

Guildford Borough Council

Report to: Overview and Scrutiny Committee – Services

Date: 10 March 2025

Ward(s) affected: All

Report of Director: Strategic Director, Legal and Democratic Services

Author: James Dearling, Senior Democratic Services Officer
(Scrutiny)

Email: james.dearling@guildford.gov.uk

Councillor responsible: Councillor James Walsh, Chair of Overview
and Scrutiny Committee – Services

Email: james.walsh@guildford.gov.uk

Report Status: Open

Committee Work Programme

1. Executive Summary

- 1.1 This report and its appendices outlines the future work plan of the Overview and Scrutiny Committee – Services and provides an opportunity for the Committee to formally review and approve its work for the remainder of 2024-25.

2. Recommendations to Committee

- 2.1 The Overview and Scrutiny Committee – Services is asked to:

Approve its work programme attached at Appendix 1.

3. Reasons for Recommendations:

- 3.1. To enable the Committee to review and agree its work programme for the coming months.

4. Exemption from publication

- 4.1. No part of this report is exempt from publication.

5. Purpose of Report

- 5.1. In accordance with the Council's Constitution, the terms of reference for the Overview and Scrutiny Committee [sic] includes responsibility to approve its work programme and thereby help ensure that the Committee's time is used effectively and efficiently.
- 5.2. A well-planned overview and scrutiny function will help both officers and members plan their workloads as well as providing a clear picture to the public of planned activity. An effective work programme is the foundation for a successful overview and scrutiny function.
- 5.3. This report sets out the work programme for the Overview and Scrutiny Committee – Services as scheduled for 2024-25. For completeness, the work programme for the Overview and Scrutiny Committee – Resources is included.
- 5.4. Matters outstanding from previous meetings are attached at Appendix 3.

6. Strategic Priorities

- 6.1. The O&S function strengthens the position of the Council to ensure we are able to deliver our strategic priorities. For example, O&S assists the Council in improving services and ensuring we are open and accountable in our decision-making.

7. Setting the Work Programme

- 7.1. Councillors are encouraged to discuss any proposals for the Committee work programme with the relevant O&S Committee Chair and Vice-Chair or the Senior Democratic Services Officer – Scrutiny. (The remits for both the Overview

and Scrutiny Committee – Services and the Overview and Scrutiny Committee – Resources are listed within Appendix 1.) The work programme proposed for the Committee should be determined with reference to the P.A.P.E.R. selection tool, attached as Appendix 2 to this report.

- 7.2. Such work programme selection discussions should include how a proposed item or alteration fulfils the criteria outlined in the mnemonic P.A.P.E.R. (Public interest; Ability to change; Performance; Extent; and Replication).
- 7.3. Regular meetings of O&S Chairs and Vice-Chairs and Executive members take place to discuss their work programmes and to establish a dialogue between O&S and the Executive. The latest such meeting took place on 5 February 2025; the next is scheduled for 5 March 2025.

8. Financial Implications

- 8.1 There are no specific financial implications arising from this report.

9. Legal Implications

- 9.1 There are no specific legal implications.

10. Human Resource Implications

- 10.1 There are no specific human resources implications. It is envisaged that the work programme, as drafted, is achievable within the existing resources.
- 10.2 Overview and scrutiny will call on relevant officers during the conduct of its reviews. Individual scoping reports for task and finish group investigations will seek to take additional resource requirements into account when drafted.

11. Equality and Diversity Implications

- 11.1 The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- 11.2 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report. Future overview and scrutiny reviews will consider equality implications on a case-by-case basis.

12. Climate Change/Sustainability Implications

- 12.1 There are no specific climate change / sustainability implications.

13. Summary of Options

- 13.1 The Committee is asked to approve or amend its future work programme as developed thus far.

14. Conclusion

- 14.1 Developing a work programme for the overview and scrutiny function is an essential stage in the scrutiny process. An effective overview and scrutiny work programme identifies the key topics to be considered over the coming months. In addition, it is suggested that a well-developed programme

ensures that the views of councillors, partners, the public, and external organisations are represented effectively in the process.

15. Background Papers

15.1 None.

16. Appendices

1 – Overview and Scrutiny Committee – Services work programme, 27 February 2025

2 – P.A.P.E.R. selection tool

3 – Matters outstanding from previous meetings