10	10
Poole Independents	5	6.58%	6	7	7
Bournemouth Independent & Greens	4	5.26%	5	6	5
Labour	3	3.95%	4	4	4
Unaligned	3	3.95%	4	4	4
Totals	76	100.00%	97 ✓	107 ✗	104 ✓

O&S Chairs responsibilities

26. Under current O&S arrangements, the Chairs and Vice Chairs of each O&S body meet on an informal basis with support officers throughout the year to maintain an oversight of the function, consider any cross-cutting areas of work, shared learning and development requirements. It is proposed that this be included as a requirement for O&S Chairs and Vice Chairs within the constitution under all options. This would represent a formalising of good practice, and under option 3, will provide a vital mechanism for maintaining regular oversight of the function and promoting effective outputs, in the absence of one O&S committee having overarching responsibility for the O&S function.
27. Under all options, accountability for the O&S function ultimately sits with full Council, which must receive a report on the work of the function on an annual basis. This is good practice and is already a requirement within the constitution.

Cross-cutting matters and joint committees

28. Occasionally, matters impact on the remit of more than one O&S committee. Under option 1 and 2 O&S Board will be the designated lead for such matters as is the current arrangement, with other Chairs being invited to attend and contribute to discussions at O&S Board as appropriate. The exception to this will be where matters are clearly within the remit of committees other than O&S Board – eg. a health matter with a children's services impact, in which circumstance the relevant chairs will discuss and determine the appropriate lead committee.
29. Under option 3 cross-cutting matters will be designated to a lead O&S committee, with representation and discussion invited from members of other O&S committees as appropriate. This will allow the greatest level of flexibility for the appropriate group of members to engage in a decision in an agile way.

30. Under option 3, and where it is considered necessary, a joint committee of more than one O&S committee may be established to consider a cross-cutting matter. Convening of a joint committee will usually require a special meeting and should be used only in exceptional circumstances and where the arrangements detailed at paragraph 29 above will not suffice. Where a joint committee is established, a Chair will be selected from the Chairs of those committees involved.
31. Under option 3, designation of a lead committee for a cross-cutting matter and the establishment of any joint committee will be determined by the Monitoring Officer in consultation with the O&S Chairs. Consultation will be informal and may take place virtually.
32. For the avoidance of doubt, under option 3, scrutiny of the council's finances and annual budget cycle will take place at the Corporate & Community Overview and Scrutiny Committee. This will not prevent other O&S committees considering budget matters within their areas and contributing to discussions by invitation, as appropriate.

Call-in

33. For executive key decisions that have been made but not implemented, scrutiny has statutory power to 'call-in' a decision in order to revisit it and delay its implementation. O&S cannot change the decision, but it can ask the Cabinet to take a second look at the decision in question. Call-in is an important tool in the governance framework of councils operating executive models, but one that should be used in exceptional circumstances and for issues of particular contention. To use it otherwise would prolong the decision-making process overall and create unnecessary tension between the executive and O&S. Effective pre-decision scrutiny will help to avoid the need for call-in.
34. The facility to call-in a decision will apply to key decisions under all options and will apply to decisions of a Portfolio Holder, Officer and the Cabinet. This reflects the intention of the related legislation. The grounds for call-in – which relate to concerns in the way that the decision was made, rather than an opposition to the decision itself - should remain as currently outlined in the constitution.
35. Under option 1 and 2, three or more members of the O&S Board may call-in a decision. Under option 3, three or more members of the O&S committee with the remit aligned to the decision topic may call-in a decision. Under all options, ten councillors who are not members of the Cabinet may also call-in a decision. Councillors should note that the Centre for Governance and Scrutiny (CfGS) highlights that setting the numbers of call-in signatories too high can act as a de facto bar to call-in being exercised, which should be avoided.
36. Under option 1 and 2 call-in requests will be considered by the O&S Board. Under option 3, call-in will be considered by the relevant O&S committee according to subject matter. Designation of the relevant committee for the purposes of call-in will be determined by the Monitoring Officer in consultation with the O&S Chairs. Consultation will be informal and may take place virtually.
37. No councillor should consider a call-in request where they have been involved in making the decision under review. Where the Monitoring Officer considers that an Overview and Scrutiny Committee has played a significant part in the decision subject to call-in (for example, through developing the policy in question in a working group), the Monitoring Officer may find it appropriate to designate an

alternative O&S Committee to consider the call-in request. This will apply under all options.

O&S / Executive engagement

38. The effectiveness of O&S is as much based on the culture within which it operates as the structure of committees operating. It is likely that a structure that does not track Cabinet meetings will lead to a higher level of policy development work taking place in O&S committees, however, it is important that this work is timely and well informed to ensure that it adds value to the priorities of the Council. Effective O&S outputs are the responsibility of both O&S members and Executive members, with meaningful and regular engagement with the executive being essential to ensure that the workplan of O&S can align to known and emerging policies and decisions for the Council. Good working practices, as outlined at paragraph 22 above will be important in maintaining the effectiveness of O&S.
39. Legislation includes a right for scrutiny to 'hold to account' Portfolio Holders and Officers. It is considered good practice to hold Portfolio Holders accountable for strategic direction of council policy and to seek detailed technical input from officers. How this right is best exercised is entirely within the gift of O&S councillors and individual O&S committees will wish to consider how to most appropriately enact the legislation to ensure that scrutiny outcomes are effective.
40. The BCP Executive currently operates a 'Cabinet plus' model which includes a number of lead members who support the Cabinet in designated areas, but who do not have any delegated powers to take individual decisions. These councillors are currently able to sit on a scrutiny committee provided there is no conflict between their Cabinet support work and the matters under consideration by O&S. It is recommended that this flexibility be maintained under all options with the ability for Cabinet lead members to sit on a scrutiny committee where there is no possible conflict. Guidance on this will be strengthened within the constitution under all options and is outlined in draft constitution pages at Appendices 2-4.

The relationship between A&G and O&S

41. The Audit and Governance Committee is a key component of the Council's corporate governance structure. It provides an independent and high-level focus on the governance and risk environment within the council to ensure it is effective and that financial management is fit for purpose. As such it has separate functions and sits firmly outside the structure of O&S which is concerned with the review of policy, its formulation and implementation.
42. CIPFA recommends independence between audit and overview and scrutiny to avoid conflicts of interest and loss of clarity between the important statutory functions of both. It is recommended that the constitution be strengthened under all options to require that the Chair and Vice Chair of the A&G Committee should not also be a member of any O&S committee.
43. Notwithstanding the need for independence between the committees, the functions of audit and scrutiny relate to similar areas meaning there will be matters of common interest and a need to collaborate and avoid duplication. Regular conversations between leading councillors for O&S and A&G will provide strength to the Council's governance arrangements through the sharing of insight. It is recommended that the Chair and Vice Chair of A&G be engaged as appropriate in O&S Chairs meetings as detailed at paragraph 26 above. This

will ensure good understanding of the separate committees' work programmes and responsibilities; mutual understanding of issues of emerging concern; and opportunity to discuss specific matters such as external auditor's opinions, the Annual Governance Statement and discussions over the robustness of the Council's budget process.

Work planning

44. Under all models, each committee will be responsible for its own work programme, although in option 1 and 2 the O&S Board will have additional responsibility for oversight of the use of the resource across the function.
45. The remit of O&S is broad and can extend to any matter which affects 'the authority's area or the inhabitants of the area'. Notwithstanding this statutory power, scrutiny resource is limited and the latest Government guidance on scrutiny suggests that councils will need to consider a more narrow focus for scrutiny activity which offers the opportunity for maximum impact. Under all options, O&S bodies are recommended to agree key 'themes' or areas of focus on annual basis, to guide their work plan selections and ensure effective direction of resource.

Changes to the Constitution

46. Under all options, minor Constitution changes have been drafted to strengthen or clarify an existing rule where required. Additional Constitution changes have been drafted to support options 2 and 3.
47. All changes, with the exception of minor typographical changes consistent with each option, have been included in Appendices 2-4. Changes are highlighted for ease of review. A&G Committee is asked to consider the drafts when making its decision on options and to refer updates to the Constitution to Council for approval as appropriate.
48. It is possible that consequential changes to wording and paragraph numbers may also be required as a result of recommendations to Council. A&G Committee is recommended to approve that these be updated by officers under delegated powers.

Consultation

49. Opportunity for informal consultation on the options for O&S was provided on 9 March to a meeting of all political group leaders, deputy leaders, unaligned members and the Chairs and Vice Chairs of O&S; led by the Chair of Audit and Governance.
50. Discussions highlighted consensus that the workload at O&S Board under current arrangements was too high, with meeting duration too long leading to the potential for scrutiny to be less effective. For this reason, there was a consensus that option 1 in its current form was an unsustainable way forward for O&S and some form of change was required. There was also a commonly held desire for more O&S led overview work to take place, as opposed to Cabinet report scrutiny. Consensus was also seen for all meetings to start at 6pm to allow for maximum attendance, as opposed to current Board meetings taking place at 2pm.
51. Some attendees expressed concerns regarding democratic access to decision making, such as how O&S would engage in Cabinet decisions if the Council were

to move away from a Cabinet tracking model. It was also highlighted that the current O&S Board, consisting of 15 members, allows for all political groups to be represented on the Board, as well as unaligned members. This representation would instead be spread across all O&S committees with the removal of the O&S Board with no one O&S committee representing all sections of the Council.

52. A number of attendees highlighted that discussions at O&S Board can be more overtly political than in the other current O&S Committees. A wish to depoliticize scrutiny was seen as a cross -party desire from those in attendance. It was also highlighted that, should option 3 be pursued, it would be important to promote effective scrutiny discussions and avoid politicisation in all O&S committees. It was felt that refreshed training to promote effective O&S behaviours was required to support the implementation of all options.

Options Appraisal

53. The options for the O&S function and implications are outlined in detail in the body of this report. In summary, the options are:

Option 1 – no change to the current O&S structure

Option 2 – introduction of a 'Place O&S Committee' with changes to the O&S Board remit and meeting frequency

Option 3 - establishment of a new structure of four O&S committees, each meeting six times per year.

54. Councillors are requested to consider the options and implications outlined in the body of this report and recommend to Council a suitable long -term option for O&S, along with consequential changes required to the Constitution.

Summary of financial implications

55. Both option 2 and 3 would represent a net gain of one O&S committee. If an additional committee is established within the Overview and Scrutiny structure, there will be an additional Special Responsibility Allowance for the Chair of that Committee. The O&S Committee Chair SRA is £7,706, whilst the O&S Board SRA is £10,275. Anticipating changes to the O&S structure, an additional O&S Committee SRA was included within the current year's budget. All options can therefore be accommodated within existing budgets.

Summary of legal implications

56. All options outlined in the report will ensure that the Constitution of BCP Council complies with relevant legislation.

Summary of human resources implications

57. There are no human resource implications arising from this report.

Summary of sustainability impact

58. There are no sustainability implications arising from this report.

Summary of public health implications

59. There are no public health implications arising from this report.

Summary of equality implications

60. The Constitution of BCP Council sets out the rights of public access to the democratic process.

Summary of risk assessment

61. The Constitution is a legally required document which prescribes the procedural and democratic arrangements for the proper governance of the Council.

Background papers

There are none.

Appendices

Appendix 1 - Division of responsibilities across O&S committees

Appendix 2 – Draft revisions to Part 2,3 and 4 of the Constitution consistent with option 1

Appendix 3 – Draft revisions to Part 2,3 and 4 of the Constitution consistent with option 2

Appendix 4 – Draft revisions to Part 2,3 and 4 of the Constitution consistent with option 3