Children and Young People's Services Scrutiny Committee

30 June 2021

Report by Director Law and Assurance

Appointment of the Committee's Business Planning Group

1. Introduction

1.1 As set out in the County Council Constitution, each Scrutiny Committee must set up a business planning group (BPG) to oversee the Committee's work programme and prioritise issues for consideration by the Committee.

1.2 BPGs should have five members, be cross-party (three members from the majority political group on the County Council and two from the minority group(s)) and include the Chairman and Vice Chairman of the Scrutiny Committee. Other members of the committee may be invited to attend individual meetings as appropriate. The Chairman of the Scrutiny Committee will be the Chairman of the BPG. Membership is reviewed annually. Members should not serve on more than one BPG.

1.3 The BPG membership will be agreed at the meeting on 30 June 2021.

1.4 BPGs meet approximately quarterly, but they also carry out their work outside meetings (e.g. reviewing and discussing issues via e-mail; virtual meetings using teleconferencing facilities).

1.5 The Committee is asked to agree the appointment of five members to the BPG (with the membership as set out in paras 1.2 and 1.3 of this report).

2. Role of Business Planning Group (BPG)

2.1 BPG responsibilities include:

- Overseeing the work programme for the Committee and prioritising issues for consideration by the Committee, including the proposed methodology and time tabling.
- Agreeing objectives and planned outcomes for agenda items, and any witnesses to be invited and/or any visits or further information required by the Committee prior to its formal scrutiny of an issue.
- Establishing Scrutiny Task and Finish Groups (TFGs)

3. Implications

3.1 There are no resource, risk management, social value, Crime and Disorder Act or Human Rights Act implications arising directly from this report.

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