

WIRRAL COUNCIL

Coordinating Committee 23rd June 2015

SUBJECT:	Scrutiny Meeting Procedure Rules
WARD/S AFFECTED:	All
REPORT OF:	Strategic Director - Transformation & Resources
RESPONSIBLE PORTFOLIO HOLDER:	Cllr Ann McLachlan
KEY DECISION?	No

1.0 EXECUTIVE SUMMARY

- 1.1 This report sets out the refreshed meeting procedure rules under which formal meetings of the Policy and Performance Committees should be undertaken. Members are requested to consider the revised meeting procedure rules, highlight any questions and approve the updated procedure rules to be adopted for 2015/16.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 New arrangements for scrutiny were introduced in May 2013 with the establishment of four Policy and Performance Committees. The constitution determines that Coordinating Committee is responsible for the Overview and Scrutiny rules and operational protocols.
- 2.2 At its first regular meeting in July 2013, a set of meeting procedure rules was approved by Coordinating Committee. These have now been refreshed to ensure they are up to date and aligned with relevant parts of the constitution. The updated meeting procedure rules are included as Appendix 1.

3.0 RELEVANT RISKS

- 3.1 The revised meeting procedure rules mitigate the risk that Policy and Performance meetings do not have clear operating procedures.

4.0 OTHER OPTIONS CONSIDERED

- 4.1 No other options have been considered

5.0 CONSULTATION

- 5.1 In line with Article 6 of the Council's constitution, the Policy and Performance Coordinating Committee will be responsible for determining the Overview and Scrutiny rules and operational protocols. Members of the coordinating committee are requested to consider the draft rules and advise any amendments.

6.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

6.1 There are none arising directly from this report.

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 There are none arising directly from this report.

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

8.1 There are none arising directly from this report.

9.0 LEGAL IMPLICATIONS

9.1 There are none arising directly from this report.

10.0 EQUALITIES IMPLICATIONS

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

This report refers to the procedures for conducting meetings and there is no direct relevance to equality.

11.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

11.1 There are none arising directly from this report.

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

12.1 There are none arising directly from this report.

13.0 RECOMMENDATION/S

13.1 The Committee approves the procedure rules set out in appendix 1 of this report and the updated rules are circulated to the other Policy and Performance Committees.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 To provide effective rules of procedure for Policy and Performance Committees.

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APPENDICES – N/A

BACKGROUND PAPERS/REFERENCE MATERIAL – N/A

SUBJECT HISTORY – N/A