

Health and Adult Social Care Scrutiny Committee

9 September 2020

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 Select 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 Select Committee. Other members of the committee may be invited to attend individual meetings as appropriate. The Chairman of the Select Committee will be the Chairman of the BPG. Membership is reviewed annually. Members should not serve on more than one BPG.
- 1.3 In consultation with the Chairman, the BPG membership is proposed as follows: **Bryan Turner (Chairman), James Walsh (Vice Chairman), Pat Arculus and Kevin Boram (remaining majority group members), and Chris Oxlade (remaining minority group place).**
- 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 Business Planning Group (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)
 - Deciding whether or not call-in requests should be accepted for matters exclusively within the Committee's portfolio. Requests for call-in of a cross cutting issue will be considered by the Performance and Finance Select Committee BPG.
 - Monitoring service performance

3. Reporting the BPG's work to the Committee

- 3.1 A short report will be provided for the Select Committee following each BPG meeting. The Committee will be asked to support the outline work programme as recommended by the Business Planning Group and to consider any other matters referred by the BPG.

4. Implications

- 4.1 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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