

**Meeting** COUNCIL  
**Portfolio Area** ALL  
**Date** 31 JULY 2024



## ANNUAL SCRUTINY REPORT FOR 2023-24

Author – Stephen Weaver, Scrutiny Officer (on behalf of the Scrutiny Members) Ext.No. 2332

Lead Officer – Tom Pike, Deputy Chief Executive Ext. No. 2288

Contact Officer – Stephen Weaver Ext.No. 2332

### 1 PURPOSE

- 1.1 To report on the work undertaken by the Overview & Scrutiny Committee and the Select Committees during the 2023/24 Municipal Year and to outline the Work Programme for the three Committees for 2024/25.

### 2 RECOMMENDATIONS

- 2.1 That the work undertaken by Overview & Scrutiny Committee and the Select Committees during 2023/24 be noted.

### 3 BACKGROUND

- 3.1 Under the provisions of the Local Government Act 2000, Overview and Scrutiny's role is to operate as an independent function of the Council's decision-making process, by having overview of the Council's decision making, holding the Executive to account, having the power to "call in" decisions for reconsideration and undertake internal and external scrutiny reviews.
- 3.2 The Council's Constitution requires that there be an annual report to Council on the scrutiny activity over the past Municipal Year (see Article 6.3 of the Constitution).

- 3.3 This report is largely a retrospective look at the scrutiny review work undertaken by the Overview & Scrutiny Committee and the two Select Committees during the 2023-24 Municipal Year.
- 3.4 In accordance with the Constitution the Overview and Scrutiny Committee was also charged with scrutinising the Executive's proposals on Budget & Policy Framework items that go before Council for decision. In addition, the Committees considered updates on Scrutiny studies that had been undertaken previously, examining the progress of recommendations and where appropriate following up on matters raised.
- 3.5 The Committees have also worked with their relevant Executive Portfolio Holders on a number of separate policy development meetings developing policies and considering reports before their submission to the Executive.

## **4 SUMMARY OF SELECT COMMITTEE REVIEWS**

- 4.1 Each Select Committee review made formal recommendations to the relevant Executive Member, Officers and external partners. The following is a summary of the outcomes of each scrutiny review.

### **4.2 COMMUNITY SELECT COMMITTEE**

The Community Select Committee held 9 meetings during the 2023-24 Municipal Year.

#### **4.2.1 Scrutiny of Housing Repairs**

In conducting this review, the Community Select Committee met on 4 occasions in total with 3 formal Committee meetings to undertake the review as follows: On 26 July 2023, 19 October 2023, 14 November 2023 and 8 January 2024, and held 1 site visits days on 29 August 2023 to visit the Housing Repairs Team and accompany the repairs team on a tenant repair visit and were supported by the following officers AD Building Safety and Housing Property Services, Denise Lewis, Repairs Service Manager, Dean Stevens, and the review interviewed Executive Portfolio Holder for Housing Development and Housing, Cllr Jeannette Thomas.

- 4.2.2 The review made recommendations on the following 9 areas:

- 1 Recommendation 1- Development of a suite of Policies and Procedures for Housing Property Services** - so that issues like quantifying the level of a repair into an agreed standard can be established which should help the authority manage repairs in a more planned way.
- 2 Recommendation 2 - Improved Communication both internal and external** - (i) ensure that all team members communicate effectively with tenants and with colleagues to get repairs resolved quickly and efficiently; and (ii) improve communications with tenants via direct engagement, social media and newsletters so that tenants are aware of the implications of missing appointments.

- 3 **Recommendation 3 – Make better use of technology** - Including (i) encouraging tenants to send in digital photos and videos of the repair; (ii) using data on in year repairs against previous years to see trends and to profile the type of work that would be expected in different age/style housing stock; (iii) use remote diagnostic tools that are available in the housing sector or the development of an in-house housing App that tenants could use to report on repairs and general stock condition.
- 4 **Recommendation 4 – Work with the Customer Service Centre regarding training** - Housing Officers be invited to work with the Customer Services Centre (CSC) to improve training to help them clearly identify if the work is a repair or planned investment and (ii) develop a checklist of questions for use with CSC Officers to ask the tenants to ascertain as much information to accompany the original request.
- 5 **Recommendation 5 – Review of the booking system** - The scheduling system (DRS) be reviewed by the repairs team after the original booking and prior to sending out repairs operatives to ensure everything is in place to avoid the need for a future visit.
- 6 **Recommendation 6 – Streamline working between Investment and Repairs** - Need for the investment and repairs teams to have closer collaboration between them with a standardised process whereby the repair's team are not relied upon to attend a job only to discover it is an investment team consideration not a repair.
- 7 **Recommendation 7 – Development of an audit trail via a tracker for each repair /enquiry** - The process and journey of each tenant's request for a repair (whether it be defined as a repair or housing investment) be able to be traced and the initial request is the start of the timeline for the resident.
- 8 **Recommendation 8 – Development of Customer Self-serve App** - The booking hub that is currently under development be brought back to Community Select Committee Members to view to establish the efficacy of the booking system. While there are improvements in use of technology, it will remain the case that there will be residents who cannot access it and officers will need to resume a client facing approach.
- 9 **Recommendation 9 – Collecting feedback from all stakeholders** - It was evident that tenants, Members and the Portfolio Holder are all unclear on the existing processes. In order to evaluate any new policy, feedback should be collected to establish its success. The aim will be clear understanding of the journey of an individual case and the decisions attached to it.

4.2.3 The details of the review report can be found by following the link to the meeting that they were agreed on at 8 January 2024 – [Report and Recommendations – Housing Repairs Review – 8 January 2024](#)

#### 4.2.4 **Update on the Cultural Strategy**

4.2.5 The Community Select Committee received an update on the cultural offer across the town and Members scrutinised the various projects and activities that the Council was engaged in including:

- ambition to grow the festival and event offer in the town
- protect the Gordon Craig Theatre offer to provide a good or better facility
- establish a new museum in a New Town Heritage Centre in the Hub
- encourage high quality music facilities like Old Town Live
- assist the work of Junction 7 Creatives
- promote cultural activities in the town centre Event Island
- create an arts and heritage trail including artwork in the underpasses
- recognising the sports heritage in Stevenage, and the Hertfordshire Cultural Education Partnership in schools
- promote the cultural offer to a wider participatory audience

4.2.6 For further details of the presentation and Minute of the item follow the link to the [Agenda for Community Select Committee for Tuesday 19 September 2023](#)

#### 4.2.7 **Pre-scrutiny of the revised Housing Allocations Policy**

4.2.8 The Committee received a presentation on the proposed changes to the Housing Allocations Policy. The Changes were in response to the increased statutory burdens placed on the Council from central government and the finite supply of available social housing. The new policy was proposing 7 significant changes which the Committee considered and commented on, these included:

- to only accept applicants onto the housing register if they had a specific housing need
- to disqualify those with sufficient savings or incomes from applying for social housing
- to introduce a New Generation scheme which would give priority to 1 bed need adults to enable the downsizing of tenants
- to reduce the number of bands that applicants can be placed into, with just 3 bands (1,2 & 3)
- to remove people who had not bid within 12 months
- to let homes based on housing need only
- to change the bedroom standard to allow more household members to share

4.2.9 For further details of the officer presentation and the Committee discussion of this pre-scrutiny policy development item, follow the link to the meeting of the [Community Select Committee held on Tuesday 19 September 2023](#)

#### 4.2.10 **Community Select Committee sitting as the Council Statutory Crime & Disorder Committee**

4.2.11 Members received a presentation on areas of interest that they had raised with the Police regarding the following issues:

- Theft from persons
- Incidents of assaults across the town
- Work with young offenders

- Incidents of drugs criminality and Anti-Social Behaviour
- Fly tipping

4.2.12 Members were informed that during the past year the following incidents of crime were recorded for Stevenage:

- There had been a 28% reduction in theft from person incidents across Stevenage, with 70 incidents compared to 97 in the previous year
- There had been a 50% reduction in incidents initially classified as drugs-related antisocial behaviour, with 241 incidents compared to 478 in the previous year
- With regard to incidents of fly tipping the Councils Community Safety team were given a focus to find cost-effective solutions. Strategies included encouraging perpetrators, when identified, to remove waste themselves

Members asked questions in relation to the following issues:

- crime trends in the Roaring Meg Retail Park area
- concern about antisocial behaviour in the Marymead area and issues related to drug problems and malfunctioning CCTV cameras
- questions related to Police resourcing in the town compared to other areas in the County
- work undertaken with schools and specifically regarding pupils who were not attending school

4.2.13 For further details of the Police and Officer presentation and the Committee discussion follow the link to the meeting of the [Community Select Committee, Wednesday 3 April 2024](#).

### 4.3 **ENVIRONMENT & ECONOMY SELECT COMMITTEE**

4.3.1 The Environment & Economy Select Committee held 11 meetings during the 2023-24 Municipal Year.

#### 4.3.2 **Bus Scrutiny**

In conducting this review, the Environment & Economy Select Committee met on 7 occasions in total with 6 formal Committee meetings and 1 site visit to undertake the review as follows:

- 14 June 2023 to agree a scope.
- 6 July 2023 to consider written data from partners.
- 29 August 2023 Members undertook a site visit to Metroline, TFL bus company garage in Potters Bar to view electric buses and charging infrastructure and interview the Garage Manager.
- 4 September 2023, interview with Arriva Bus Company and consideration of the data Arriva shared with Members and interview with the Bus User Group for Stevenage (BUGS) and received an updated mapping document.
- 10 October 2023, interviews with Herts Sight Vision Loss Charity and SBC Executive Portfolio Holder for Transport, Cllr Lloyd Briscoe and SBC Climate Change officers regarding encouraging uptake in public transport and consideration of an updated mapping document.

- 12 December 2023 to consider the draft report and recommendations.
- 16 January 2024 to consider the final report and recommendations.

#### 4.3.3 The review made recommendations on the following 13 areas:

1. **Recommendation 1** SBC Executive Portfolio Holder for Transport be invited to consider holding a yearly transport seminar for Stevenage bringing together the HCC transport unit and the public transport providers.
2. **Recommendation 2** (i) Arriva be strongly encouraged to update the real time information for bus services on their website and App, as bus users rely on this information to wait for bus services, if cancelled or delayed; and (ii) that real-time information also be included at bus stops, so passengers know when the next bus is due and also if a service is not running etc.
3. **Recommendation 3** (i) to help wheelchair users and disabled and the visually impaired that some (a least two or three) of the information screens in the bus interchange be lowered and the contrast of those screens be adjusted to provide a good contrast to enable those users to be able to read the information more easily, and (ii) in addition, that a similar sign to the RNIB signage used near the ticket office at the railway station be installed at the bus interchange.
4. **Recommendation 4** (i) HCC Passenger Transport Unit and Arriva need to engage in an open and ongoing conversation with disability groups like Herts Vision Loss to help refine and shape the services, as it appeared to Members that this was not currently the case; and (ii) the use of trusted apps for those with disabilities be championed by bus providers and transport authorities at HCC.
5. **Recommendation 5** Arriva should revisit their driver training regarding courtesy and care towards disabled passengers. Herts Vision Loss reported that their members were, on occasion, not given sufficient time to be seated when boarding or were dismissed or ignored by some drivers when asking for assistance or information about the bus route.
6. **Recommendation 6** HCC Passenger Transport Unit and Arriva advance the roll out of audio announcement on buses as well as visual displays screens, which need to be retrofitted to all existing fleet and be provided as standard on any new fleet stock.
7. **Recommendation 7** (i) Bus companies should be encouraged to consider electric vehicles or other alternatives to move away from fossil fuels; and (ii) during the long transition to EV electric replacement buses and considering the variable supply of hydrogen, that HCC and Arriva be invited to consider using a more environmentally friendly Biodiesel which produces 90% less carbon than conventional diesel.
8. **Recommendation 8** Regarding new housing developments, SBC Planning and Development Officers should consult with Bus Companies regarding their views to help avoid any unintended consequences to buses using routes into new housing developments and that HCC Highways Officers should be invited to consult with bus companies regarding the introduction of traffic calming measures such

as speed bumps, narrowed roads or chicanes that can make bus journeys slower and therefore not run to optimum journey times. Any changes made to road schemes for traffic calming should consider bus gates.

9. **Recommendation 9** Regarding the new bus station interchange:
  - (i) SBC, fully consider the use of the Bus Station in its new location, and the user experience. In respect of the pedestrian access from the Bus Station through to the shops, the existing signage be reviewed to ensure that it is clear which way to walk to the shops to encourage pedestrians to use the designed route to the pedestrianised Town Centre along the front of the Leisure Centre, rather than to the side of Daneshill House/Registry Office, which should be discouraged as it was equidistance to the route in front on the leisure centre, but was less safe, as it is on a main road;
  - (ii) Officers and Partners should consider means of assisting older and disabled users to move from the Bus Station into the town, such as a shuttle bus\*, and if an opportunity arises in the future to enhance the provision of mobility services that consideration be given to locating these at the Bus Interchange;
  - (iii) that the provision of WiFi be considered at the Bus Interchange to help passengers access the Arriva App; and
  - (iv) that Officers and Partners consider all available options to ensure that there is a safe and comfortable user experience at the Bus Station.
10. **Recommendation 10** As part of the regeneration of the town centre strategically placed bus stops near public infrastructure will need to be provided, for example there should be a bus stop provided at the new leisure centre when this is built at the town centre gardens, St Georges Way site, as well as consideration of a new bus route to service any new stops.
11. **Recommendation 11** Arriva and HCC be encouraged to consider the provision of a spine route running from the north to the south of the town.
12. **Recommendation 12** SBC via the Executive Portfolio Holder for Enterprise and Transport lobby HCC to consider different funding models for the provision of bus travel for Hertfordshire as it was felt that it was right to challenge the funding model which was not currently delivering a service that was fit for purpose.
13. **Recommendation 13** Consideration should be given to a circular bus route between Roaring Meg, Leisure Park, Old Town and the Town Centre, and that officers of the Council review this to identify any funding opportunities, if possible as an electric bus service.

4.3.4 For further details of the final report and background to the recommendations follow the link to the [meeting of the E&E Select Committee on 16 January 2024](#)

#### 4.3.5 **Climate Emergency update**

4.3.6 The Select Committee received an update in November 2023 and again in March 2024 from the Executive Member for Environment, Councillor Simon Speller and the Head of Climate Action, Fabian Oyarzun and the AD Planning and Regulation, Zayd Al-Jawd. In November the Committee received an updated document detailing the latest position against the original review recommendations and the Executive Member response - [Exec Member Response Update for November 2023](#). In March 2024 the Committee commented on a further update based on the challenges that they provided to the Portfolio Holder and to officers - [Update on Climate Change Actions - Wed 6 March 2024](#)

4.3.7 In addition to the formal review work undertaken by Environment and Economy Select Committee Members, selected Members and Officers supported the work of the Executive Portfolio Holder for Climate Change by contributing to 5 informal meetings of the Portfolio Holder's Climate Change Progress Group.

#### 4.4 **Cost of Living Review**

4.4.1 The Committee started its review of the Cost of Living with a scoping document in December 2022 where it decided that the focus of the review should be on three areas including a focus on the impact on (i) local residents, (ii) impact on local businesses and (iii) the impact on Council staff.

4.4.2 The Committee received an officer presentation in January 2023 providing an overview of the cost-of-living crisis in a national, County and local context from the interim Head of Policy and Communities, Ben Threadgold. The Committee also interviewed Charlotte Blizzard-Welch, CEO Stevenage Citizens Advice and SBC officer, Gemma Maret, Co-operative Neighbourhoods Programme Manager regarding the operation of warm spaces.

4.4.3 In February 2023 the Committee received a presentation from the Business Relationship Manager, Mena Caldbeck on the impact of the cost-of-living crisis on small to medium sized businesses (SMEs) in Stevenage.

4.4.4 Members interviewed Simon Holmes, Director of Client Services and Enterprise Partnership Manager and Emma Wright, Client Services Operations Manager from Wenta (an independent, not-for-profit social enterprise that run the Council's Business Technology Centre (BTC)) to present on how businesses at the BTC are being impacted by the cost-of-living crisis. The Executive Portfolio Holder for Economy, Enterprise and Transport, Cllr Lloyd Briscoe, also attend the meeting and joined in the discussion.

4.4.5 In March 2023 the Committee received responses to questions they had set for the Trade Unions and interviewed the Head of Human Resources (job-share), Kirsten Frew and Clare Davies regarding the impact on Council's employees.

4.4.6 The Committee revisited the three themes of the review in on 14 June 2023 to complete the review and interviewed Sharon Bell MBE, Children's Service Manager, Stevenage, North Herts Quadrant Family Support Service and Claire



Norris, Service Delivery Manager from Home-Start Hertfordshire and the final report was published on 16 January 2024.

4.4.7 The review made recommendations on the following areas:

1. **Recommendation 1 - Sign Posting** – (i) an “holistic” approach, or resident centred approach, should extend across SBC service, and into the Housing Team and (ii) delivery of council services accessible via digital means be continued with traditional person to person methods still made available.
2. **Recommendation 2 - Importance of Early Intervention** - It is recommended that SBC and partners continue to support residents coming forward for help by encouraging early intervention mechanisms.
3. **Recommendation 3 – Continuation of administration of the Household Support Fund** - It is recommended that if the Government make a further round of the Household Support Fund available for 2024-25 that officers carry on making this very valuable fund available to eligible local people.
4. **Recommendation 4 - Continuation of Warm Spaces** - It is recommended that the provision of warm spaces continues for 2023-24 and that the officer report from 2022-23 regarding the provision of warm spaces during this period be shared with Members.
5. **Recommendation 5 – SBC frontline staff training on Cost-of-Living** - It recommended that SBC training is maintained on the cost of living across all public facing teams, especially Housing and Council Tax.
6. **Recommendation 6 – Council Tax Arrears and Rent Arrears** - It is recommended that the level of Council Tax Arrears and Rent Arrears should be recorded and disseminated, not only because of the revenue implications for SBC, but because these are indicators of the impact on family finances.
7. **Recommendation 7 – Impact on Businesses in Stevenage** - It is recommended that the Business Relationship Manager and the Executive Portfolio Holder for Economy and Transport be invited to commission a report on the ongoing conditions of the business market in the town, looking at the pressures of on businesses particularly on SME's.

For further details of the final report and background to the recommendations follow the link to the [E&E Select Committee's Final report and recommendations Cost of Living Scrutiny Review](#)

4.5 **Pre-scrutiny policy development of the updated Biodiversity Action Plan**

4.5.1 The Committee received a presentation from the Environmental Policy & Development Manager and the Herts and Middlesex Wildlife Trust on the draft updated Biodiversity Action Plan for Stevenage, which the Committee considered and provide some policy development comment on the updated action plan before it was brought forward for a decision at Cabinet. Members

also considered an overview about how the Tree and Woodland Strategy and the Green Space Strategy would be developed in 2024-25. Details of the Committee's discussion and comment can be found by following the link to the Committee's meeting [E&E Select Committee 27 February 2024](#)

#### **4.6 Pre-scrutiny policy development of the Stevenage Skills Framework**

4.6.1 The Committee received a presentation on the Stevenage Skills Framework provided by Co-operative Neighbourhoods Programme Manager, Daryl Jedowski and Strategic Director, Tom Pike with input from the CEO North Herts College, Kit Davies and Norman Jennings from Hertfordshire LEP. The project's aim to address the needs of local people, including young individuals, those facing barriers to employment, and individuals seeking career progression. Details of the Committee's discussion and comment can be found by following the link to the Committee's meeting [E&E Select Committee 27 March 2024](#)

#### **4.7 Overview & Scrutiny Committee**

4.7.1 The Overview and Scrutiny Committee met on 9 occasions to provide overview of the work of the Executive, specifically looking at all Key Decisions made by the Executive and all Budget and Policy Framework items. In addition to these meetings the Overview and Scrutiny Committee

#### **4.7.2 2021 Census data**

4.7.3 The Overview and Scrutiny Committee, as an agreed work programme item, received a presentation from the Corporate Policy and Performance Manager and the Corporate Policy and Research Officer on the outcomes of the 2021 Census data. Following the presentation Members asked a series of questions with regards to; the protected characteristic groups; online accessibility; definition of legal partnerships; and the work of the Equalities and Diversity Governance Group and officer Equalities & Diversity Group, which the officers provided verbal responses at the meeting. For further details of the presentation and minutes of the meeting follow the link to the [O&S Committee 22 Nov 2023 - 2021 Census Data](#)

#### **5.1 2024/2025 Scrutiny Work Programmes**

5.1 Following the usual practise, the Scrutiny Officer canvassed scrutiny Members in January for their feedback on scrutiny activity and ideas for future scrutiny reviews. This informed a report to each of the three scrutiny Committees in February and March 2024. The shape of the three committees work programmes are as follows:

#### **5.2 Community Select Committee:**

The Community Select Committee agreed to scrutinise the following issues:

- Housing Investment – Members to receive an update on the various elements to Housing Investment including the decent homes programme, the major repairs contract and on one-off repairs.

- Independent Living (Sheltered Accommodation) - The Strategic Director agreed to provide a briefing note to Members outlining the various care elements provided, who supplies the service and what is available to residents.
- Review the impact of the new Housing Allocations Policy – The Strategic Director agreed to instruct Officers to provide a report on the overview of the communications plans with the public on the new Housing Allocations Policy before it is delivered in July 2024.
- Equalities & Diversity - The Council's Equalities Officer be invited to a future CSC meeting to provide a PowerPoint presentation to CSC Members regarding who does what in relation to promoting Equalities and Diversity and good community cohesion. Following the presentation and liaison with the Equalities Commission Legacy Group a scope for a review could be brought back to the Committee for consideration.
- Neighbourhood Wardens - Officers should bring a one-off update on the work of the Neighbourhood Wardens to the Committee.
- Community Centres - The Chair of the Committee to meet up with the Strategic Director and Statutory Section 151 Officer with responsibility for the Council's Finances regarding how the Committee might engage on this issue.
- Update on the new Leisure Contract performance - Everyone Active & the Council's Health and Wellbeing Officer be invited to attend a meeting and provide an update presentation to Members.
- Statutory Crime & Disorder Committee and Standing item on Public Health – That these items be scheduled into the Committee's work programme for the year, with a view to work with HCC Public Health lead and partners in various NHS governance groups to develop a joint health strategy document for an Integrated Care Network for the area as a piece of pre-scrutiny policy development.

### 5.3 Environment and Economy Select Committee:

The Environment & Economy Select Committee agreed to scrutinise the following issues:

- Offer a training session on or before the first meeting in the new Municipal Year to orientate newly elected Members regarding how scrutiny is conducted.
- Conduct a review of Stevenage Skills Framework
- Ongoing watching brief on the Climate Emergency – continue with 2 sessions during the year in Oct/Nov to coincide with the Annual Climate Change update to Council and in March to drill down on some specific measures.
- Invite the HCC to provide a briefing on what the impact might be to the workings of the LEP now it is being brought into the County Council.
- Tree Management. Officers to provide a one-off performance review session on how the Tree Management Policy is explained to the public to

counter the general misconceptions of what is possible within the Councils current resources.

- Receive an update on the current Refuse and Recycling service and look at possible policy changes once Government Guidance is issued in this area.
- Provide a one-off review update on the Indoor Market following up on actions from the 2017 Scrutiny review.
- Provide a one-off review update on the current position with the Cost-of-living review.
- Biodiversity Net Gain – The Committee is considering the Biodiversity Action Plan as a piece of pre-scrutiny policy development work in February 2024 and may look to bring back future updates, if Committee time allows, including further sessions on the Tree Management Strategy and the Green Space Strategy.
- Provide a one-off performance review session on Parking Enforcement with some details on the service and the number of fines administered.
- Town Centre Regeneration – Initially an overarching Officer presentation to be provided and then a more focused thematic approach around the local skills agenda, access to work opportunities, placemaking, night-time economy etc.

The programmes above will be prioritised to ensure the key review activity takes place during the Municipal Year. As well as carrying out review work the Committee will also undertake any other pre-scrutiny Policy Development work as directed by the officer Strategic Leadership Team and the Council and Executive Forward Plan.

#### 5.4 Overview & Scrutiny Committee Work Programme:

5.4.1 In addition to undertaking all scrutiny of Budget & Policy Framework items and decisions of the Executive, the Overview and Scrutiny Committee has the capacity to undertake a “Select Committee” style meeting during the year if it so wishes. The Committee agreed to add the following items to its work programme:

- One off performance review of ICT including an update on the website.
- Customer Services Centre – how well has the move to the single reception area gone?
- YourSay Councillors Complaints System – What will the new system provide?

As well as carrying out review work the Committee will also undertake pre-scrutiny Policy Development work as directed by officer Strategic Leadership Team the Council and Executive Forward Plan.

5.4.2 The Overview and Scrutiny Committee will review the Council’s Forward Plan of Key Decisions and also consider all ‘Call-in’ requests in accordance with the Council’s Constitution as well as considering any Councillors Call for Action in relation to matters relating to Resources and any Petition appeals, in

accordance with the Councils Petition Scheme, regarding matters relating to Resources or of a Corporate or Council wide nature.

## 5.5 Scoping reviews

5.5.1 A schedule of dates for meetings for the two Select Committees has been arranged for the 2024-25 Municipal Year, as and when any further meetings are scheduled electronic diary invites will be sent to Members on the Committee. These meetings will incorporate the scoping of the review where Members will identify the areas they wish to cover during the review, who to interview, what evidence/background information is required and which Members will lead the questioning on a specific area, as well as undertaking site visits, where appropriate. Meetings will also be arranged to revisit previous reviews to monitor actions.

## 5.6 **Pre-Scrutiny Policy Development Meetings**

5.6.1 Pre-scrutiny Policy Development meetings will continue to be undertaken as and when directed by the Strategic Directors/Assistant Strategic Directors. These meetings are chaired by the relevant Overview & Scrutiny or Select Committee Chairs and the relevant Cabinet Portfolio Holders are invited to attend.

## **5 IMPLICATIONS**

### **5.1 Financial Implications**

5.5.1 There are no financial implications for this report.

### **5.2 Legal Implications**

5.2.1 There are no legal implications for this report.

### **5.3 Climate Change Implications**

5.3.1 All Climate Change implications are addressed in paragraphs 4.3.6 to 4.3.7