

**Template Scoping Document**

<b><u>Overview &amp; Scrutiny Committee operating as a 'Select Committee'</u></b>	
<b><u>Scrutiny Review Title:</u></b>	Members' Expenses & Hospitality
<b><u>Background issues</u></b> to review – rationale for scrutinising this issue:	Members raised this issue during the evaluation of the 2012/13 Scrutiny arrangements, which was subsequently agreed by the Overview and Scrutiny Committee at its meeting on 3 June 2013. Nationally Members expenses and hospitality is of interest to the public.
Is the issue highlighted as one of the Council's corporate aims and objectives of the Council's draft <b><u>Corporate Strategy</u></b> , – 'Sharing the Dividends'? If so which one:	"An Excellent Council – Priority – Deliver Value for Money" There is no specific issue or target regarding this area but it generally supports the value of using resources effectively and delivering value for money.
Is this issue one that raises interest with the public via <b>complaints</b> or Members' surgeries?:	There have been no recorded complaints from the public regarding Members' expenses and hospitality.
<b><u>Focus of the review:</u></b> (State what the review focus will be)	<b>Members identified at the Committee meeting 3 July the following focus:</b>  <b>The review will look at comparative data of other authorities; town twinning; the community reception (any benefit in kind to Members); conference expenses; refreshments; mayoral expenses; travel and car parking and impact on equalities and diversity.</b>
<b><u>Timing issues:</u></b> Are there any timing constraints to	None apparent prior to scoping. Officers will advise at the meeting if there are any timing issues to consider. The review will have to fit in with the timing of the other Select Committee review

when the review can be carried out?	work programme items.
The Committee will meet on (provide <b>dates</b> if known):	Dates: Day/Month/Time/Venue <b>A one day review to be held on Thursday 29 August 9.30am – 3.30 pm in the Shimkent Room</b>
<b>SBC Leads</b> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):	<ul style="list-style-type: none"> <li>• Portfolio Holder – The Leader</li> <li>• Strategic Director – Scott Crudgington</li> <li>• Lead Officer - Constitutional Services Manager, Jackie Cansick</li> </ul>
Any <b>other witnesses</b> (external persons/critical friend)?:	To be identified by the Committee at the scoping meeting.  <b>Cllr Simon Speller will identify if there are any suitable options following his desk top research.</b>
<b>Allocation of lead Members</b> on specific individual issues/questions:  Any other Questions Members wish to cover:	<b>Members will lead and ask questions on the following areas:</b>  <b>Cllr Monika Cherney-Craw will lead questioning on Town Twinning</b> <b>Cllr Simon Speller will lead questioning on Comparative Figures</b> <b>Cllr Jim Brown will lead questioning on Equalities and Diversity</b> <b>Cllr Hugh Tessier will lead questioning on Community Reception</b> <b>Cllr Jeannette Thomas will lead questioning on Conferences</b> <b>Cllr Graham Clark will lead questioning on Refreshments</b> <b>Cllr Brian Underwood will lead questioning on Mayoral Expenses</b> <b>Cllr Michael Hearn will lead questioning on Travel and Car Parking</b>
<b>Equalities and Diversity issues:</b> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that	<b>Cllr Jim Brown has agreed to lead on this area and will be considering a focus appropriate to the review.</b>

is being scrutinised	
<p><b>Constraints</b> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):</p>	<p><b>Members identified the following Constraints at the scoping meeting</b> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc):</p> <p><b>The review will <u>not</u> be considering Members’ Allowances as review of this area is carried out by the Independent Remuneration Panel.</b></p>
<p><b>Background Documents/data</b> that can be provided to the review</p>	<p><b>Following the scoping meeting Members have asked for information from officers which will be circulated by 2 August as per the project plan.</b></p>