



Cambridgeshire and Peterborough Combined Authority - Overview and Scrutiny Committee

DATE: 29th January 2018
TIME: 11am
LOCATION: Kreis Viersen Room, Cambridgeshire County Council, Shire Hall,
Castle Hill, Cambridge, CB3 0AP.

Membership

Council	Member	Substitute
Huntingdonshire District Council	CLlr Robin Carter CLlr Terry Hayward	CLlr Peter Bucknell CLlr Dick Tuplin
East Cambridgeshire District Council	CLlr Mike Bradley CLlr Alan Sharp	CLlr Julia Huffer CLlr Chris Morris
South Cambridgeshire District Council	CLlr Alex Riley CLlr John Batchelor	CLlr Grenville Chamberlain CLlr Philippa Hart
Fenland District Council	CLlr Fred Yeulett CLlr David Mason	CLlr Maureen Davis CLlr Mark Buckton
Cambridge City Council	CLlr Dave Baigent CLlr Rod Cantrill	CLlr Mike Sargeant CLlr Ysanne Austin
Cambridgeshire County Council	CLlr Janet French CLlr Lucy Nethsingha	CLlr Lina Joseph CLlr David Jenkins
Peterborough City Council	CLlr David Over CLlr Ed Murphy	CLlr Ray Bisby CLlr Mohammed Jamil

AGENDA

Item no:		LEAD	PAGE
1.	Apologies To receive apologies and details of any substitute members attending.	A. Gardiner	Verbal
2.	Declaration of Interests At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests.	Chair-person	Verbal
3.	Minutes Minutes of the meeting held on Monday 18 th December 2017 and matters arising.	Chair-person	Page 4
4.	Rapid Mass Transport Director of Transport, Keith McWilliams and the consultants, SDG will be giving a presentation and answering questions from the committee. The Mayor and the Chief Executive have been invited to attend.	Keith McWilliams	Verbal
5.	Budget Consultation Members will have the opportunity to provide further comments and feedback on the budget consultation that was sent out on the 21 st December 2017.	Jon Alsop	Verbal
6.	Review of Combined Authority Agenda Members to review the items being taken to the Combined Authority's next board meeting and raise any concerns or issues. Agenda for the CA Board can be found here .	Chair-person	Verbal
7.	Communities and Local Government Select Committee Report	Chair – person	Page 10
8.	Overview & Scrutiny Work Programme Report	Chair Person	Page 14
9.	Combined Authority Forward Plan Members to review the items on the Forward Plan and raise any items they may wish to discuss. The CA Forward Plan is regularly updated – the most recent version can be found here .	Chair-person	Verbal

10.	Date & Location of next meeting: 26th February 2018 – 11am at Huntingdonshire District Council	A. Gardiner	Verbal

The Combined Authority is committed to open government and members of the public are welcome to attend Overview and Scrutiny Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

For more information about this meeting, please contact Anne Gardiner at anne.gardiner@cambridgeshirepeterborough-ca.gov.uk



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – OVERVIEW AND SCRUTINY COMMITTEE

DRAFT MINUTES

Date: 18th December 2017

Time: 2pm

Location: Fenland District Council

Present:

Cllr Robin Carter
Cllr Mike Bradley
Cllr Alan Sharp
Cllr John Batchelor (Chair)
Cllr Fred Yeulett
Cllr David Mason
Cllr Mike Sargeant
Cllr Rod Cantrill
Cllr Lucy Nethsingha
Cllr Janet French
Cllr David Over
Cllr Ed Murphy

Huntingdonshire District Council
East Cambs District Council
East Cambs District Council
South Cambs District Council
Fenland District Council
Fenland District Council
Cambridge City Council
Cambridge City Council
Cambridgeshire County Council
Cambridgeshire County Council
Peterborough City Council
Peterborough City Council

Officers:

Kim Sawyer
Martin Whiteley
Debbie Forde
Anne Gardiner

Legal Counsel & Monitoring Officer
Chief Executive Officer
Governance Advisor
Scrutiny Officer

1. Apologies

- 1.1 Apologies received from Cllr Hayward and Cllr Riley. Apologies received from Cllr Baigent, substituted by Cllr Sargeant.

2. Declaration of Interests

- 2.1 No declarations of interests were made.

3. Minutes

- 3.1 The minutes of the meeting held on Monday 27th November 2017 were agreed as a correct record.

4. Review of Combined Authority Board Agenda

- 4.1 The Committee reviewed the agenda due to come to the Board on Wednesday 20th December 2017.

- 4.2 The following points were raised during the discussion:-

Agenda item 2.4, Establishing a new stronger public and private sector partnership in Cambridgeshire and Peterborough was confidential as it related to matters about the Greater Cambridgeshire Greater Peterborough Enterprise Partnership (GCGP LEP) which was a private company. Therefore, the Chief Executive could not comment more than what was published in the public report.

Subject to decisions taken at the GCGP LEP Board on Tuesday 19th December 2017 the Combined Authority Board may decide to discuss the exempt report in the public part of the meeting.

In response to questions about agenda item 2.1, Transport: Developing our Decision Making and delivery arrangements, the following points were made:

- There were a number of options to consider as part of the strategic bus review to seek improvements in bus services. Some Combined Authorities had adopted the full franchising model while other had not pursued this model at all, for example the West Midlands CA. Other Combined Authorities have adopted a partnership model.
- Where franchising models have been adopted it was done with significant public subsidy.
- It would not be sensible to progress without further investigation into service needs and costs implications.
- Earlier in the year it was agreed to commission a new transport plan which would start in January with the first strategic themes reported in May/June next year.
- The report regarding the bus review was due to come to the Board in September/ October next year and it would be requested that a timetable for the project be included in that report.

- The report was constructed in conjunction with Peterborough City Council and Cambridgeshire County Council and co-developed by officers at both authorities.
- The Overview and Scrutiny Committee would be consultees for the Local Transport Plan.
- All transport functions had gone back to Cambridgeshire County Council and Peterborough City Council; and those councils are going through their usual budget plans.
- In regard to funding for next year, some funding would come from government, and some from the councils to pass up to the Combined Authority. The Combined Authority will need to decide how to meet any shortfall.

The Committee agreed that the Chairman should raise the following questions at the Board meeting on Wednesday 20th December on behalf of the Committee:

- 1) Could the Board clarify who had control of the transport budget, if the budget had been devolved to the County Council and Peterborough City Council were the Board aware of options under consideration for the removal of certain subsidies?
- 2) Clarity was sought on what the funding figures quoted referred to, did they include home to school transport?
- 3) The Committee requested assurance that they would have the opportunity to pre-scrutinise integrated planning in advance of the May/June meeting.

Responses provided attached at appendix A.

In response to questions about agenda item 2.2, Establishing the Cambridgeshire and Peterborough Land Commission, the following points were made:

Concerns were expressed about the relationship between Combined Authority and Local Plans, Cllr Yeulett advised the Committee that he had had a meeting with Cllr Herbert who had assured him that the local plans were sovereign.

Cllr French suggested that Neighbourhood Plans should also be taken into account.

- 4.3 Cllr Murphy asked a question regarding agenda item 2.3, Update on Peterborough University Business Cases and Project Progress; the report stated buildings had been vacated. He was advised that this should say 'will be vacated'.

5. Key priority themes

- 5.1 The report asked the Committee to consider whether they would like to continue with the Shadow Portfolio Holders system that was agreed at the June Overview and Scrutiny Committee meeting or move to a thematic based system to be applied to the work programme.
- 5.2 The following points were raised during the discussion:-

- The Combined Authority agenda was moving so fast that shadowing the Portfolio Holders was not enough, moving to members monitoring themes was more cross cutting.
- Members would need to clarify what they had meant by strategy and shaping to understand what sat within this remit.
- Those Members allocated to a theme should scope the topics for future scrutiny reviews. The Centre for Public Scrutiny (CfPS) had agreed to provide the framework for doing this but the Scrutiny Officer advised that she had not received it yet and had been chasing the CfPS.
- Cllr Nethsingha suggested that the three members allocated to education should write a report and bring back to January meeting for the committee to consider.

5.3 The Committee agreed to:

- (a) change to a system where members would cover key priority themes.
- (b) notify the Combined Authority Board of the change in approach
- (c) the allocations set out in appendix B of the report but that this allocation would be flexible.

6. Overview and Scrutiny Work Programme

- 6.1 The Committee received the report which provided the Committee with the draft work programme for the Overview & Scrutiny Committee for the remainder of the 2017/18 municipal year and asked them for comments and suggestions.
- 6.2 The Committee discussed the legal advice that had been provided regarding the committee's remit in regard to scrutinising external organisations.
- 6.3 Committee members raised the following points during the discussion:-

- The Monitoring Officer advised that the Committee did not need to follow the advice that had been provided. The Committee could invite anybody who provided a service to the Combined Authority but the committee cannot force them to attend.
- Some members felt the remit was wider than just organisations that work with the Combined Authority.
- Other Combined Authorities invited external organisations.
- The Committee should be able to meet with people who have influenced the reports coming to the Board.
- It was unacceptable that they could only consider items that were coming to the Board for consideration.

The Monitoring Officer responded to the committee to advise that the terms of reference for the committee differed to those of a local authority scrutiny committee and further clarification was being sought from the Centre for Public Scrutiny about this.

It was important to understand what the purpose of any review was and why external organisations were being invited to attend.

- 6.4 Cllr Cantrill put forward a motion that the Mayor should be invited to attend every meeting of the Overview and Scrutiny Committee for the foreseeable future, this motion was seconded by Cllr Nethsingha.

The motion failed with 4 votes for and 8 against.

Cllr Bradley put forward a motion that the Mayor be invited to attend the Overview and Scrutiny Committee meeting quarterly, this motion was seconded by Cllr Nethsingha.

The motion carried unanimously.

7. Combined Authority Forward Plan

- 7.1 The Committee had no comments to make at this time regarding the forward plan of the Combined Authority.

8. Date of Next Meeting

- 8.1 The next meeting would be held on the 29th January 2018 at Cambridgeshire County Council with a start time of 11am.

Meeting Closed: 15:41pm



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

**Cambridgeshire and Peterborough Combined Authority Board
Committee Rooms 1 & 2, Cambridge City Council, Guildhall, Cambridge -
Wednesday 20th December**

- 1) Could the Board clarify who has control of the transport budget, if the budget has been devolved to the County Council and Peterborough City Council are the Board aware of proposals being suggested of the removal of certain transport subsidies by Peterborough City Council?**

For the 17/18 financial year transport powers and budgets have been devolved to Cambridgeshire County Council and Peterborough City Council. It is intended that transport budgets will continue to be devolved for 18/19 along with certain transport functions, including the role of Travel Concessionaire Authority and the provision of socially necessary bus services. Whilst the Combined Authority is responsible for budget setting, it is the responsibility of Cambridgeshire County Council and Peterborough City Council to decide how this funding is allocated. This includes any decisions relating to bus subsidy

- 2) Clarity around which subsidies are being looked at, are school transport subsidies included?**

The Combined Authority is not responsible for school transport. These responsibilities continue to lie with the upper tier authorities and have not changed following devolution.

- 3) Integrated planning, the O&S Committee are seeking assurance that they will be fully involved in May/June meetings.**

As part of the development of the Local Transport Plan strategy the project team will be engaging with a cross-section of officers and members from each of the constituent members of the Combined Authority and will include the O&S Committee.



OVERVIEW AND SCRUTINY COMMITTEE	AGENDA ITEM No: 7
	PUBLIC REPORT

COMMUNITIES AND LOCAL GOVERNMENT SELECT COMMITTEE REPORT

1.0 PURPOSE

- 1.1 The Overview and Scrutiny Committee plays an important role within the governance framework of the Combined Authority. It is an effective means of acting as a 'critical friend' to the Combined Authority and, when necessary, to provide challenge to its decisions. It contributes towards the transparency of the Authority and transparency engenders trust with the public it serves.

- 1.2 The Committee is therefore asked to review a report that was published by the Communities and Local Government Committee on December 11th 2017 which looked at the 'Effectiveness of Local Authority Overview and Scrutiny Committees'.

<u>RECOMMENDATION</u>	
FROM:	29 January 2018
Lead Officer:	Kim Sawyer, Legal Counsel and Monitoring Officer
The Committee is recommended to (1) review the report (2) consider how it has structured its Overview and Scrutiny responsibilities within the Combined Authority.	

2.0 BACKGROUND

- 2.1 MPs on the communities and local government committee have carried out a comprehensive review on how scrutiny committees operate.

The full report can be found [here](#).

- 2.2 The committee considered factors such as the ability of committees to hold decision-makers to account, the impact of party politics on scrutiny, resourcing of committees and the ability of council scrutiny committees to have oversight of services delivered by external organisations.

- 2.3 The committee has gathered feedback from numerous organisations on their experience of scrutiny to help inform their recommendations.
- 2.4 The inquiry heard evidence of considerable failings in current scrutiny arrangements, including:
- a lack of resources
 - the low status accorded to scrutiny
 - potential conflicts of interest arising from the same officers working with scrutiny and with the executive
 - a lack of real challenge from members
 - an over-reliance on officer reports rather than a range of evidence
 - political pressures limiting the effectiveness of scrutiny.
- 2.5 It did also hear evidence of cases where scrutiny was working well; invariably, these were from authorities where the leadership had a positive attitude towards scrutiny.
- 2.6 The report makes various recommendations, which are in bold type in the body of this briefing. Notably, the report calls upon the government to:
- issue updated guidance for local authorities on the role of scrutiny
 - develop a pilot scheme to test the merits of electing scrutiny chairs by secret ballot
 - make it clear that information deemed commercially sensitive should not be withheld from scrutiny members
 - extend the requirement of a statutory scrutiny officer to all councils, with the seniority of this role on a par with the corporate management team
 - give scrutiny committees the power to require attendance by external service providers and LEPs
 - monitor the impact of the scrutiny-related funding it makes available to the LGA
 - emphasise the role of scrutiny and provide adequate funding for it in future devolution deals.
- 2.7 The report calls upon local authorities to:
- arrange for scrutiny committees to report to full council rather than the executive
 - make greater use of expert witnesses
 - ensure that members of the executive do not participate in scrutiny except as witnesses
 - consider how to raise the profile of scrutiny to promote public engagement, including digital engagement.
- 2.8 Within the report there are two recommendations that may be of interest for the Combined Authority Overview and Scrutiny committee to consider.
- (a) Section 7 of the report: Scrutinising public services provided by external bodies – the committee’s recommendation states:

'In light of our concerns regarding public oversight of LEPs, we call on the Government to make clear how these organisations are to have democratic, and publicly visible, oversight. We recommend that upper tier councils, and combined authorities where appropriate, should be able to monitor the performance and effectiveness of LEPs through their scrutiny committees. In line with other public bodies, scrutiny committees should be able to require LEPs to provide information and attend committee meetings as required.'

(b) Section 8 of the report: Scrutiny in combined authorities – the committee's recommendation states:

'We are concerned that effective scrutiny of the Metro Mayors will be hindered by under-resourcing, and call on the Government to commit more funding for this purpose. When agreeing further devolution deals and creating executive mayors, the Government must make clear that scrutiny is a fundamental part of any deal and that it must be adequately resourced and supported.'

2.9 Regarding the concern raised about the effectiveness of scrutiny of the Combined Authorities; it is important to note that the Cambridgeshire and Peterborough Combined Authority, in the short 8 months they have been in existence, have taken many positive steps to ensure that scrutiny is a fundamental and effective part of the Combined Authority.

- The O&S Committee have a dedicated Scrutiny Officer as a resource, identified by the Select Committee as a key factor for effective scrutiny to be achieved.
- The O&S Committee is regularly attended by the Monitoring Officer, the Chief Executive and the Mayor.
- The O&S members have started to develop positive relationships with the Board members and the Mayor to ensure there is a positive attitude towards scrutiny.
- The Committee report into the CA Board regularly with feedback on reports delivered by the Chair who can address the Board on behalf of the Committee.
- The Committee meets regularly and has a high level of attendance from the members.
- The O&S members have considered their structure and how best to organise themselves to shadow the portfolio holders and the work of the Mayor;
- The O & S Committee meets in advance of the Combined Authority Board to focus their workload on pre-decision scrutiny. This provides the opportunity to contribute towards the decisions to be made by the Board
- The Forward Plan forms a regular part of the O & S Committee agenda giving oversight of the future decisions of the Board

- The O & S Committee have regularly engaged with the Centre for Public Scrutiny and been involved in workshops to develop their work programme
- The Chair of Overview and Scrutiny meets regularly with key officers and will shortly meet with the chair of Audit Committee to ensure a network of scrutiny across the Combined Authority's functions.

<u>Source Documents</u>	<u>Location</u>
House of Commons, Communities and Local Government Committee - Effectiveness of local authority overview and scrutiny committees	https://publications.parliament.uk/pa/cm201719/cmselect/cmcomloc/369/369.pdf



OVERVIEW AND SCRUTINY COMMITTEE	AGENDA ITEM No: 8
	PUBLIC REPORT

OVERVIEW AND SCRUTINY WORK PROGRAMME REPORT

1.0 PURPOSE

- 1.1 To provide the Committee with the draft work programme for the Overview & Scrutiny Committee for the remainder of the 2017/18 municipal year and ask them for comments and suggestions.
- 1.2 To provide the Committee with a suggested framework for identifying priority items for the Overview & Scrutiny work programme.

<u>RECOMMENDATION</u>	
FROM:	29th January 2018
Lead Officer:	Kim Sawyer, Legal Counsel and Monitoring Officer
<p>That the Committee discusses items that they would like to be added to the work programme for the Overview & Scrutiny Committee for the 2017/18 municipal year attached at Appendix 1.</p> <p>That the Committee consider the suggested framework at appendix 2 for identifying items for the Committee to add to the work programme.</p>	

2.0 BACKGROUND

- 2.1 In accordance with the Constitution, the Overview & Scrutiny Committee is responsible for setting its own work programme.
- 2.2 A draft work programme which shows the items to be considered over the forthcoming year is attached at Appendix 1.

2.3 A suggested framework created with advice from CFPS and other constituent councils is attached at Appendix 2 for members to use when identifying topics they wish to consider as part of their work programme.

3.0 APPENDICES

3.1 Appendix 1 – Work Programme.

3.2 Appendix 2 - Framework

<u>Source Documents</u>	<u>Location</u>
None	

**OVERVIEW AND SCRUTINY
WORK PROGRAMME 2017/18**

Meeting Date	Item	COMMENTS
29 th Jan 2017	Rapid Mass Transport	
	Budget Consultation The Committee will review the upcoming budget report going to the Board.	
	Review of the Combined Authority Upcoming Agenda Standing item where the Committee will review the items being taken to the Board meeting for the Combined Authority that month and raise any concerns or issues they would want the Chairman to address. Contact Officer: Anne Gardiner	
	Combined Authority Forward Plan Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme. Contact Officer: Anne Gardiner	
	Overview and Scrutiny Work Programme To consider the work programme for the year 2017/18. Contact Officer: Anne Gardiner	
26 th Feb 2017	Cambridgeshire and Peterborough 2030 The Mayor and CEO for the Combined Authority to attend to give presentation on the proposed Cambridgeshire and Peterborough 2030 vision and for O&S members to provide an overview.	

Meeting Date	Item	COMMENTS
	<p>Review of the Combined Authority Upcoming Agenda Standing item where the Committee will review the items being taken to the Board meeting for the Combined Authority that month and raise any concerns or issues they would want the Chairman to address. Contact Officer: Anne Gardiner</p>	
	<p>Overview and Scrutiny Work Programme To consider the work programme for the year 2017/18. Contact Officer: Anne Gardiner</p>	
	<p>Combined Authority Forward Plan Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme. Contact Officer: Anne Gardiner</p>	
26 th Mar 2017	<p>Review of the Combined Authority Upcoming Agenda Standing item where the Committee will review the items being taken to the Board meeting for the Combined Authority that month and raise any concerns or issues they would want the Chairman to address. Contact Officer: Anne Gardiner</p>	
	<p>Overview and Scrutiny Work Programme To consider the work programme for the year 2017/18. Contact Officer: Anne Gardiner</p>	
	<p>Combined Authority Forward Plan</p>	

Meeting Date	Item	COMMENTS
	<p>Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme.</p> <p>Contact Officer: Anne Gardiner</p>	
<p>23rd Apr 2017</p>	<p>Review of the Combined Authority Upcoming Agenda</p> <p>Standing item where the Committee will review the items being taken to the Board meeting for the Combined Authority that month and raise any concerns or issues they would want the Chairman to address.</p> <p>Contact Officer: Anne Gardiner</p>	
	<p>Overview and Scrutiny Work Programme</p> <p>To consider the work programme for the year 2017/18.</p> <p>Contact Officer: Anne Gardiner</p>	
	<p>Combined Authority Forward Plan</p> <p>Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme.</p> <p>Contact Officer: Anne Gardiner</p>	
<p>29th May 2017</p>	<p>Appointment of Chair and Vice Chair</p>	
	<p>Cambridgeshire and Peterborough – 4 Year Plan</p> <p>The Mayor and CEO for the Combined Authority to attend to give presentation on the proposed Cambridgeshire and Peterborough 4 year plan and for O&S members to provide an overview.</p>	

Meeting Date	Item	COMMENTS
	<p>Combined Authority Forward Plan Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme. Contact Officer: Anne Gardiner</p>	
	<p>Overview and Scrutiny Work Programme To consider the work programme for the year 2017/18. Contact Officer: Anne Gardiner</p>	



Overview and Scrutiny Work Programme and Framework

The Scrutiny Work Programme details the planned activity to be undertaken over the coming months. The items on the work programme are determined by the Committee in line with the terms of reference for the Committee as outlined in the Combined Authority constitution.

The Constitution states:

- that the Committee will set its own work programme.
- The Mayor or Combined Authority Board may ask the Committee to review any of its functions or assist in developing budget and policy proposals.
- Any of the following may request a matter to be included on the agenda of the Overview and Scrutiny Committee provided it is relevant to the functions of the Combined Authority and not an excluded matter:
 - (a) any Member of the Overview and Scrutiny Committee;
 - (b) any Member of the Combined Authority; and
 - (c) any Member of a Constituent Council of the Combined Authority.

Overview & Scrutiny Committee members have been allocated to specific themes outlined below:

Mayor & Deputy Mayors

(Cllr Batchelor Cllr Hayward)

Members allocated to this theme would provide a shadow function on the activities of the Mayor and Deputy Mayor's for the Combined Authority.

Transport & Infrastructure

(Cllr Baigent, Cllr Carter and Cllr Cantrill)

Members allocated to this theme would monitor and feedback any information to the committee around transport and infrastructure projects.

Skills & Employment

(Cllr Nethsingha, Cllr Over and Cllr Murphy)

Members allocated to this theme would monitor and feedback any information to the committee around skills, education and employment schemes.

Strategy & Shaping

(Cllr Bradley, Cllr Yeulett and Cllr Sharp)

Members allocated to this theme would monitor and feedback any information to the committee around topics such as the non-spatial plan, land commission, community growth and development, open spaces and tourism.

Housing

(Cllr Mason, Cllr Riley and Cllr French)

Members allocated to this theme would monitor and feedback any information to the committee around the housing strategy.

FRAMEWORK

Members allocated to each theme should scope the topics covered by their allocated key areas and identify items that they would like to add to the Work Programme considering the following points.

- What is important?
- Why is it important?
- Who else has a role and might be scrutinising?
- Who will have a view?
- Who should have a voice?
- What resources will be needed to scrutinise effectively?
- What approach to scrutiny would be best? (Pre or post decision scrutiny)

A possible approach to consider when adopting items on to the work programme is the Picc Analysis for Prioritising Topics –

<u>P</u> Public interest	
Is there sufficient public interest in the topic? Where is the evidence to support this? Is interest confined to the city or of broader interest? How would it be in the public interest to look at this topic?	
<u>I</u> Impact	
Will the topic impact community well-being? To what extent will the topic impact on the community? How will the review bring value to community well-being?	
<u>C</u> Council & performance	
How is the CA/organisation performing in this area? What is the performance data showing? (direction of travel?)	

Are there other performance comparisons or bench marks? Is there adequate performance measurement?	
<u>C</u> Keeping in context	
What else is happening in this area such as recent reviews or inspections? How does this rank within the context of other work or priorities?	

When suggesting an item for consideration members may wish to use the below form to help present their reasons to the rest of the committee.

TOPIC TITLE: REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT:

WHO/WHAT IS THE RESPONSIBLE ORGANISATION?

WHO ARE THE RESPONSIBLE BOARD/PORTFOLIO COUNCILLOR(S) AND OFFICER(S)?

TERMS OF REFERENCE AND OBJECTIVES – WHAT IS BEING ASKED FOR AND WHY? (Clearly state how this topic links to the work of the Combined Authority and/or the Mayor and how the scrutiny of the topic can add value to the work of the organisation).

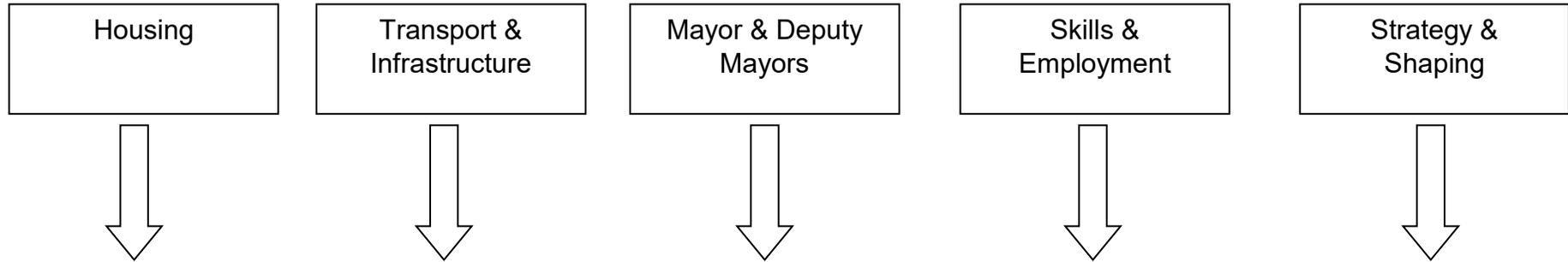
WHAT METHOD(S) SHOULD BE USED TO CARRY OUT THIS SCRUTINY? (task & finish group, topic on agenda at main meeting, themed meeting, consultation etc.)

WHEN WOULD BE THE BEST TIME TO CARRY OUT SCRUTINY OF THIS TOPIC? (Consider when items will be taken to CA Board meeting, national deadlines etc).

WHO ELSE SHOULD BE INVOLVED/INVITED? (External organisations -clear objectives for why they are being invited to be part of the scrutiny).

VENUE? (city hall, other venue, site visit etc)

Process for submitting a topic for scrutiny.



Members to identify topics within their allocated theme that they feel should be brought to the scrutiny committee's attention for further investigation.

