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SOUTHEND-ON-SEA CITY COUNCIL

Place Scrutiny Committee

Date: Monday, 10th July, 2023

Time: 6.30 pm

Place: Committee Room 1 - Civic Suite

Contact: Tim Row - Principal Democratic Services Officer

Email: committeesection@southend.gov.uk

AGENDA

- 7 Outside Bodies Task and Finish Group (Pages 3 - 8)**

- 8 Work Programme (Pages 9 - 16)**

TO: The Chairman & Members of the Place Scrutiny Committee:

Councillor R Woodley (Chair), Councillor C Mulronev (Vice-Chair)
Councillors M Berry, C Campbell, O Cartey, D Cowan, A Dear, F Evans, I Gilbert,
J Harland, L Hyde, A Jones, D Jones, K Robinson, M Terry, C Walker and
J Warren

Co-opted Members

Observers

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Meeting:	Place Scrutiny Committee People Scrutiny Committee Policy and Resources Scrutiny Committee
Date:	10 th , 11 th and 12 th July 2023
Classification:	Part 1
Key Decision:	No
Title of Report:	Outside Bodies Task and Finish Group
Report Author:	S Cox (Principal Democratic Services Officer)
Executive Director	Joe Chesterton (Executive Director – Finance and Resources)

1. Executive Summary

- 1.1. The Scrutiny Chairs Forum met on 27 June 2023. The Membership of this forum is constituted from the Chairs and Vice-Chairs of each of the Council's three scrutiny committees.
- 1.2. At this meeting the membership and representation on Outside Bodies was identified as a potential topic for review, subject to agreement by Scrutiny Committees.

2. Purpose of Report

- 2.1 The purpose of this report is to provide Scrutiny members with an overview of the current situation and put forward options for moving this agenda forward.
- 2.2 The primary purpose of a Task and Finish Group is to either review existing and/or develop new Policy/Strategy. Task and Finish Group recommendations are, in the first instance, considered by the Overview and Scrutiny function before them being presented to either the Executive or Full Council for approval.

3. Recommendations

3.1 That the Outside Bodies Task and Finish Group be established:

- **in the proportion 4 Conservative, 3 Labour, 1 liberal Democrat, 1 Independent and 1 Residents First with appointments being made to ensure some representation from each of the scrutiny committees.**
- **It is suggested that the Group Leaders submit their nomination(s) to the Executive Director (Finance and Resources) in line with the proportionality allocations.**

3.2 That the Terms of Reference (attached at Appendix 1) be agreed.

3.3 Each of the three Overview and Scrutiny Committees receive a progress update accordingly, before a final report is referred to Full Council.

4. Background

4.1 It has been recognised by Elected Members that when appointed to some Outside Bodies at Appointments Council, they have not received any meeting invitations or contact from the Outside Body. This may be because the information held is out of date (the Outside Body is defunct, and representation is not required) or our links with some Outside Bodies are not strong enough (highlighting the need to improve our communication and engagement with the Outside Body itself).

4.2 The Council has a strong commitment to partnership working with many bodies and this work takes many forms, the Council may give financial or other support to an organisation, or it may commission services, or it may be a partnership based on a dialogue and consultation.

4.3 Outside Body representation serves many purposes, including the following:

- Enable the Council to contribute to, and influence, the decision making of an organisation.
- Enable the organisation to have direct information about Council policy and practice.
- Provide, through particular appointees, a local perspective.
- Satisfy a legal requirement for the Council to serve on the body.
- Provide an essential lead focus on behalf of the Council.
- Facilitate the objectives of the Council.

4.4 A review of Outside Bodies and Member representation has not taken place for some time. It was felt by the Scrutiny Chairs Forum that a review of the current processes, procedures and representation would be timely and help to strengthen our partnership working going forward.

5. Purpose of the Outside Bodies Task and Finish Group Review

5.1 The purpose of this Group is to review all outside bodies on which members sit, and to look at improving the method for reporting back on Outside Bodies to ensure that they all are adding value to Southend-on-Sea City Council.

5.2 Aims

- To identify which appointments, continue to be beneficial.
- To identify which appointments may no longer be required, for example if the Outside Body is now defunct and no longer functioning.

- To identify any Outside Bodies which may need a different number of representatives.
- To identify any new bodies which may benefit from Member representation.
- To improve contact and relationships with Outside Bodies to and strengthen internal processes, for example how Outside Bodies will be notified when new appointments are made.
- To deepen understanding of the work of each Outside Body and the capacity in which they would like Members appointed, for example a decision-making capacity (member of management committee, board of directors, committee of trustee) or in an 'observer' capacity undertaking a monitoring role.
- To investigate ways by which all appointed Members can provide regular feedback to the Council on the work of their Outside Bodies.

5.3 The proposed Terms of Reference is attached as Appendix 1 to this report.

5.4 **Out of Scope**

The following are out of the scope of this proposed review:

- The appointments process for Outside Bodies (as this is dealt with by Group Leaders at Appointments Council).
- The suitability of those Members who have been appointed to represent the Council on the list of the Outside Bodies. (This is for determination by Group Leaders and in consultation with Members themselves).

6. **Governance**

6.1 By convention, political proportionality applies to working parties/groups and in accordance with this principle, it is proposed that a working group of 10 councillors is established in the proportion 4 Conservative, 3 Labour, 1 liberal Democrat, 1 Independent and 1 Residents First with appointments being made to ensure some representation from each of the scrutiny committees. It is suggested that the Group Leaders submit their nomination(s) to the Executive Director (Finance and Resources) in line with the proportionality allocations.

6.2 It is proposed that the Chair of the Task and Finish Group, in accordance with above, be selected from one of the nominated representatives of the Policy and Resources Committee (as the parent Committee). Although it is recognised the group will be cross-scrutiny.

7. Financial Implications

7.1 There are costs associated with organising Task and Finish Groups relating to officer time, but this will all be contained within existing resources.

8. Legal Implications

8.1 N/A

9. Carbon Impact

9.1. N/A

10. Equalities

10.1 N/A

11. Consultation

11.1 As described in the report.

12. Appendices

12.1 Appendix 1 – Proposed Terms of Reference for the Outside Bodies Task and Finish Group

Outside Bodies Task and Finish Group

Proposed Terms of Reference

Name of Task and Finish Group	Outside Bodies Task and Finish Group
Purpose of the Group	The purpose of this Group is to review all outside bodies on which members sit, and to look at improving the method for reporting back on Outside Bodies to ensure that they all are adding value to Southend-on-Sea City Council.
Objectives	<ul style="list-style-type: none"> • To identify which appointments, continue to be beneficial. • To identify which appointments may no longer be required, for example if the Outside Body is now defunct and no longer functioning. • To identify any Outside Bodies which may need a different number of representatives. • To identify any new bodies which may benefit from Member representation. • To improve contact and relationships with Outside Bodies to and strengthen internal processes, for example how Outside Bodies will be notified when new appointments are made. • To deepen understanding of the work of each Outside Body and the capacity in which they would like Members appointed, for example a decision-making capacity (member of management committee, board of directors, committee of trustee) or in an 'observer' capacity undertaking a monitoring role. • To investigate ways by which all appointed Members can provide regular feedback to the Council on the work of their Outside Bodies.
Reporting to:	<p>Policy and Resources Overview and Scrutiny Committee (as this Task and Finish Group falls within its Terms of Reference as set out in Part 3 Schedule 2 of the Council's Constitution), however it is proposed that this Group will be cross-scrutiny Committee comprising of Members from People and Place Scrutiny.</p> <p>It is proposed that a final report and recommendations will be referred to each of the three scrutiny Committees before being presented to Full Council for approval.</p>
Communicates with:	<p>Elected Members</p> <p>Each listed Outside Body (current 58 Outside Bodies).</p>
Commissioned by:	Policy and Resources, People and Place Overview and Scrutiny Committees (subject to approval at the respective meetings on 10 th , 11 th and 12 th July 2023).
Group Membership:	By convention, political proportionality applies to working parties/groups and in accordance with this principle, it is proposed that a working group of 10 councillors is established in the proportion 4 Conservative, 3 Labour, 1 liberal Democrat, 1 Independent and 1 Residents First with appointments being made to ensure some representation

	from each of the scrutiny committees. It is suggested that the Group Leaders submit their nomination(s) to the Executive Director (Finance and Resources) in line with the proportionality allocations.
Quorum:	3
Key Timescales and Duration	If agreed any changes will take place ahead of Annual Council in May 2024 where new appointments will be made accordingly.
Scope of work	The following are out of the scope of this proposed review: <ul style="list-style-type: none"> • The appointments process for Outside Bodies (as this is dealt with by Group Leaders at Appointments Council). • The suitability of those Members who have been appointed to represent the Council on the list of the Outside Bodies. (This is for determination by Group Leaders and in consultation with Members themselves).
Expected Benefits	<ul style="list-style-type: none"> • Strengthen partnership working. • Adding value to the work of Southend City Council • Reduce the number of unnecessary appointments of Members to defunct Outside Bodies. • Save Member time, ensuring resources are better placed for greater impact. • To gain a greater understanding about the role and work of Outside Bodies.
Key Stakeholders and Engagement Process	Elected Members (both currently appointed to an Outside Body for 2023/24 and those appointed in 2022/23). Outside Bodies
Outcomes	To keep representation on Outside Bodies up-to-date and improve reporting mechanisms from Outside Bodies to the Council.
Officer Lead	Stephanie Cox
Job Role	Principal Democratic Services Officer & Statutory Scrutiny Officer
Date	June 2023

Scrutiny Forward Plan 2023/24

Items referred for Pre-Cabinet Scrutiny

Title of Report	Description	Date of Cabinet meeting	Cabinet portfolio	Lead officer	Referred to
Official Feed and Service Plan 2023-24		18 July 2023		Alan Richards Interim Executive Director, (Environment and Place)	Place 10 th July 2023
Public Health Annual Report		18 July 2023		Krishna Ramkhelawon, Interim Director of Public Health	People 11 th July 2023
Delivery of Southend Outcomes and Priorities – Annual Report and Provisional Outturn 2022/23		18 July 2023		Joe Chesterton, Executive Director (Finance & Resources)	P&R 12 th July 2023
Treasury Management Report 2022/23		18 July 2023		Joe Chesterton, Executive Director (Finance & Resources)	P&R 12 th July 2023
Reducing Heating Charges		18 July 2023		Joe Chesterton, Executive Director (Finance & Resources)	P&R 12 th July 2023



Place Scrutiny Committee

Chair: Councillor Ron Woodley

Support Officer: Tim Row, Principal Democratic Services Officer, timrow@southend.gov.uk

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Meeting date: 29 August				
Meeting date: 30 October				
Meeting date: 4 December				
Meeting date: 12 February 2024				

People Scrutiny Committee

Chair: Councillor Tricia Cowdrey

Support Officer: Stephanie Cox, Principal Democratic Services Officer, stephaniecox@southend.gov.uk

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Meeting date: 30 August				
Meeting date: 31 October				
Meeting date: 6 December				
Meeting date: 14 February 2024				

Policy and Resources Scrutiny Committee

Chair: Councillor Steven Wakefield

Support Officer: Stephanie Cox, Principal Democratic Services Officer, stephaniecox@southend.gov.uk

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Meeting date: 31 August				
Meeting date: 2 November				
Meeting date: 7 December				
Meeting date: 1 February 2024 (Budget)				
Meeting date: 15 February 2024				

Cross-cutting Scrutiny, reviews and working panels

Agenda Item	Purpose	Description	Cabinet Portfolio	Lead officer
Outside Bodies Task and Finish			Leader	S Cox (Principal Democratic Services Officer)

Issues suitable for scrutiny

The following criteria can help to determine a scrutiny committee's programme. A topic does not need to meet all of these criteria in order to be scrutinised, but they are intended as a guide for prioritisation.

- Is the issue a priority area for the Council?
- Is it a key issue for local people?
- Will it be practicable to implement the outcomes of the scrutiny?
- Are improvements for local people likely?
- Does it examine a poor performing service?
- Will it result in improvements to the way the Council operates?
- Is it related to new Government guidance or legislation?

Other points also need to be taken into account when considering whether to review a particular issue:

- Is the subject specific – so that those undertaking the scrutiny can understand exactly what they are scrutinising?
- Is it achievable within the timescale allowed?

The following criteria may also be helpful in identifying what issues are not suitable for scrutiny:

- The issue is already being examined by another body.
- The matter is sub judice or prejudicial to the Council's interests.
- The matter relates to a specific case falling within the complaints procedure.
- The issue relates to an individual disciplinary matter or grievance.

It will be important for members to:

- Ensure that the programme includes a balance of different types of work, including short, medium and long term reviews.
- Issues could be considered at single meetings, or may need to be the subject of a longer term, more in-depth scrutiny review;
- Have regard to the ongoing work of the scrutiny committees, including performance monitoring, budget scrutiny, crime and disorder scrutiny and consideration of the Corporate Plan;
- Ensure that the scrutiny committees retain sufficient capacity to respond to issues that may arise within the year, including pre-scrutiny and call-ins;
- Take into account the resources available to support scrutiny.

The scrutiny chairs will need to consider how best to carry out the pieces of work in discussion with relevant officers and the scrutiny team.

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