

# **Children and Young People's Services Scrutiny Committee**

**5 November 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 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 In consultation with the Chairman, the BPG membership is proposed as follows: Cllr Stephen Hillier (Chairman), Cllr Kirsty Lord (Vice Chairman), Cllr Andrew Baldwin, Cllr Brenda Burgess (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)
  - Monitoring service performance

### **3. Reporting the BPG's work to the Committee**

- 3.1 The Committee's Work Programme will be shared at each Scrutiny Committee 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.

#### **Tony Kershaw**

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**Background Papers** – none