

Public Document Pack



Hinckley & Bosworth
Borough Council

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive

Date: 18 June 2025

To: Members of the Scrutiny Commission

Cllr C Lambert (Chair)
Cllr MJ Surtees (Vice-Chair)
Cllr P Williams (Vice-Chair)
Cllr DS Cope
Cllr MJ Crooks
Cllr C Harris

Cllr J Moore
Cllr A Pendlebury
Cllr M Simmons
Cllr R Webber-Jones
Cllr A Weightman

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **SCRUTINY COMMISSION** in the De Montfort Suite, Hinckley Hub on **THURSDAY, 26 JUNE 2025** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Manager

Fire Evacuation Procedures

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- *There are two escape routes from the Council Chamber – at the side and rear. Leave via the door closest to you.*
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- **Do not** use the lifts.
- **Do not** stop to collect belongings.

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Use of mobile phones

To minimise disturbance to others attending the meeting, please switch off your phone or other mobile device or turn it onto silent or vibrate mode.

Thank you

SCRUTINY COMMISSION - 26 JUNE 2025

A G E N D A

1. **APOLOGIES AND SUBSTITUTIONS**

2. **MINUTES (Pages 1 - 4)**

To confirm the minutes of the meeting held on 13 March 2025.

3. **ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES**

To be advised of any additional items of business which the Chair decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. **DECLARATIONS OF INTEREST**

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. **QUESTIONS**

To hear any questions in accordance with Council Procedure Rule 12.

6. **SUPPORTED BUS NETWORK**

A representative of Leicestershire County Council's Sustainable Travel Team will be in attendance to provide an update on the "choose how you move" project.

7. **CINEWORLD HINCKLEY**

Representatives of Cineworld will be in attendance.

8. **SCRUTINY COMMISSION WORK PROGRAMME (Pages 5 - 10)**

Work programme attached.

9. **ENVIRONMENTAL IMPROVEMENT PROGRAMME 2025/26 (Pages 11 - 20)**

To outline the programme for 2025/26.

10. **OVERVIEW & SCRUTINY STATUTORY GUIDANCE (Pages 21 - 58)**

To consider reviewing the council's arrangements for overview and scrutiny in light of the statutory guidance.

11. **OVERVIEW & SCRUTINY ANNUAL REPORT 2024/25 (Pages 59 - 74)**

To present the annual report for 2024/25.

12. **FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (Pages 75 - 80)**

Forward plan attached.

13. **MINUTES OF FINANCE & PERFORMANCE SCRUTINY (Pages 81 - 84)**

Minutes of the meeting held on 9 June.

14. **ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY**

As announced under item 3.

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

13 MARCH 2025 AT 6.30 PM

PRESENT: Cllr C Lambert - Chair
Cllr MJ Surtees and Cllr P Williams – Vice-Chair
Cllr MJ Crooks, Cllr C Gibbens, Cllr J Moore, Cllr A Pendlebury, Cllr M Simmons
and Cllr A Weightman

Also in attendance: Councillor MT Mullaney and Councillor R Webber-Jones

Officers in attendance: Rachel Burgess, Amie Carroll, Amy Casey, Julie Kenny,
Rebecca Owen, Paul Scragg and Sharon Stacey

399. **Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillors Cope and Harris.

400. **Minutes**

It was moved by Councillor Gibbens, seconded by Councillor Pendlebury and

RESOLVED – the minutes of the meeting held on 30 January be
confirmed as a correct record.

401. **Declarations of interest**

Councillor Pendlebury declared a registrable interest in the cost of living update as owner of a property which would soon be for let within the private sector but as the content of the report did not directly relate to her disclosable pecuniary interest, she would remain in the meeting.

Councillor Crooks declared an other registrable interest in the parish & community initiative fund as a member of Newbold Verdon Parish Council which was an applicant for funding.

Councillor Surtees stated that she neighboured the site in Desford that was recommended for funding from the parish & community initiative fund.

402. **Cineworld Hinckley**

Having received apologies from the representative from Cineworld, this item was deferred.

403. **Voluntary and community sector partnership and commissioning update**

Members received an update on achievements arising from the voluntary and community sector partnership arrangements. A representative from the Pierce Perspective, a recipient of funding under the arrangements, attended to inform members of the work that had been achieved as a result of the funding.

Members suggested it would be helpful to hear how many hours of work had been put into the voluntary and community sector in comparison to the number of people who had benefitted from the work.

Councillor Webber-Jones entered the meeting at 6.45pm.

In response to a member's question, it was noted that the voluntary sector in Hinckley & Bosworth was thriving, but there were challenges such as obtaining funding, for which support was provided.

It was moved by Councillor Pendlebury, seconded by Councillor Gibbens and

RESOLVED – the impact, outcomes and contribution of the voluntary and community sector be acknowledged and endorsed.

404. Children & Young People update

The Scrutiny Commission was updated on work undertaken in relation to children and young people. During discussion, reference was made to safeguarding processes, therapeutic programmes, and the youth conference. Officers were thanked for their work with young people.

It was moved by Councillor Crooks, seconded by Councillor Pendlebury and

RESOLVED – the report and work undertaken be acknowledged and endorsed.

405. Cost of Living update

Members received a report on activities undertaken by the authority in response to the cost of living crisis. Discussion ensued on changes to the foodbank referral process to avoid duplication and relationships with supermarkets.

In response to a member's question about energy efficiency measures in council properties, it was noted that savings for tenants were being monitored but it was too early to quantify them, and tenants had mentioned that their homes were warmer whilst also contributing to the decarbonisation of housing stock.

Reasons for increased demand for housing were discussed and members were reminded of the work of the task and finish group which looked into housing and homelessness which found no issues with the council's processes but recommended lobbying government in relation to various matters which were national issues. The impact of the right to buy scheme was also highlighted.

It was suggested that the scope of the forthcoming review of housing associations could be revised to look at how housing associations could help alleviate current pressures.

In relation to the reference to the recent peer challenge within the recommendations, members were informed that the final report was awaited.

It was moved by Councillor Crooks, seconded by Councillor Moore and

RESOLVED –

- (i) The extensive work undertaken to support residents affected by the cost of living crisis be acknowledged and endorsed
- (ii) The increase in demand upon services due to the cost of living crisis be acknowledged.

406. Parish & Community Initiative Fund

Consideration was given to the recommended allocation of the parish and Hinckley community initiative fund and the community equipment grant along with proposed amendments to the grant scheme. It was noted that the amendments would provide greater flexibility. It was moved by Councillor Gibbens, seconded by Councillor Surtees and

RESOLVED –

- (i) The funding allocations of £82,990 as outlined in the report be endorsed;
- (ii) The proposed amendments to the community equipment grant be supported.

407. Scrutiny Commission Work Programme

In considering the work programme, the chair referred to the recent inquorate meeting of the task and finish group looking at adoption of infrastructure and asked that members respond to availability requests to maximise attendance.

The following changes to the work programme were agreed:

- The scoping report for the digital poverty review would be deferred to the September meeting due to the adoption of infrastructure review being delayed
- The final report of the adoption of infrastructure review be rescheduled for November
- The overview & scrutiny annual report be added to the September meeting
- The budget strategy be added to the November meeting.

In response to a member's question, it was suggested that an update on the crematorium project may be available later in the year. It was also agreed that confirmation would be sought from the Chief Executive on when an update on the local government reorganisation would be forthcoming.

408. Forward plan of Executive and Council decisions

The forward plan was noted.

(The Meeting closed at 7.42 pm)

CHAIR

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Hinckley & Bosworth
Borough Council

A Borough to be proud of

Scrutiny Commission Work Programme 2023-2027

JUNE 2025

Date	Issue (report author)	Reason	Outcomes	Supports corporate aims
26 June 2025	Bus services / public transport (Scrutiny review / Becky Owen – LCC to attend)	Request of members: impact on communities	Understand and influence policy	1, 2
	Cineworld (Cineworld rep to attend)	Scrutinise plans for Cineworld Hinckley	Awareness of activities	All
	Environmental Improvement programme (Daniel Britton)	Annual report	Consult with members	2, 3
	Overview & Scrutiny statutory guidance (Becky Owen)	Request of chair	Raise awareness of scrutiny tools available and improve scrutiny function	
	Overview & Scrutiny annual report (Becky Owen)	Annual report – good practice	Recommendations to Council	All
11 September 2025	Economic regeneration strategy (Daniel Britton)	Annual report	Briefing on outcomes	2, 3
	Infrastructure funding statement (Lesley Keal)	Annual report	Awareness of S106 contributions and allocations	2
	Review of recommendations of planning service review (2022) (Scrutiny review / Becky Owen)	Monitor implementation of recommendations	Ensure recommendations have been actioned	2
	Heritage Strategy update	Reporting pathway	Recommendations to Executive	2
	Digital poverty review terms of reference (Scrutiny review / Becky Owen)	Request of members	Ensure accessible services	1

Date	Issue (report author)	Reason	Outcomes	Supports corporate aims
	Update from Leader & Deputy	Invitation of Scrutiny Commission	Scrutiny of the Executive	All
6 November 2025	Planning appeals update (Chris Brown)	Annual report	Monitoring of performance on appeals	2
	Affordable housing delivery (Valerie Bunting)	Annual report	Awareness of delivery	1, 2
	Adoption of infrastructure review final report (Scrutiny review / Becky Owen)	Conclusion of scrutiny review	Recommendations to appropriate body	2
	Housing associations review (Scrutiny review)	Request of members: matter of importance to residents	Scoping of review	1, 2
	Budget strategy (Ashley Wilson)			3
22 January 2026 (budget meeting)	Budget reports (Ashley Wilson)	Normal reporting pathway	Scrutiny prior to Council decision	All
	Pay policy statement (Julie Stay)	Normal reporting pathway	Scrutiny prior to Council decision	All
12 March 2026	Voluntary & Community sector partnership update and commissioning outcomes (Rachel Burgess)	Annual update	Awareness of VCS activity	1
	Parish & Community Initiative Fund allocations (Paul Scragg)	Normal reporting pathway	Recommendations to SLT	2
May / June 2026				

Date	Issue (report author)	Reason	Outcomes	Supports corporate aims
July / August 2026	Environmental Improvement programme (Daniel Britton)	Annual report	Consult with members	2, 3
September / October 2026	Economic regeneration strategy (Daniel Britton)	Annual report	Briefing on outcomes	2, 3
	Infrastructure funding statement (Lesley Keal)	Annual report	Awareness of S106 contributions and allocations	2
	Overview & Scrutiny annual report (Becky Owen)	Annual report – good practice	Recommendations to Council	All
November / December 2026	Planning appeals update (Chris Brown)	Annual report	Monitoring of performance on appeals	2
	Affordable housing delivery (Valerie Bunting)	Annual report	Awareness of delivery	1, 2
February 2027 (budget meeting)	Budget reports (Ashley Wilson)	Normal reporting pathway	Scrutiny prior to Council decision	All
	Pay policy statement (Julie Stay)	Normal reporting pathway	Scrutiny prior to Council decision	All
March / April 2027	Voluntary & Community sector partnership update and commissioning outcomes (Rachel Burgess)	Annual update	Awareness of VCS activity	1
	Parish & Community Initiative Fund allocations (Paul Scragg)	Normal reporting pathway	Recommendations to SLT	2

Date	Issue (report author)	Reason	Outcomes	Supports corporate aims

To be programmed
 Regeneration strategy 2021-25 review
 Heritage strategy annual report

Key to corporate aims

- 1 – People
- 2 – Places
- 3 – Prosperity

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Scrutiny Commission 26 June 2025

Wards affected: All Wards

Environmental Improvement Programme for 2025/26

Report of Director (Community & Development Services)

1. Purpose of report

- 1.1 This report outlines the Environmental Improvement Programme for 2025/26.

2. Recommendation

- 2.1 That the Scrutiny Commission notes the enhancement schemes (Appendix 1) to be implemented in this financial year as the 2025/26 Environmental Improvement Programme.

3. Background to the report

- 3.1 The Borough Councils Environmental Improvement Programme, running for almost 30 years, consists of small-scale heritage/conservation related improvement schemes across the whole Borough. The fund aims to improve the heritage/conservation built environment and increase understanding and awareness of important local history. The schemes can be stand-alone, others contribute towards larger comprehensive projects. Examples of the types of projects include heritage trail information boards, repairs to walls, blue plaques and installation of heritage nameplates. This year's programme aims to continue the practice to implement schemes identified in the Council's Conservation Area Management Plan Reviews and provide a good distribution of projects throughout the borough, both in the urban and rural areas. Match funding is sought where appropriate.
- 3.2 If partners agree to make financial contributions towards projects, as anticipated, it will be possible to finance the 11 schemes identified in Appendix 1. The 11 schemes have an overall estimated cost of £85,598.00.

After taking account of external contributions the net cost to the Council will be £34,974 which is within the £35,000 available budget.

3.3 Appendix 2 outlines the progress made on the projects included in the 2024/25 programme. Appendix 3 presentation provided photographs of the 2024/25 projects.

3.4 Guidelines for prioritising schemes are set out below:

- a) Implement schemes identified in the Authority's Conservation Area Management Plan Reviews
- b) Enhances the historic environment
- c) Increases understanding and interpretation of heritage
- d) Complete or complement schemes undertaken in previous year's programmes
- e) Be implemented on publicly owned or private accessible land
- f) Be in areas which have not yet benefited significantly in previous years' programmes
- g) Consideration of partnership contribution to funding

4. Exemptions in accordance with the Access to Information procedure rules

4.1 This report is to be taken in open session.

5. Financial implications [CS]

2025/26

5.1 Details of schemes and associated costs and income are attached in Appendix 1. The estimated cost to the Council for 2025/26 schemes is £34,974 compared to an approved net budget of £35,000.

2024/25

5.2 A carry forward of £12,632 will be requested for schemes which were not completed by the end of March 2025.

6. Legal implications [ST]

6.1 The Localism Act 2011 empowers the Council to do anything that individuals generally may do including for the benefit of its area or for persons resident or present in its area.

7. Corporate Plan implications

7.1 This report contributes to the following priorities of the Council:

- Places - Creating clean and attractive places to live and work
- Prosperity- Encouraging growth, attracting businesses, improving skills and supporting regeneration.

8. Consultation

- 8.1 Consultations will take place on each project on an individual officer basis with parish councils and other interested parties.

9. Risk implications

- 9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks

Risk description	Mitigating actions	Owner
None		

10. Knowing your community – equality and rural implications

- 10.1 Projects put forward in the Environmental Improvement Programme are generally spread over the whole of the Borough and includes the rural area.
- 10.2 It is considered that this report will not have any effect on equality for any of the protected characteristics and therefore no further analysis or action is necessary.

11. Climate implications

- 11.1 We consider climate implications in all initiatives related to the Environmental Improvement Programme, for example, when new heritage lighting is installed this is now done with LED lighting. Many projects are for repair/refurbishment and look to reuse appropriate materials where possible.

12. Corporate implications

- 12.1 By submitting this report, the report author has taken the following into account:
- Community safety implications- yes, improving lighting and the environment will contribute reducing the fear of crime and disorder
 - Environmental implications- yes, protecting and enhancing the Borough's Heritage
 - ICT implications- none directly arising from this report
 - Asset management implications- none directly arising from this report

- Procurement implications- none directly arising from this report
 - Human resources implications- none directly arising from this report
 - Planning implications- permissions sought where required
 - Data protection implications- none directly arising from this report
 - Voluntary sector- conservation volunteers used where appropriate on schemes.
-

Background papers: None

Contact officer: Daniel Britton, 01455 255872

Executive member: Councillor S Bray

Appendix 1 - 2025-26 Environmental Improvement Programme					
Location Ward/Parish	Scheme	Remarks	Key Partner	Net Cost to HBBC	Estimated Cost of Project
Boroughwide Project	Financial contributions for the Borough's conservation areas towards the reinstatement of traditional features	This project is proving successful in helping to retain / provide traditional features in the Borough's conservation areas and historic environment	Parish Council / Church / Heritage Group / HBBC / Other	£3,000.00	£6,000.00
Boroughwide	Blue Plaque	Working with Hinckley and District Museum representatives on the installation of Blue Plaques commemorating notable figures within the borough	HBBC	£1,000.00	£1,000.00
Ashby Canal	Visitor Moorings	The project proposal is to improve visitor moorings at Sutton Cheney Wharf	The Canal & River Trust	£10,000.00	£40,000.00
Stoke Golding	War Memorial	The Parish Council to clean the Stoke Golding War Memorial	Parish Council	£512.50	£1,025.00
Hinckley	Heritage Information Board	Working with the Councils Heritage Champion to install an information board in Granville Road Park to mark the first council houses to be built in Leicestershire along Granville Road, Hinckley	HBBC	£1,000.00	£1,000.00
Market Bosworth	Heritage Information Board	St Peter's Church is 700 years old this year and the project involves installation of churchyard information boards and timeline information board in front of the Parish Hall	St Peter's Church & Hall	£1,667.50	£3,335.00
Barlestone	Church Gates Refurbishment	The Parish Council plan a complete refurbishment of the gates and pillars at the entrance to St Giles Church, Barlestone	Parish Council	£4,944.00	£9,888.00
Fenny Drayton	Village Sign	The Parish Council plan to install three village signs in the village depicting the history and heritage of the local area and to encompass the identity of the village	Parish Council	£8,000.00	£16,000.00
Hinckley	US 82nd Airborne Division Memorial	The project proposal is installation of a memorial in Argents Mead to commemorate the 82nd anniversary of the Division's arrival in England, their billeting in Hinckley and honour the loss of the men killed during their time in England	HBBC/ United States 82nd Airborne Division memorial group	£1,000.00	£2,000.00
Nailstone	Heritage Lantern Tops	The Parish Council plan to install three heritage lantern tops to existing columns within the Churchyard at All Saints Church in Nailstone	Parish Council	£1,500.00	£3,000.00
Hinckley	Car Park Planters	Installation of 3 planters in car parks in Hinckley Town Centre conservation area	HBBC	£2,350.00	£2,350.00
Total Expenditure				£34,974.00	£85,598.00

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Appendix 2 - End of year progress report on the Environmental Improvement Programme 2024-25			
Location	Scheme	Remarks	Status
Hinckley	Blue Plaque	The installation of Blue Plaques to mark Sydney Togo Bolesworth	Project Ongoing
Shenton	Ashby Canal- Bank Repairs	This project involved a contribution towards repairs and bank protection the offside bank on the Ashby Canal above Bradfield's Bridge near Elm's Farm at Shenton	Project Completed
Osbaston	Heritage Street Nameplates	The Parish Council installed heritage street nameplates in the conservation completing phase 2	Project Completed
Stoke Golding	Gravestone Repairs	The Parish Council carried out a phase of gravestone repairs in churchyards and cemeteries	Project Completed
Earl Shilton	Toon Clock Restoration	This project involved a contribution towards the restoration of the Alfred Toon clock in Earl Shilton	Project Completed
Barwell	Chapel Repairs	The Parish Council carried out repairs to both the Chapels in Barwell Cemetery	Project Completed
Barwell	War Memorial Restoration	The Parish Council carried out restoration works to Barwell War Memorial	Project Completed
Barlestone	Heritage Information Boards	The Parish Council plan installed two information boards outlining the heritage of two areas in the village	Project Completed
Hinckley	Jitties Signage	This project involves the installation of a heritage style hanging sign on Regent Court in Hinckley town centre	Project Ongoing
Burbage	Gravestone Repairs	The project involves a contribution to the heritage group to repair gravestone in St Catherines churchyard	Project Completed
Fenny Drayton	Phone Box Refurbishment	The Parish Council restored a K6 telephone box in the village	Project Completed
Stanton Under Bardon	Village Sign	The Parish Council plan to install a village sign in the centre of the village depicting the history and heritage of the local area and to encompass the identity of the village	Project Ongoing

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Hinckley & Bosworth
Borough Council

Appendix 3- Environmental Improvement Programme 2024/25

1

Hinckley & Bosworth
Borough Council

Headlines

- The fund has been running for almost 30 years
- £35k available to spend with up to a further £15k in contributions
- Projects carried forward from previous years
- Conservation Area management Plan Reviews
- Parish Council and Heritage Group support
- Good distribution of project in both the urban and rural area

2

Hinckley & Bosworth
Borough Council

- Environment Improvement Programme 2025/26- Looking to support 11 schemes with a net cost to this Authority of £34,974.
- Environmental Improvement Programme 2024/25- supported a total of 12 schemes- Some photographs of these are available on the following slides.

3

Hinckley & Bosworth
Borough Council

Blue Plaques



4

Hinckley & Bosworth
Borough Council

Ashby Canal- bank Protection



Before

During

After

5

Hinckley & Bosworth
Borough Council

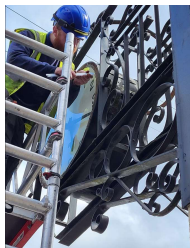
Heritage Street Nameplates – Osbaston – Phase 2



6

Hinckley & Bosworth
Borough Council

Earl Shilton – Toon Clock Restoration



Start of works



During

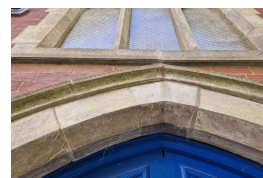
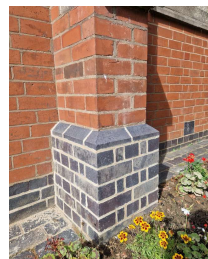


Completed works

7

Hinckley & Bosworth
Borough Council

Barwell- Chapel Repairs



8

Hinckley & Bosworth
Borough Council

Barwell - War Memorial Restoration



9

Hinckley & Bosworth
Borough Council

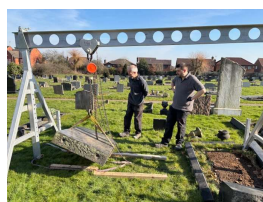
Barlestone – Heritage Information Boards



10

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Burbage- Gravestone Repairs



11

Hinckley & Bosworth
Borough Council

Fenny Drayton- Phone Box Refurbishment



Before



After

12



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Scrutiny Commission 26 June 2025

Wards affected: All wards

Overview & scrutiny statutory guidance

Report of the Director (Corporate & Street Scene Services)

1. Purpose of report

- 1.1 To inform Scrutiny Commission of the overview and scrutiny statutory guidance for councils, combined authorities and combined county authorities published in 2024 and to consider how members can review the content to ensure the council's scrutiny arrangements comply with the guidance.

2. Recommendation

- 2.1 A task & finish group be set up as outlined in paragraph 3.5.

3. Background to the report

- 3.1 In April 2024 the government issued statutory guidance in relation to overview and scrutiny in order to reinforce the role that overview and scrutiny has in effective decision making.
- 3.2 The guidance seeks to ensure that councils are aware of the purpose of overview and scrutiny, what effective scrutiny looks like, how to conduct it effectively and the benefits it can bring. It includes policies and practices that all authorities should consider adopting.
- 3.3 Local authorities must have regard to the guidance when exercising their functions, meaning that it does not have to be followed in every detail, but it should be followed unless there is a good reason not to.
- 3.4 The guidance covers matters such as organisational culture, resourcing, membership, training, access to information and gathering evidence.

- 3.5 It is recommended that a task & finish group be set up to hold a single meeting in order to review the guidance and recommend to Scrutiny Commission any changes in practice. It is recommended that the group consist of the chair and vice-chairs or their nominees and is chaired by the chair of the Scrutiny Commission.

4. Exemptions in accordance with the Access to Information procedure rules

- 4.1 To be taken in open session.

5. Financial implications [initials of person writing the implications]

- 5.1 [Finance to insert – reports must be submitted to Finance by the deadline stated on the list of deadlines which can be found on the intranet. If there are no implications, it is for the relevant Finance Officer to state ‘none’]

6. Legal implications (ST)

- 6.1 None.

7. Corporate Plan implications

- 7.1 Whilst this report has no direct implications on the corporate plan, the work of the Scrutiny Commission supports all values within the plan.

8. Consultation

- 8.1 None at this stage.

9. Risk implications

- 9.1 None.

10. Knowing your community – equality and rural implications

- 10.1 This report does not have implications for any community or group, however the work of the Scrutiny Commission promotes inclusion and equality.

11. Climate implications

- 11.1 This report does not have implications on climate change. Individual reports to the Scrutiny Commission will include their own climate implications.

12. Corporate implications

- 12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
 - Environmental implications
 - ICT implications
 - Asset management implications
 - Procurement implications
 - Human resources implications
 - Planning implications
 - Data protection implications
 - Voluntary sector
-

Background papers: None

Contact officer: Becky Owen, Democratic Services Manager

Executive member: Cllr Stuart Bray

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Ministry of Housing,
Communities &
Local Government



Department for Levelling Up,
Housing & Communities

Statutory guidance

Overview and scrutiny: statutory guidance for councils, combined authorities and combined county authorities

Published 22 April 2024

Applies to England

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[Annex 1: Illustrative scenario – creating an executive-scrutiny protocol](#)

Annex 2: Illustrative scenario – engaging independent technical advisers

Annex 3: Illustrative scenario – approaching an external organisation to appear before a committee



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Ministerial foreword

The role that overview and scrutiny can play in holding an authority's decision-makers to account remains fundamentally important to the functioning of local democracy. Effective local authority decision-making is crucial for sector sustainability, and this updated guidance reinforces the role that overview and scrutiny has in making such decisions.

Effective scrutiny helps secure the efficient delivery of public services and drives improvements within the authority itself. Conversely, poor scrutiny can be indicative of wider governance, leadership and service failure.

It is vital that councils, combined authorities and combined county authorities know the purpose of scrutiny, what effective scrutiny looks like, how to conduct it and the benefits it can bring. This guidance aims to increase understanding in all four areas.

Authorities with effective overview and scrutiny arrangements in place share certain key traits, the most important being a strong organisational culture. Authorities who welcome challenge and recognise the value scrutiny can bring reap the benefits. But this depends on strong commitment from the top - from senior members as well as senior officials.

This guidance reflects new developments such as the further devolution of powers and funding to local areas and the establishment of combined authorities and combined county authorities. Just as the principles in this statutory guidance apply to the good scrutiny function of councils, they are equally fundamental to that of English institutions with devolved powers. The accountability of these institutions is core to the success of areas with devolution agreements, and they should use this guidance alongside that in the English Devolution Accountability Framework and the Scrutiny Protocol.

Government recognises that all authorities have democratic mandates, are ultimately accountable to local people and that authorities themselves are best placed to know which scrutiny arrangements are most appropriate for their own individual circumstances.

I strongly urge all councils, combined authorities and combined county authorities to cast a critical eye over their existing arrangements and, above all, ensure they embed a culture that allows overview and scrutiny to flourish.

Simon Hoare MP
Minister for Local Government

About this guidance

Who the guidance is for

This document is aimed at councils, combined authorities and combined county authorities in England to help them carry out their overview and scrutiny functions effectively. In particular, it provides advice for senior leaders, members of overview and scrutiny committees, scrutiny officers and any officers with a role in supporting scrutiny committees.

Aim of the guidance

This guidance seeks to ensure councils, combined authorities and combined county authorities are aware of the purpose of overview and scrutiny, what effective scrutiny looks like, how to conduct it effectively and the benefits it can bring.

As such, it includes a number of policies and practices all authorities should adopt or should consider adopting when deciding how to carry out their overview and scrutiny functions.

The guidance recognises that authorities approach scrutiny in different ways and have different processes and procedures in place, and that what might work well for one authority might not work well in another.

The hypothetical scenarios contained in the annexes to this guidance have been included for illustrative purposes and are intended to provoke thought and discussion rather than serve as a 'best' way to approach the relevant issues.

While the guidance sets out some of the key legal requirements, it does not seek to replicate legislation.

Status of the guidance

This is statutory guidance from the Department for Levelling Up, Housing and Communities. Overview and scrutiny committees of local authorities, combined authorities and combined county authorities must have regard to it when exercising, or deciding whether to exercise, any of their functions.

The phrase ‘must have regard’, when used in this context, does not mean that the sections of statutory guidance have to be followed in every detail, but that they should be followed unless there is a good reason not to in a particular case.

Not every authority is required to appoint a scrutiny committee. This guidance applies to those authorities who have such a committee in place, whether they are required to or not.

This guidance has been issued under [section 9Q of the Local Government Act 2000](https://www.legislation.gov.uk/ukpga/2000/22/section/9Q) (<https://www.legislation.gov.uk/ukpga/2000/22/section/9Q>) and under [paragraph 2\(9\) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009](https://www.legislation.gov.uk/ukpga/2009/20/schedule/5A) (<https://www.legislation.gov.uk/ukpga/2009/20/schedule/5A>) and under [paragraph 2\(9\) of Schedule 1 to the Levelling-up and Regeneration Act 2023](https://www.legislation.gov.uk/ukpga/2023/55/schedule/1/paragraph/2/enacted) (<https://www.legislation.gov.uk/ukpga/2023/55/schedule/1/paragraph/2/enacted>), which require authorities to have regard to this guidance.

In addition, authorities may have regard to other material they might choose to consider, including that issued by the Centre for Governance and Scrutiny, when exercising their overview and scrutiny functions. Areas with a devolution deal should further consider the Scrutiny Protocol issued by government on 22 November 2023 (see paragraph 7).

Terminology

Unless ‘overview’ is specifically mentioned, the term ‘scrutiny’ refers to both overview and scrutiny^{[\[footnote 1\]](#)}. Where the term ‘authority’ is used, it refers to councils, combined authorities and combined county authorities. Where the term ‘Council’ is used, it means a county council in England, a district council or a London borough council, this definition includes unitary authorities^{[\[footnote 2\]](#)}.

Where the term ‘scrutiny committee’ is used, it refers to an overview and scrutiny committee and any of its sub-committees. As the legislation refers throughout to functions conferred on scrutiny committees, that is the wording used in this guidance. However, the guidance should be seen as applying equally to work undertaken in informal task and finish groups commissioned by formal committees.

Where the term ‘executive’ is used, it refers to executive members.

For combined authorities, references to the ‘executive’ or ‘cabinet’ should be interpreted as relating to the mayor (where applicable) and all the authority members including non-constituent members and associate members as well as constituent council members.

For authorities operating committee rather than executive arrangements, references to the ‘executive’ or ‘cabinet’ should be interpreted as relating to councillors in leadership positions.

Expiry or review date

This guidance was published on 22 April 2024 and replaces guidance published on 7 May 2019.

This guidance will be kept under review and updated as necessary.

1. Introduction and context

Legislative context

1. Overview and scrutiny committees were introduced in 2000 as part of new executive governance arrangements to ensure that members of a local authority who were not part of the executive could hold the executive to account for the decisions and actions that affect their communities.

2. The requirement for councils in England to establish overview and scrutiny committees is set out in [sections 9F to 9FI of the Local Government Act 2000](#)

(<https://www.legislation.gov.uk/ukpga/2000/22/part/1A/chapter/2/crossheading/overview-and-scrutiny-committees>) as amended by the Localism Act 2011. The Localism Act amended the Local Government Act 2000 to allow councils to revert to a non-executive form of governance - the ‘committee system’. Councils who adopt the committee system are not required to have overview and scrutiny but may do so if they wish. The legislation has been updated since 2000.

3. Requirements for combined authorities are set out in [Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009](#) (<https://www.legislation.gov.uk/ukpga/2009/20/schedule/5A>)^[footnote 3] and those for combined county authorities are set out in Schedule 1 to the Levelling-up and Regeneration Act 2023^[footnote 4].

What overview and scrutiny committees do

4. Overview and scrutiny committees have statutory powers^[footnote 5] to scrutinise decisions the executive is planning to take, those it plans to implement, and those that have already been taken/implemented. Combined authority and combined county authority overview and scrutiny committees also have powers to review or scrutinise decisions made, or other action taken, in connection with the discharge by the mayor of any general (i.e. non-PCC) functions. Overview and scrutiny committees may make reports or recommendations to the authority or mayor about the discharge of their respective functions, and also on matters that affect the authority's area or the inhabitants of the area. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented. Overview and scrutiny committees can also play a valuable role in developing policy.

Effective overview and scrutiny should:

- provide constructive 'critical friend' challenge
- amplify the voices and concerns of the public
- be led by independent^[footnote 6] people who take responsibility for their role
- drive improvement in public services and strategic decision-making

5. Current overview and scrutiny legislation recognises that authorities are locally accountable^[footnote 7]. Authorities themselves are best placed to determine which overview and scrutiny arrangements best suit their own individual needs, and so gives them a great degree of flexibility to decide which arrangements to adopt.

6. In producing this guidance, the government fully recognises these authorities' democratic mandate and that the nature of local government has changed in recent years, with, for example, the creation of combined authorities and combined county authorities, and councils increasingly delivering key services in partnership with other organisations or outsourcing them entirely.

7. The ongoing deeper devolution of powers and funding to local areas brings the requirement and provision for greater accountability. It is crucial that the local scrutiny of institutions with devolved powers sets robust standards to hold them to account for delivery, as well as playing a critical role in policy and strategy development. This is particularly important when scrutinising devolved powers. To strengthen the scrutiny for those English institutions with devolved powers, government has published [the Scrutiny Protocol guidance](https://www.gov.uk/government/publications/scrutiny-protocol-guidance) ([https://www.gov.uk/government/publications/scrutiny-protocol-](https://www.gov.uk/government/publications/scrutiny-protocol-guidance)

[for-english-institutions-with-devolved-powers/scrutiny-protocol](#)) which can be considered a supplement to this advice for those institutions.

2. Culture

8. The prevailing organisational culture, behaviours and attitudes of an authority will largely determine whether its scrutiny function succeeds or fails.

9. While everyone in an authority can play a role in creating an environment conducive to effective scrutiny, it is important that this is led and owned by members, including any directly elected mayor, given their role in setting and maintaining the culture of an authority.

10. Creating a strong organisational culture supports scrutiny work that can add real value by, for example, improving policy-making and the efficient delivery of public services. In contrast, low levels of support for, and engagement with, the scrutiny function often lead to poor quality and ill-focused work that serves to reinforce the perception that it is of little worth or relevance.

11. Members and senior officers should note that the performance of the scrutiny function is not just of interest to the authority itself. Its effectiveness, or lack thereof, is often considered by external bodies such as regulators and inspectors, and highlighted in public reports, including best value inspection reports^{[\[footnote 8\]](#)}. Failures in scrutiny can therefore help to create a negative public image of an authority as a whole.

How to establish a strong organisational culture

12. Authorities can establish a strong organisational culture by:

(a) Recognising scrutiny's legal and democratic legitimacy

All members and officers should recognise and appreciate the importance and legitimacy the scrutiny function is afforded by the law. It was created to act as a check and balance on the executive and is a statutory requirement for all councils operating executive arrangements and for all combined authorities and combined county authorities.

Scrutiny committee members have a unique legitimacy derived from their being democratically elected councillors in the first instance. The insights

that they can bring by having this close connection to local people are part of what gives scrutiny its value.

(b) Identifying a clear role and focus

Authorities should take steps to ensure scrutiny has a clear role and focus within the organisation, i.e. a niche within which it can clearly add value. Therefore, prioritisation is necessary to ensure the scrutiny function concentrates on delivering work that is of genuine value and relevance to the work of the wider authority – this is one of the most challenging parts of scrutiny, and a critical element to get right if it is to be recognised as a strategic function of the authority (see [chapter 6](#)).

Authorities should ensure a clear division of responsibilities between the scrutiny function and the audit function. While it is appropriate for scrutiny to pay due regard to the authority's financial position, this will need to happen in the context of the formal audit role. The authority's section 151 officer should advise scrutiny on how to manage this dynamic.

While scrutiny has no role in the investigation or oversight of the authority's whistleblowing arrangements, the findings of independent whistleblowing investigations might be of interest to scrutiny committees as they consider their wider implications. Members should always follow the authority's constitution and associated Monitoring Officer directions on the matter. See further [guidance on whistleblowing](#) (<https://www.gov.uk/government/publications/whistleblowing-guidance-and-code-of-practice-for-employers>).

(c) Ensuring early and regular engagement between the executive and scrutiny

Authorities should ensure early and regular discussion takes place between the scrutiny function, the executive and any directly elected mayor, especially regarding the executive's or directly elected mayor's future work programme. Authorities should, though, be mindful of their distinct roles:

In particular:

- The executive or mayor should not try to exercise control over the work of the scrutiny committee. This could be direct, e.g. by purporting to 'order' scrutiny to look at, or not look at, certain issues, or indirect, e.g. through the use of the whip or as a tool of political patronage, and the committee itself should remember its statutory purpose when carrying out its work. All members and officers should consider the role the scrutiny committee plays to be that of a 'critical friend' not a de facto 'opposition'. Scrutiny chairs have a particular role to play in establishing the profile and nature of their committee (see [chapter 4](#)); and

- The chair of the scrutiny committee should determine the nature and extent of an executive member's or mayor's participation in a scrutiny committee meeting, and in any informal scrutiny task group meeting.

(d) Managing disagreement

Effective scrutiny involves looking at issues that can be politically contentious. It is therefore inevitable that, at times, an executive or mayor will disagree with the findings or recommendations of a scrutiny committee.

It is the job of both the executive (including any directly elected mayor) and scrutiny to work together to reduce the risk of this happening, and authorities should take steps to predict, identify and act on disagreement.

One way an authority can achieve this is by setting its own 'executive-scrutiny protocol' (see [annex 1](#)) which can help define the relationship between the parties and mitigate any differences of opinion before they manifest themselves in unhelpful and unproductive ways. The benefit of this approach is that it provides a framework for disagreement and debate, and a way to manage it when it happens. Often, the value of such a protocol lies in the dialogue that underpins its preparation. It is important that these protocols are reviewed on a regular basis to demonstrate the impact of scrutiny and seek ongoing improvement of scrutiny functions.

Scrutiny committees do have the power to 'call in' decisions, i.e. ask the executive or mayor to reconsider them before they are implemented, but should not view it as a substitute for early involvement in the decision-making process or as a party-political tool.

(e) Providing the necessary support

While the level of resource allocated to scrutiny is for each authority to decide for itself, when determining resources an authority should consider the purpose of scrutiny as set out in legislation and the specific role and remit of the authority's own scrutiny committee(s), and the scrutiny function as a whole.

Support should also be given by members and senior officers to scrutiny committees and their support staff to access information held by the authority and facilitate discussions with representatives of external bodies (see [chapter 5](#)).

(f) Ensuring impartial advice from officers

Authorities, particularly senior officers, should ensure all officers are free to provide impartial advice to scrutiny committees. This is fundamental to effective scrutiny. Of particular importance is the role played by 'statutory officers' – the monitoring officer, the section 151 officer and the head of paid

service, and where relevant the statutory scrutiny officer. These individuals have a particular role in ensuring that timely, relevant and high-quality advice is provided to scrutiny.

(g) Communicating scrutiny's role and purpose to the wider authority

The scrutiny function can often lack support and recognition within an authority because there is a lack of awareness among both members and officers about the specific role it plays, which individuals are involved and its relevance to the authority's wider work. Authorities should, therefore, take steps to ensure all members and officers are made aware of the role the scrutiny committee plays in the organisation, its value and the outcomes it can deliver, the powers it has, its membership and, if appropriate, the identity of those providing officer support.

(h) Maintaining the interest of full Council in the work of the scrutiny committee

Part of communicating scrutiny's role and purpose to the wider authority should, in a local authority, happen through the formal, public role of full Council – particularly given that scrutiny will undertake valuable work to highlight challenging issues that an authority will be facing and subjects that will be a focus of full Council's work. Authorities should therefore take steps to ensure full Council is informed of the work the scrutiny committee is doing.

One way in which this can be done is by reports and recommendations being submitted to full Council rather than solely to the executive. Scrutiny should decide when it would be appropriate to submit reports for wider debate in this way, taking into account the relevance of reports to full Council business, as well as full Council's capacity to consider and respond in a timely manner. Such reports would supplement the annual report to full Council on scrutiny's activities and raise awareness of ongoing work.

In order to maintain awareness of scrutiny at the combined authority or combined county authority and provoke dialogue and discussion of its impact, the business of scrutiny should be reported to the combined authority or combined county authority board, and the committee should consider also reporting to the chairs of the relevant scrutiny committees of constituent and non-constituent councils, including councils which nominate non-constituent members.

At those chairs' discretion, particular combined authority or combined county authority scrutiny outcomes, and what they might mean for each individual area, could be either discussed by scrutiny in committee or referred to full Council of the constituent councils and councils which nominate non-constituent members.

(i) Communicating scrutiny's role to the public

Authorities should ensure scrutiny has a profile in the wider community. Consideration should be given to how and when to engage the authority's communications officers, and any other relevant channels, to understand how to get that message across. This will usually require engagement early on in the work programming process (see [chapter 6](#)).

(j) Ensuring scrutiny members are supported in having an independent mindset

Formal committee meetings provide a vital opportunity for scrutiny members to question the executive and officers. Inevitably, some committee members will come from the same political party as a member they are scrutinising and might well have a long-standing personal, or familial, relationship with them (see paragraph 26).

Scrutiny members should bear in mind, however, that adopting an independent mind-set is fundamental to carrying out their work effectively. In practice, this is likely to require scrutiny chairs working proactively to identify any potentially contentious issues and plan how to manage them.

Directly elected mayoral systems

13. A strong organisational culture that supports scrutiny work is particularly important in authorities with a directly elected mayor to ensure there are the checks and balances to maintain a robust democratic system. Mayoral systems offer the opportunity for greater public accountability and stronger governance, but there have also been incidents that highlight the importance of creating and maintaining a culture that puts scrutiny at the heart of its operations.

14. Authorities with a directly elected mayor should ensure that scrutiny committees are well-resourced, are able to recruit high-calibre members and that their scrutiny functions pay particular attention to issues surrounding:

- rights of access to documents by the press, public and authority members
- transparent and fully recorded decision-making processes, especially avoiding decisions by 'unofficial' committees or working groups
- delegated decisions by the Mayor
- whistleblowing protections for both staff and councillors
- powers of Full Council, where applicable, to question and review

15. Authorities with a directly elected mayor should note that mayors are required by law to attend overview and scrutiny committee sessions when asked to do so (see paragraph 45). In combined authorities and combined

county authorities, mayors typically exercise specified functions; scrutiny functions in such mayoral authorities should consider how best to ensure that both the authority and the mayor are held accountable for the exercise of their respective functions. For example, should there be different committees for each?

3. Resourcing

16. The resource an authority allocates to the scrutiny function plays a pivotal role in determining how successful that function is and therefore the value it can add to the work of the authority.

17. Ultimately it is up to each authority to decide on the resource it provides, but every authority should recognise that creating and sustaining an effective scrutiny function requires them to allocate resources to it.

18. Authorities should also recognise that support for scrutiny committees, task groups and other activities is not solely about budgets and provision of officer time, although these are clearly extremely important elements. Effective support is also about the ways in which the wider authority engages with those who carry out the scrutiny function (both members and officers).

When deciding on the level of resource to allocate to the scrutiny function, the factors an authority should consider include:

- scrutiny's legal powers and responsibilities
- the particular role and remit scrutiny will play in the authority
- the training requirements of scrutiny members and support officers, particularly the support needed to ask effective questions of the executive and other key partners, and make effective recommendations
- the need for ad hoc external support where expertise does not exist in the authority
- effectively-resourced scrutiny has been shown to add value to the work of authorities, improving their ability to meet the needs of local people
- effectively-resourced scrutiny can help policy formulation and so minimise the need for call-in of executive decisions

Statutory scrutiny officers

19. Combined authorities, combined county authorities and upper and single tier authorities are required to designate a statutory scrutiny officer^{[\[footnote 9\]](#)}, someone whose role is to:

- promote the role of the authority's scrutiny committee
- provide support to the scrutiny committee and its members
- provide support and guidance to members (including any mayor) and officers relating to the functions of the scrutiny committee

20. Authorities not required by law to appoint such an officer should consider whether doing so would be appropriate for their specific local needs.

Officer resource models

21. Authorities are free to decide for themselves which wider officer support model best suits their individual circumstances, though generally they adopt one or a mix of the following:

- committee – officers are drawn from specific policy or service areas
- integrated – officers are drawn from the corporate centre and also service the executive and/or mayor
- specialist – officers are dedicated to scrutiny

22. Each model has its merits – the committee model provides service-specific expertise; the integrated model facilitates closer and earlier scrutiny involvement in policy formation and alignment of corporate work programmes; and the specialist model is structurally independent from those areas it scrutinises.

23. Authorities should ensure that, whatever model they employ, officers tasked with providing scrutiny support are able to provide impartial advice. This might require consideration of the need to build safeguards into the way that support is provided. The nature of these safeguards will differ according to the specific role scrutiny plays in the organisation.

4. Selecting committee members

24. Selecting the right members to serve on scrutiny committees is essential if those committees are to function effectively. Where a committee is made up of members who have the necessary skills and commitment, it is far more likely to be taken seriously by the wider authority.

25. While there are political proportionality requirements that must be met^{[\[footnote 10\]](#)}, the selection of the chair and other committee members is for each authority to decide for itself. In a combined authority or combined county authority, the chair must be either an independent person or an appropriate person – both terms are defined in legislation.^{[\[footnote 11\]](#)}

Members invariably have different skill sets. What an authority must consider when forming a committee is that, as a group, it possesses the requisite expertise, commitment and ability to act impartially to fulfil its functions.

26. Local authorities are reminded that members of the executive cannot be members of a scrutiny committee^{[\[footnote 12\]](#)}. Authorities should take care to ensure that, as a minimum, members holding less formal executive positions, e.g. as Cabinet assistants, do not sit on scrutinising committees looking at portfolios to which those roles relate. Local authorities should articulate in their constitutions how conflicts of interest, including familial links (see also paragraph 32), between executive and scrutiny responsibilities should be managed, including where members stand down from the executive and move to a scrutiny role, and vice-versa.

27. Members or substitute members of a combined authority or combined county authority must not be members of its overview and scrutiny committee(s)^{[\[footnote 13\]](#)}. This includes any mayor and any non-constituent members and associate members of the authority. It is advised that Deputy Mayors for Policing and Crime are also not members of the combined authority's or combined county authority's overview and scrutiny committee.

Selecting individual committee members

28. When selecting individual members to serve on scrutiny committees, an authority should consider a member's experience, expertise, interests, ability to act impartially, ability to work as part of a group, and capacity to serve. Combined authorities and combined county authorities may also want to consider the balance of committee members drawn from each constituent council.

29. Authorities should not take into account a member's perceived level of support for or opposition to a particular political party (notwithstanding the wider legal requirement for proportionality referred to in paragraph 25).

Selecting a chair

30. The Chair plays a leadership role on a scrutiny committee as they are largely responsible for establishing its profile, influence and ways of working.

31. The attributes authorities should and should not take into account when selecting individual committee members (see paragraphs 28 and 29) also apply to the selection of the Chair, but the Chair should also possess the ability to lead and build a sense of teamwork and consensus among committee members.

Chairs should pay special attention to the need to guard the committee's independence. Importantly, however, they should take care to avoid the committee being, and being viewed as, a de facto opposition to the executive.

32. Given their pre-eminent role on the scrutiny committee, it is strongly recommended that the Chair not preside over scrutiny of the decisions made by close friends or relatives^{[\[footnote 14\]](#)}. Combined authorities and combined county authorities should note the legal requirements that apply to them where the Chair is an "independent person"^{[\[footnote 15\]](#)}.

33. The method for selecting a Chair is for each authority to decide for itself, however every authority should consider taking a vote by secret ballot. Combined authorities and combined county authorities whose chair is an "appropriate person" should be aware of the legal requirements regarding the party affiliation of their scrutiny committee Chair^{[\[footnote 16\]](#)}.

Training for committee members

34. Authorities should ensure committee members are offered induction when they take up their role and ongoing training so they can carry out their responsibilities effectively. Authorities should pay attention to the need to ensure committee members are aware of their legal powers, and how to prepare for and ask relevant questions at scrutiny sessions.

35. When deciding on training requirements for committee members, authorities should consider talking to other similar authorities to share learning and expertise as well as taking advantage of opportunities offered by their sector membership bodies and external providers.

Co-option and technical advice

36. While members and their support officers will often have significant local insight and an understanding of local people and their needs, the provision of outside expertise can be invaluable.

37. There are two principal ways to procure this:

- co-option – formal co-option is provided for in legislation^{[\[footnote 17\]](#)}. Authorities must establish a co-option scheme to determine how individuals will be co-opted onto committees
- technical advisers – depending on the subject matter, independent local experts might exist who can provide advice and assistance in evaluating evidence (see [annex 2](#))

5. Power to access information

38. A scrutiny committee needs access to relevant information the authority holds, and to receive it in good time, if it is to do its job effectively.

39. This need is recognised in law, with members of scrutiny committees enjoying powers to access information^{[\[footnote 18\]](#)}. In particular, legislation gives enhanced powers to a scrutiny member to access exempt or confidential information. This is in addition to existing rights for members to have access to information to perform their duties, including common law rights to request information and rights to request information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

40. When considering what information scrutiny needs in order to carry out its work, scrutiny members and the executive should consider scrutiny's role and the legal rights that committees and their individual members have, as well as their need to receive timely and accurate information to carry out their duties effectively.

41. Scrutiny members should have access to a regularly available source of key information about the management of the authority – particularly on performance, management and risk. Where this information exists, and scrutiny members are given support to understand it, the potential for what officers might consider unfocused and unproductive requests is reduced as members will be able to frame their requests from a more informed position.

42. Officers should speak to scrutiny members to ensure they understand the reasons why information is needed, thereby making the authority better

able to provide information that is relevant and timely, as well as ensuring that the authority complies with legal requirements.

While each request for information should be judged on its individual merits, authorities should adopt a default position of sharing the information they hold, on request, with scrutiny committee members.

43. The law recognises that there might be instances where it is legitimate for an authority to withhold information and places a requirement on the executive to provide the scrutiny committee with a written statement setting out its reasons for that decision^[footnote 19]. However, members of the executive and senior officers should take particular care to avoid refusing requests, or limiting the information they provide, for reasons of party political or reputational expediency.

Before an authority takes a decision not to share information it holds, it should give serious consideration to whether that information could be shared in closed session.

44. Legislation stipulates a timeframe for executives to comply with requests from a scrutiny member^[footnote 20]. When agreeing to such requests, authorities should:

- consider whether seeking clarification from the information requester could help better target the request
- ensure the information is supplied in a format appropriate to the recipient's needs

45. Scrutiny committees should be aware of their legal power to require members of the executive, including any directly elected mayor and deputy mayor, and officers to attend before them to answer questions^[footnote 21]. It is the duty of members and officers to comply with such requests^[footnote 22].

Seeking information from external organisations

46. Scrutiny members should also consider the need to supplement any authority-held information they receive with information and intelligence that might be available from other sources and should note in particular their statutory powers to invite other persons to attend meetings of the committee and to access information from certain external organisations.

47. When asking an external organisation to provide documentation or appear before it, and where that organisation is not legally obliged to do

either (see [annex 3](#)), scrutiny committees should consider the following:

(a) The need to explain the purpose of scrutiny

The organisation being approached might have little or no awareness of the committee's work, or of an authority's scrutiny function more generally, and so might be reluctant to comply with any request.

(b) The benefits of an informal approach

Individuals from external organisations can have fixed perceptions of what an evidence session entails and may be unwilling to subject themselves to detailed public scrutiny if they believe it could reflect badly on them or their employer. Making an informal approach can help reassure an organisation of the aims of the committee, the type of information being sought and the manner in which the evidence session would be conducted.

(c) How to encourage compliance with the request

Scrutiny committees will want to frame their approach on a case-by-case basis. For contentious issues, committees might want to emphasise the opportunity their request gives the organisation to 'set the record straight' in a public setting.

(d) Who to approach

A committee might instinctively want to ask the Chief Executive or Managing Director of an organisation to appear at an evidence session, however it could be more beneficial to engage front-line staff when seeking operational-level detail rather than senior executives who might only be able to talk in more general terms. When making a request to a specific individual, the committee should consider the type of information it is seeking, the nature of the organisation in question and the authority's pre-existing relationship with it.

Following 'the tax-payer pound'

Scrutiny committees will often have a keen interest in 'following the tax-payer pound', i.e. scrutinising organisations that receive public funding to deliver goods and services.

Authorities should recognise the legitimacy of this interest and, where relevant, consider the need to provide assistance to scrutiny members and their support staff to obtain information from organisations the authority has contracted to deliver services. In particular, when agreeing contracts with these bodies, authorities should consider whether it would be appropriate to include a requirement for them to supply information to or appear before scrutiny committees.

6. Planning work

48. Effective scrutiny should have a defined impact on the ground, with the committee making recommendations that will make a tangible difference to the work of the authority. To have this kind of impact, scrutiny committees need to plan their work programme, i.e. draw up a long-term agenda and consider making it flexible enough to accommodate any urgent, short-term issues that might arise during the year.

49. Authorities with multiple scrutiny committees sometimes have a separate work programme for each committee. Where this happens, consideration should be given to how to co-ordinate the various committees' work to make best use of the total resources available.

Being clear about scrutiny's role

50. Scrutiny works best when it has a clear role and function. This provides focus and direction. While scrutiny has the power to look at anything which affects 'the area, or the area's inhabitants', authorities will often find it difficult to support a scrutiny function that carries out generalised oversight across the wide range of issues experienced by local people, particularly in the context of partnership working. Prioritisation is necessary, which means that there might be things that, despite being important, scrutiny will not be able to look at.

51. Different overall roles could include having a focus on risk, the authority's finances, or on the way the authority works with its partners.

52. Applying this focus does not mean that certain subjects are 'off limits'. It is more about looking at topics and deciding whether their relative importance justifies the positive impact scrutiny's further involvement could bring.

53. When thinking about scrutiny's focus, members should be supported by key senior officers. The statutory scrutiny officer, if an authority has one, will need to take a leading role in supporting members to clarify the role and function of scrutiny, and championing that role once agreed.

Who to speak to

54. Evidence will need to be gathered to inform the work programming process. This will ensure that it looks at the right topics, in the right way and

at the right time. Gathering evidence requires conversations with:

The public

It is likely that formal ‘consultation’ with the public on the scrutiny work programme will be ineffective. Asking individual scrutiny members to have conversations with individuals and groups in their own local areas can work better. Insights gained from the public through individual pieces of scrutiny work can be fed back into the work programming process. Listening to and participating in conversations in places where local people come together, including in online forums, can help authorities engage people on their own terms and yield more positive results.

Authorities should consider how their communications officers can help scrutiny engage with the public, and how wider internal expertise and local knowledge from both members and officers might make a contribution.

The authority’s partners

Relationships with other partners should not be limited to evidence-gathering to support individual reviews or agenda items. A range of partners are likely to have insights that will prove useful:

- public sector partners (like the NHS and community safety partners, over which scrutiny has specific legal powers)
- voluntary sector partners
- contractors and commissioning partners (including partners in joint ventures and authority-owned companies)
- in parished areas, town and parish councils
- in combined authority and combined county authority areas, constituent councils
- in combined county authority areas, councils which nominate non-constituent members
- neighbouring principal councils (both in two-tier and unitary areas)
- cross-authority bodies and organisations, such as Local Enterprise Partnerships [\[footnote 23\]](#)

The executive

A principal partner in discussions on the work programme should be the executive, including any directly elected mayor (and senior officers). The executive should not direct scrutiny’s work (see [chapter 2](#), but conversations will help scrutiny members better understand how their work can be designed to align with the best opportunities to influence the authority’s wider work.

Information sources

55. Scrutiny will need access to relevant information to inform its work programme. The type of information will depend on the specific role and function scrutiny plays within the authority, but might include:

- performance information from across the authority and its partners
- finance and risk information from across the authority and its partners
- corporate complaints information, and aggregated information from political groups about the subject matter of members' surgeries
- business cases and options appraisals (and other planning information) for forthcoming major decisions. This information will be of particular use for pre-decision scrutiny
- reports and recommendations issued by relevant ombudsmen, especially the Local Government and Social Care Ombudsman

As committees can meet in closed session, commercial confidentiality should not preclude the sharing of information. Authorities should note, however, that the default for meetings should be that they are held in public (see guidance on [Open and accountable local government](https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide) (<https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>)).

56. Scrutiny members should consider keeping this information under regular review. It is likely to be easier to do this outside committee, rather than bringing such information to committee 'to note', or to provide an update, as a matter of course.

Shortlisting topics

Approaches to shortlisting topics should reflect scrutiny's overall role in the authority. This will require the development of bespoke, local solutions, however when considering whether an item should be included in the work programme, the kind of questions a scrutiny committee should consider might include:

- Do we understand the benefits scrutiny would bring to this issue?
- How could we best carry out work on this subject?
- What would be the best outcome of this work?
- How would this work engage with the activity of the executive and other decision-makers, including partners?

57. Some authorities use scoring systems to evaluate and rank work programme proposals. If these are used to provoke discussion and debate, based on evidence, about what priorities should be, they can be a useful tool. Others take a looser approach. Whichever method is adopted, a committee should be able to justify how and why a decision has been taken to include certain issues and not others.

58. Scrutiny members should accept that shortlisting can be difficult; scrutiny committees have finite resources and deciding how these are best allocated is tough. They should understand that, if work programming is robust and effective, there might well be issues that they want to look at that nonetheless are not selected.

Carrying out work

59. Selected topics can be scrutinised in several ways, including:

(a) As a single item on a committee agenda

This often presents a limited opportunity for effective scrutiny, but may be appropriate for some issues or where the committee wants to maintain a formal watching brief over a given issue.

(b) At a single meeting

Which could be a committee meeting or something less formal. This can provide an opportunity to have a single public meeting about a given subject, or to have a meeting at which evidence is taken from a number of witnesses.

(c) At a task and finish review of two or three meetings

Short, sharp scrutiny reviews are likely to be most effective even for complex topics. Properly focused, they ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less.

(d) Via a longer-term task and finish review

The 'traditional' task and finish model – with perhaps six or seven meetings spread over a number of months – is still appropriate when scrutiny needs to dig into a complex topic in significant detail. However, the resource implications of such work, and its length, can make it unattractive for all but the most complex matters.

(e) By establishing a 'standing panel'

This falls short of establishing a whole new committee but may reflect a necessity to keep a watching brief over a critical local issue, especially where members feel they need to convene regularly to carry out that oversight. Again, the resource implications of this approach means that it will be rarely used.

7. Evidence sessions

60. Evidence sessions are a key way in which scrutiny committees inform their work. They might happen at formal committee, in less formal 'task and finish' groups or at standalone sessions.

Good preparation is a vital part of conducting effective evidence sessions. Members should have a clear idea of what the committee hopes to get out of each session and appreciate that success will depend on their ability to work together on the day.

How to plan

61. Effective planning does not necessarily involve a large number of pre-meetings, the development of complex scopes or the drafting of questioning plans. It is more often about setting overall objectives and then considering what type of questions (and the way in which they are asked) can best elicit the information the committee is seeking. This applies as much to individual agenda items as it does for longer evidence sessions – there should always be consideration in advance of what scrutiny is trying to get out of a particular evidence session.

Chairs play a vital role in leading discussions on objective-setting and ensuring all members are aware of the specific role each will play during the evidence session.

62. As far as possible there should be consensus among scrutiny members about the objective of an evidence session before it starts. It is important to recognise that members have different perspectives on certain issues, and so might not share the objectives for a session that are ultimately adopted. Where this happens, the Chair will need to be aware of this divergence of views and bear it in mind when planning the evidence session.

63. Effective planning should mean that at the end of a session it is relatively straightforward for the chair to draw together themes and highlight the key findings. It is unlikely that the committee will be able to develop and agree recommendations immediately, but, unless the session is part of a wider inquiry, enough evidence should have been gathered to allow the chair to set a clear direction.

64. After an evidence session, the committee might wish to hold a short 'wash-up' meeting to review whether their objectives were met and lessons could be learned for future sessions.

Developing recommendations

65. The development and agreement of recommendations is often an iterative process. It will usually be appropriate for this to be done only by committee members, assisted by co-optees where relevant. When deciding on recommendations, however, members should have due regard to advice received from officers, particularly the Monitoring Officer.

66. The drafting of reports is usually, but not always, carried out by officers, directed by members.

67. Authorities draft reports and recommendations in a number of ways, but there are normally three stages:

- i. the development of a 'heads of report' – a document setting out general findings that members can then discuss as they consider the overall structure and focus of the report and its recommendations;
- ii. the development of those findings, which will set out some areas on which recommendations might be made; and
- iii. the drafting of the full report.

68. Recommendations should be evidence-based and SMART, i.e. specific, measurable, achievable, relevant and timed. Where appropriate, committees may wish to consider sharing them in draft with interested parties.

69. Committees should bear in mind that often six to eight recommendations are sufficient to enable the authority to focus its response, although there may be specific circumstances in which more might be appropriate.

Sharing draft recommendations with executive members should not provide an opportunity for them to revise or block recommendations before they are made. It should, however, provide an opportunity for errors to be identified and corrected, and for a more general sense-check.

Annex 1: Illustrative scenario – creating an executive-scrutiny protocol

An executive-scrutiny protocol can deal with the practical expectations of scrutiny committee members and the executive, as well as the cultural dynamics.

Workshops with scrutiny members, senior officers and Cabinet can be helpful to inform the drafting of a protocol. An external facilitator can help bring an independent perspective. English institutions with devolved powers should consider the advice in the [Scrutiny Protocol](https://www.gov.uk/government/publications/scrutiny-protocol-for-english-institutions-with-devolved-powers/scrutiny-protocol) (<https://www.gov.uk/government/publications/scrutiny-protocol-for-english-institutions-with-devolved-powers/scrutiny-protocol>) to further inform development of their own protocol.

Councils should consider how to adopt a protocol, e.g. formal agreement at scrutiny committee and Cabinet, then formal integration into the Council's constitution at the next Annual General Meeting.

The protocol, as agreed, may contain sections on:

- The way scrutiny will go about developing its work programme (including the ways in which senior officers and Cabinet members will be kept informed).
- The way in which senior officers and Cabinet will keep scrutiny informed of the outlines of major decisions as they are developed, to allow for discussion of scrutiny's potential involvement in policy development. This involves the building in of safeguards to mitigate risks around the sharing of sensitive information with scrutiny members.
- A strengthening and expansion of existing parts of the code of conduct that relate to behaviour in formal meetings, and in informal meetings.
- Specification of the nature and form of responses that scrutiny can expect when it makes recommendations to the executive, when it makes requests to the executive for information, and when it makes requests that Cabinet members or senior officers attend meetings.

- Confirmation of the role of the statutory scrutiny officer, and Monitoring Officer, in overseeing compliance with the protocol, and ensuring that it is used to support the wider aim of supporting and promoting a culture of scrutiny, with matters relating to the protocol's success being reported to full Council through the scrutiny Annual Report.

Annex 2: Illustrative scenario – engaging independent technical advisers

This example demonstrates how one Council's executive and scrutiny committee worked together to scope a role and then appoint an independent adviser on transforming social care commissioning. Their considerations and process may be helpful and applicable in other similar scenarios.

Major care contracts were coming to an end and the Council took the opportunity to review whether to continue with its existing strategic commissioning framework, or take a different approach – potentially insourcing certain elements.

The relevant Director was concerned about the Council's reliance on a very small number of large providers. The Director therefore approached the Scrutiny and Governance Manager to talk through the potential role scrutiny could play as the Council considered these changes.

The Scrutiny Chair wanted to look at this issue in some depth, but recognised its complexity could make it difficult for her committee to engage – she was concerned it would not be able to do the issue justice. The Director offered support from his own officer team, but the Chair considered this approach to be beset by risks around the independence of the process.

She talked to the Director about securing independent advice. He was worried that an independent adviser could come with preconceived ideas and would not understand the Council's context and objectives. The Scrutiny Chair was concerned that independent advice could end up leading to scrutiny members being passive, relying on an adviser to do their thinking for them. They agreed that some form of independent assistance would be valuable, but that how it was provided and managed should be carefully thought out.

With the assistance of the Governance and Scrutiny Manager, the Scrutiny Chair approached local universities and Further Education institutions to identify an appropriate individual. The approach was clear – it set out the precise role expected of the adviser, and explained the scrutiny process itself. Because members wanted to focus on the risks of market failure, and

felt more confident on substantive social care matters, the approach was directed at those with a specialism in economics and business administration. The Council's search was proactive – the assistance of the service department was drawn on to make direct approaches to particular individuals who could carry out this role.

It was agreed to make a small budget available to act as a 'per diem' to support an adviser; academics were approached in the first instance as the Council felt able to make a case that an educational institution would provide this support for free as part of its commitment to Corporate Social Responsibility.

Three individuals were identified from the Council's proactive search. The Chair and Vice-Chair of the committee had an informal discussion with each – not so much to establish their skills and expertise (which had already been assessed) but to give a sense about their 'fit' with scrutiny's objectives and their political nous in understanding the environment in which they would operate, and to satisfy themselves that they will apply themselves even-handedly to the task. The Director sat in on this process but played no part in who was ultimately selected.

The independent advice provided by the selected individual gave the Scrutiny Committee a more comprehensive understanding of the issue and meant it was able to offer informed advice on the merits of putting in place a new strategic commissioning framework.

Annex 3: Illustrative scenario – approaching an external organisation to appear before a committee

This example shows how one council ensured a productive scrutiny meeting, involving a private company and the public. Lessons may be drawn and apply to other similar scenarios.

Concerns had been expressed by user groups, and the public at large, about the reliability of the local bus service. The Scrutiny Chair wanted to question the bus company in a public evidence session but knew that she had no power to compel it to attend. Previous attempts to engage it had been unsuccessful; the company was not hostile, but said it had its own ways of engaging the public.

The Monitoring Officer approached the company's regional PR manager, but he expressed concern that the session would end in a 'bunfight'. He

also explained the company had put their improvement plan in the public domain and felt a big council meeting would exacerbate tensions.

Other councillors had strong views about the company – one thought the committee should tell the company it would be empty-chaired if it refused to attend. The Scrutiny Chair was sympathetic to this but thought such an approach would not lead to any improvements.

The Scrutiny Chair was keen to make progress, but it was difficult to find the right person to speak to at the company, so she asked council officers and local transport advocacy groups for advice. Speaking to those people also gave her a better sense of what scrutiny's role might be.

When she finally spoke to the company's network manager, she explained the situation and suggested they work together to consider how the meeting could be productive for the Council, the company and local people. In particular, this provided her with an opportunity to explain scrutiny and its role. The network manager remained sceptical but was reassured that they could work together to ensure that the meeting would not be an 'ambush'. He agreed in principle to attend and also provide information to support the Committee's work beforehand.

Discussions continued in the four weeks leading up to the Committee meeting. The Scrutiny Chair was conscious that while she had to work with the company to ensure that the meeting was constructive – and secure their attendance – it could not be a whitewash, and other members and the public would demand a hard edge to the discussions.

The scrutiny committee agreed that the meeting would provide a space for the company to provide context to the problems local people are experiencing, but that this would be preceded by a space on the agenda for the Chair, Vice-chair, and representatives from two local transport advocacy groups to set out their concerns. The company were sent in advance a summary of the general areas on which members were likely to ask questions, to ensure that those questions could be addressed at the meeting.

Finally, provision was made for public questions and debate. Those attending the meeting were invited to discuss with each other the principal issues they wanted the meeting to cover. A short, facilitated discussion in the room led by the Chair highlighted the key issues, and the Chair then put those points to the company representatives. At the end of the meeting, the public asked questions of the bus company representative in a 20-minute plenary item.

The meeting was fractious, but the planning carried out to prepare for this – by channelling issues through discussion and using the Chair to mediate the questioning – made things easier. Some attendees were initially frustrated

by this structure, but the company representative was more open and less defensive than might otherwise have been the case.

The meeting also motivated the company to revise its communications plan to become more responsive to this kind of challenge, part of which involved a commitment to feed back to the scrutiny committee on the recommendations it made on the night.

-
1. A distinction is often drawn between ‘overview’ which focuses on the development of policy, and ‘scrutiny’ which looks at decisions that have been made or are about to be made to ensure they are fit for purpose.
 2. As defined in section 9R of the Local Government Act 2000.
 3. Added by section 8 of and Schedule 3 to the Cities and Local Government Devolution Act 2016 and further amended by section 70 of the Levelling-up and Regeneration Act 2023.
 4. Further provision for combined authority and combined county authority scrutiny is set out in The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) (S.I. 2017/68). Note this SI has been amended by S.I.2024/430.
 5. Section 9F of the Local Government Act 2000; paragraph 1 of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009; and paragraph 1 of Schedule 1 to the Levelling-up and Regeneration Act 2023.
 6. Combined authority and combined county authority overview and scrutiny committees must have a chair who is either an “independent person” or an “appropriate person” – both terms are defined in legislation.
 7. Combined authorities and combined county authorities may have directly elected mayors and their constituent council members are elected members of those councils appointed to the authority.
 8. See Part 1 of the Local Government Act 1999.
 9. Section 9FB of the Local Government Act 2000; article 9 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.
 10. See, for example, regulation 11 of the Local Authorities (Committee System) (England) Regulations 2012 (S.I. 2012/1020) and article 4 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (S.I. 2017/68).
 11. “Appropriate person” is defined at para 3(5) of schedule 1 to the 2023 Act and art.5(6) of S.I. 2017/68 for combined county authorities and at para 3(5) of schedule 5A to the 2009 Act and art.5(6) of S.I. 2017/68 for combined authorities. “Independent person” is defined at art.5(2) of S.I. 2017/68 for both combined authorities and combined county authorities.

12. Section 9FA(3) of the Local Government Act 2000.
13. Paragraph 2(3) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009 and paragraph 2(3) of Schedule 1 to the Levelling-up and Regeneration Act 2023.
14. A definition of 'relative' can be found at section 28(10) of the Localism Act 2011 and article 2(2) of The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.
15. See article 5(2) of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 (S.I. 2017/68).
16. Article 5(6) of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.
17. Section 9FA(4) Local Government Act 2000.
18. Regulation 17 - Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10 Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.
19. Regulation 17(4) – Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10(4) Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.
20. Regulation 17(2) – Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; article 10(2) Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.
21. Section 9FA(8) of the Local Government Act 2000; paragraph 2(6) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009; paragraph 2(6) of Schedule 1 to the Levelling-up and Regeneration Act 2023.
22. Section 9FA(9) of the Local Government Act 2000; paragraph 2(7) of Schedule 5A to the Local Democracy, Economic Development and Construction Act 2009; paragraph 2(7) of Schedule 1 to the Levelling-up and Regeneration Act 2023.
23. Authorities should ensure they have appropriate arrangements in place to ensure the effective democratic scrutiny of Local Enterprise Partnerships' investment decisions.



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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Scrutiny Commission	26 June 2025
Council	8 July 2025

Wards affected: All wards

Overview & Scrutiny annual report 2024-25

Report of the chair of the Scrutiny Commission

1. Purpose of report

- 1.1 To present the annual report outlining the work of the overview & scrutiny function in 2024/25.

2. Recommendation

- 2.1 The report be endorsed and recommended to Council for approval.

3. Background to the report

- 3.1 Part 2e of the council's constitution requires an annual to be prepared by the overview & scrutiny function and presented to Council.
- 3.2 Annual reports provide assurance to Council that the work of overview & scrutiny is effective and impactful by outlining work undertaken and the outcomes of that work.
- 3.3 The Scrutiny Commission is asked to recommend the report to Council for approval.

4. Exemptions in accordance with the Access to Information procedure rules

- 4.1 To be taken in open session.

5. Financial implications (IB)

5.1 None.

6. Legal implications

6.1 None.

7. Corporate Plan implications

7.1 This report supports all objectives as the Scrutiny Commission's work covers all areas of the council.

8. Consultation

8.1 The chair and vice-chairs of the Scrutiny Commission have been involved in drafting the report.

9. Risk implications

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 No significant risks associated with this report were identified from this assessment

10. Knowing your community – equality and rural implications

10.1 This report does not impact any community or group, however the work of the overview & scrutiny function aims to encourage public participation and review those matters that are important to the community.

11. Climate implications

11.1 There are no implications for climate change within the report.

12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications
- ICT implications

- Asset management implications
 - Procurement implications
 - Human resources implications
 - Planning implications
 - Data protection implications
 - Voluntary sector
-

Background papers: None

Contact officer: Becky Owen, Democratic Services Manager

Executive member: Councillor SL Bray

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Hinckley & Bosworth
Borough Council

Overview & Scrutiny annual report 2024-25

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Introduction

Welcome to Hinckley & Bosworth Borough Council's Overview & Scrutiny annual report for 2024-25.

In 2024-25, the overview & scrutiny function benefitted from stability within the lead triumvirate due to the continuation of the chair and vice-chairs in their roles. Having been appointed following the elections in May 2023 – two of them new to the positions, the function has gone from strength to strength and has some valuable work.

The overview & scrutiny function consists of the Scrutiny Commission and Finance & Performance Scrutiny. The function is led by a minority group member who chairs the Scrutiny Commission. Two vice-chairs are appointed from the majority group and the largest opposition group. This arrangement helps to ensure that scrutiny's work is free from party politics and able to effectively scrutinise the Executive. One of the vice-chairs is chair of Finance & Performance Scrutiny.

We have continued to work positively as a triumvirate and to shape the function to meet future challenges by:

- raising the profile of scrutiny amongst councillors, officers and the public
- strengthening the role of overview & scrutiny in policy development
- working more closely with the Executive whilst acting as a critical friend
- considering matters which are of most importance to the public.

In July 2023, the work of the new overview & scrutiny function began with a training event and workshop for all non-Executive members which considered matters of importance to the public, members and officers which were then prioritised in order to inform the work programme for 2023 to 2027. Creation of a work programme to cover the four-year term of office is a new concept and has assisted in planning future reviews to spread workload. We have continued to focus on matters raised at the workshop to inform our agenda in 2025-26.

This report aims to measure progress against the work programme, set out the achievements of the overview & scrutiny function and consider how the function will need to adapt to meet future challenges.

We would like to take this opportunity to thank fellow overview & scrutiny councillors for their hard work and commitment, Executive members for their support and attendance and officers for supporting the overview & scrutiny function. We look forward to continuing to work together to build on our successes in the coming year.

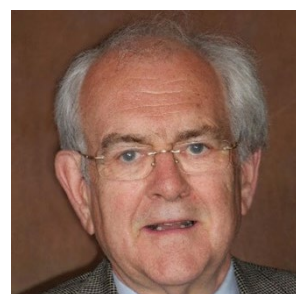
Councillors Chris Lambert, Miriam Surtees and Paul Williams
Chair and Vice-chairs of the Scrutiny Commission



Councillor Chris Lambert
Chair of the Scrutiny
Commission



Councillor Miriam Surtees
Vice-chair of the Scrutiny
Commission and Chair of
Finance & Performance
Scrutiny



Councillor Paul Williams
Vice-chair of the Scrutiny
Commission

The role of overview & scrutiny

The terms of reference for overview & scrutiny are set out in part 2e of the council's constitution.

1.1 Within their terms of reference and with the aim of improving services to the public and on their behalf, the Scrutiny Commission and Finance & Performance Scrutiny will:

- Review and / or scrutinise decisions made or actions taken in connection with the discharge of any of the council's functions, as an internal 'critical friend'
- Make reports and/or recommendations to Council and/or the Executive in connection with the discharge of any functions
- Exercise the right to call-in for decisions made but not yet implemented by the Executive, or executive decisions delegated to individual Executive members or officers
- Approve an annual work programme
- Put in place a system to ensure that referrals to the Executive, either by way of report or for reconsideration, are managed efficiently within the terms of the constitution
- Appoint, where appropriate, a group to review a specific topic on a task and finish basis

2.1 The specific responsibilities of the Scrutiny Commission and Finance & Performance Scrutiny are:

- Assisting Council and the Executive in the development of its budget and policy framework by in depth analysis of policy issues
- Conducting research and consultation on analysis of policy issues and possible options
- Considering and implementing mechanisms to encourage and enhance community participation in the development of policy options
- Questioning members of the Executive, committees and the senior leadership team about their views and professional opinions on issues and proposals affecting the area
- Reviewing and scrutinising the decisions made by and the performance of the Executive and officers both in relation to individual decisions and over a period of time
- Reviewing and scrutinising the performance of the council in relation to its policy objectives, performance targets and/or particular service areas and monitoring the eventual effectiveness of decisions taken and comparing to original forecasts
- Ensuring effective scrutiny of the treasury management strategy and policies
- Ensuring effective scrutiny of the risk management processes of the council including corporate and service risks
- Making recommendations to Council, the Executive or appropriate committee as an outcome of the scrutiny process
- Liaising with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working
- Reviewing and scrutinising the performance of other public bodies operating in the area and inviting reports from them
- Questioning and gathering evidence from any person, with their consent
- Co-opting non-council members to assist in the scrutiny of specific issues on which they might have expert knowledge
- Considering "Councillor Calls for Action" and petitions as referred under the petitions scheme
- Preparing and presenting an annual report to Council.

Scrutiny Commission

The Scrutiny Commission covers a varied range of work in either items requested by members or those brought by officers to seek support, showcase positive work or provide information. The Scrutiny Commission's work in 2024-25 included:

- Attendance of **Severn Trent Water and National Grid** to support the review of utility companies pursuant to a motion of Council
- A review of work undertaken to fulfill the aims of the **Economic Regeneration Strategy**
- Commenting on **the annual infrastructure funding statement** to inform members of developer contributions and provide a basis for the scrutiny review into adoption of infrastructure
- An update on **tenant involvement and scrutiny** as part of the Transparency, Influence and Accountability Housing Customer Standard as required by the Social Housing (Regulation) Act 2023
- Scrutiny of the annual position in relation to **affordable housing delivery**
- Scrutiny of the **budget strategy** and budget proposals for 2025/26 before consideration by Council
- Receiving an update on **key achievements arising from** the borough's voluntary & community sector (**VCS**) **partnership arrangements**
- Updates on the **Hinckley Crematorium** project following requests from members for information on progress of this key capital project
- Information on the negotiations which resulted in **Cineworld** in Hinckley remaining open despite the closure of five other branches nationally
- Receipt and review of initial feedback and recommendations from the **corporate peer challenge**
- An update on work undertaken in relation **to children and young people**
- Understanding the work undertaken by the authority in response to the **cost of living crisis** to raise awareness and enable members to signpost residents to services
- Consideration of recommended allocations of the parish and Hinckley community initiative fund and the community equipment grant, along with proposed amendments to the scheme
- Agreeing the scope for the forthcoming scrutiny review **into digital poverty and the cashless society.**

Pre-decision Scrutiny

Hinckley & Bosworth Borough Council has traditionally favoured pre-decision scrutiny of items due for decision by the Executive. Providing comments and recommendations on reports before a decision is taken by the Executive reduces the need for call-in of decisions and ensures that decisions can be implemented expediently after the Executive has made its decision. The Scrutiny Commission also considers reports that are due for consideration by Council to allow for debate in a less formal forum and to enable comments to be considered and incorporated at an earlier stage. The following pre-decision scrutiny has taken place during 2024-25:

- Voluntary and community sector partnership update and commissioning outcomes 2023/24
- Cost of living update
- Children and young people update
- HRA investment strategy
- Cultural strategy
- Rural strategy
- Sustainable procurement policy
- People Strategy
- Lease of a new depot site
- Medium term financial strategy
- Budget reports
- Pay policy statement.

Finance & Performance Scrutiny

Finance & Performance Scrutiny's key roles are monitoring performance of services and financial performance. It receives reports from frontline services annually, as well as quarterly performance and financial monitoring reports. In 2024-25, Finance & Performance Scrutiny considered:

- The performance management framework along with quarterly and annual performance and risk management updates
- Quarterly financial outturn reports
- Treasury management quarterly reports
- Quarterly business rates and pooling updates
- Quarterly sundry debt reports
- Fly tipping data
- Management of void housing properties
- Performance of the corporate property portfolio
- Frontline service reviews for:
 - Housing
 - Planning
 - Street Scene Services
 - Environmental Services
 - Hinckley Leisure Centre.

Reviews

The Scrutiny Commission may undertake reviews into matters that are of interest to the community or support the council in achieving its objectives. During 2024-25, four reviews were scoped or underway:

- Review of adoptions on new developments
- Review of housing matters with a view to reduce homelessness
- Preparedness of utility companies for future growth
- Digital poverty and cashless society.

In addition, a review into healthcare took place at a single meeting in February in which representatives of the health sector provided a presentation on local primary care networks and GPs, NHS dental services, the new community diagnostic centre in Hinckley and the future of Hinckley Hospital.

The Scrutiny Commission can establish scrutiny working groups, task & finish groups or panels in order to undertake reviews on specific topics. These groups are provided with an agreed scope and are designed to undertake a time-limited review including undertaking research as appropriate. It had been agreed that the housing review and the review of adoptions on new developments would be undertaken by task & finish groups and the review of utility companies' preparedness for future growth would be undertaken by the full Scrutiny Commission. The format of the Digital poverty review has not yet been agreed.

Housing Task & Finish Group

At its meeting in December 2023, the Scrutiny Commission agreed the scope of a review into housing matters due to concern about the shortage of social housing and the levels of homelessness. The scope was agreed as:

- Understand the pathways that people use to access housing and the barriers
- Develop a strategy to increase the availability of private rented accommodation
- Lobby government for more funding for affordable housing, in particular making it easier for councils to increase their own housing stock
- Consideration of how empty homes can help with the housing shortage.

Meetings of the task & finish group commenced during the 2023-24 year and continued into 2024-25. A final report was presented to the Scrutiny Commission on 12 December 2024 with the following resolution arising from the report:

(i) Officers be recommended to:

- a) Share information between the revenues and the housing services including a list of empty properties, the size of the properties and any second homes where the own also lived in the borough;
- b) Continue dialogue with local landlords and their representatives with a view to seeking to work together to relieve pressure on the homelessness service;

(ii) The Executive be recommended to:

- a) Consider providing additional staffing to investigate empty properties and bring them back into use;
- b) Consider increasing capacity and expertise within the relevant team to benefit from opportunities to acquire S106 properties;
- c) Lobby government in relation to:
 - Section 106 sites: relating to affordable housing, engagement with registered providers, community infrastructure and viability
 - Right to buy: restricting the sale of council properties to support the council in retaining its housing stock
 - Empty properties: funding to assist with bringing empty properties back into use
 - Officer capacity and funding: funding for staffing to progress housing initiatives and requesting additional financial support for developing and acquiring council housing
 - General: promoting a more coordinated approach to housing-related policies across government departments

(iii) A review of the action undertaken following the consideration of the recommendations be added to the overview & scrutiny work programme for 2025/26.

The Executive considered the relevant recommendations at its meeting on 8 January 2025. The Executive supported the principle of additional staffing to investigate empty properties and bring them back into use, subject to consideration during the budget setting process. In relation to the recommendation to increase capacity and expertise to benefit from opportunities to acquire S106 properties, it was requested that officers consider utilising existing expertise. The Executive agreed to lobby government as recommended by the Scrutiny Commission.

Adoption of infrastructure Task & Finish Group

In October 2023, the Scrutiny Commission agreed the scope of a review which would cover adoption of open space, adoption of roads and the role of management companies in relation to new developments. Meetings of the task & finish group took place on 20 January, 3 March and 10 April. Further meetings are planned and it is anticipated that the work will conclude by winter 2025.

Review into preparedness of utility companies for future growth

At the meeting of Council on 30 January 2024, the following motion was approved:

“The main service suppliers for water / sewage, electricity and gas be called upon to provide assurance that they have the resources and infrastructure in place to provide for existing households and business premises and future housing, warehousing and business developments”.

The Scrutiny Commission subsequently agreed to take responsibility for the review, inviting Cadent Gas, National Grid and Severn Trent Water to a meeting of the Scrutiny Commission. A representative of National Grid attended the Scrutiny Commission meeting on 9 May and representatives of Severn Trent Water attended on 29 August 2024 where they informed members of their work to prepare for future demand. Contact has been made with Cadent Gas, however a date for attendance is yet to be agreed with Cadent.

Digital poverty and cashless society

At the meeting of the Scrutiny Commission on 25 July 2025, a proposed scope for the digital poverty review was agreed:

- Access to council services
- Scrutinising provision of external services including other tiers of local and national government, and banking
- Access to healthcare
- Economic opportunities
- The move to a cashless society.

Members indicated that the review should be undertaken by the full Scrutiny Commission, rather than by way of task & finish group.

Finalising the scope of the review was delegated to the chair, taking into account the capacity of members given the other ongoing and forthcoming reviews.

Previous reviews

The above programme builds on successful thematic reviews of recent years including reviews of the in-house refuse collection service, healthcare provision in Hinckley, reconfiguration of health services across Leicestershire, the garden waste service, NHS dental services within the borough and a review of the council's planning service which was instrumental in identifying weaknesses and making significant improvements in the service. The Scrutiny Commission will be reviewing progress following the planning service review during 2025-26.

Scrutiny of the budget

Scrutiny of the annual budget prior to decision by Council is an important part of overview & scrutiny. This work is undertaken at a joint meeting of the Scrutiny Commission and Finance & Performance Scrutiny and involves consideration of the following reports:

- General fund budget
- Housing revenue account budget
- Fees & charges
- Capital programme
- Treasury management strategy and prudential indicators.

Scrutiny of the 2025/26 budget took place at a joint meeting on 30 January 2025

Community Safety Partnership

Since the Blaby District and Hinckley & Bosworth Borough Community Safety Partnerships joined together formally in 2016/17, a Joint Community Safety Partnership Overview & Scrutiny Committee meeting has taken place annually. Membership consists of the Scrutiny Commissions of both authorities and the venue and chairing alternates between Blaby District Council and Hinckley & Bosworth Borough Council. The meetings receive annual crime figures and updates on prevention work and are well attended by the local police.

The 2024/25 meeting took place on 19 February 2025, hosted by Hinckley & Bosworth Borough Council.

Looking to the future

Having planned a four-year work programme in 2023, the overview & scrutiny function has plenty of work planned! The work programme is, however, a living document which is reviewed at each meeting and updated, with requests for reports and reviews added regularly. The chair and vice chairs meeting regularly to reprioritise items and manage available officer and member capacity to address any emerging issues, such as local government reorganization.

Reviews

During 2024-25 the adoption of infrastructure review will be concluded, with recommendations being submitted to the Executive or Council as appropriate. The digital poverty and cashless society review will commence and the review into preparedness of the utility companies for future growth will come to a conclusion. In addition, the following reviews are planned:

- Bus services / public transport
- Housing associations.

The Scrutiny Commission will maximise opportunities to use task & finish groups in order to undertake deep dives into specific topics to support decision making and constructive challenge to decision makers. This will build on successes of previous reviews undertaken by way of a task and finish group.

Audit Committee self-assessment

As part of the Audit Committee self-assessment, work is being undertaken to ensure the audit and the overview & scrutiny functions complement each other. To this end, the chair of the Scrutiny Commission has been a member of the Audit Committee since its inception, but we are looking at ways of strengthening the link. Another aspect of the work involves reviewing the risk management functions of Finance & Performance Scrutiny to ensure it supports the Audit Committee's responsibilities in relation to risk management but avoids duplication. This work will be concluded during 2025-26.

Corporate peer challenge

The Local Government Association corporate peer challenge took place in December 2024. It involved a team of senior local government councillors and officers undertaking a comprehensive review of key financial, performance and governance information gathered from meetings with staff, councillors, partners and stakeholders. The feedback received from the peer challenge was extremely positive and reference was made to the overview & scrutiny function, along with some suggestions for building on the work of the scrutiny bodies:

- Continue to use different mechanisms such as task and finish groups to build on previous successful reviews and support decision making
- Clearly and publicly redefine the roles of the Executive, scrutiny and audit
- Make clear and publicly available the role of the overview & scrutiny function in the call-in process and broader scrutiny work.

An action plan has been agreed which addresses all recommendations made by the review team, including the recommendations and broader suggestions in relation to overview & scrutiny.

More information

If you would like to suggest a topic for the Scrutiny Commission to review, would like more information about the overview & scrutiny function or require this document in a different format, please contact:

Democratic Services

Email: democraticsupport@hinckley-bosworth.gov.uk

Tel: 01455 255879.





Hinckley & Bosworth
Borough Council

HINCKLEY & BOSWORTH BOROUGH COUNCIL FORWARD PLAN

JUNE 2025 TO SEPTEMBER 2025

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What is the forward plan?

The forward plan is a list of decisions to be taken by the Executive or Council during the period referred to above. The plan also identifies any key decisions to be taken by the Executive. The Council has a duty to publish notice of key decisions at least 28 days before a decision is taken.

What is a key decision?

The definition of a key decision is contained within the council's constitution and is a decision which:

- Involves expenditure (or reduction of income) of over £50,000 on any particular scheme / project
- Adopts a policy or strategy (which the Executive has the power to adopt)
- Involves the adoption or amendment to the scale of fees and charges

- Is one that affects the whole of the borough and is one of which the residents of Hinckley & Bosworth would normally expect to be notified or consulted;
- Involves a recommendation by the Executive to a partnership organisation which will take the ultimate decision.

Who can make key decisions?

Key decisions can be made by the Executive, the Leader or Executive members, or individual officers acting under delegated powers.

Are only key decisions published on the plan?

Whilst the requirement only covers inclusion of key decisions on the plan, the council has voluntarily decided to list non-key Executive decisions and decisions of Council. Key decisions will be identified on the plan.

What does the plan tell me?

The list gives information about the upcoming decision, whether it will be made in public or private, when the decision is likely to be made, who will make the decision, and who you can contact for further information.

Confidential and exempt information

This list may include items for decision which contain confidential or exempt information, such items will be identified with '(exempt)' next to the report title.

Details of the Decision to be taken (*denotes key decision)	Portfolio/ Service	Decision Maker And Date(s)	Reporting Pathway And Dates(s)	Consultees and Consultation Process	Report Author
Business rates write offs	Finance	Executive 18 Jun 2025	Finance & Performance Scrutiny 9 Jun 2025		Ashley Wilson
Civil Penalty Notice *	Environmental Health	Executive 18 Jun 2025			Madeline Shellard
Corporate Sundry Debtor Recovery Policy update	Finance	Executive 18 Jun 2025	Finance & Performance Scrutiny 9 Jun 2025		Ashley Wilson
Hinckley town centre strategic vision and masterplan *	Planning - Major Projects	Executive 18 Jun 2025			Paul Grundy
Community governance review *	Democratic Services	Council 8 Jul 2025 & 19 Feb 2026		Two phases of public consultation	Julie Kenny
Overview & Scrutiny annual report 2024/25	Democratic Services	Council 8 Jul 2025	Scrutiny Commission 26 Jun 2025		Rebecca Owen
Heritage Strategy update	Planning Policy	Executive 24 Sep 2025	Scrutiny Commission 11 Sep 2025		Paul Grundy

DETAILS OF COUNCIL DECISION MAKERS

The Executive is made up of the following councillors:

Councillor SL Bray – Leader of the Council and Executive member for external relations, communications, regeneration & town centres, corporate & member services – stuart.bray@hinckley-bosworth.gov.uk

Councillor MC Bools – Deputy Leader of the Council and Executive member for leisure, culture, tourism, arts, equalities, health & well being
Email: mark.bools@hinckley-bosworth.gov.uk

Councillor MB Cartwright – Executive member for climate change, environment & rural affairs
Email: martin.cartwright@hinckley-bosworth.gov.uk

Councillor WJ Crooks – Executive member for planning
Email: bill.crooks@hinckley-bosworth.gov.uk

Councillor L Hodgkins – Executive member for parks, open spaces & neighbourhood services
Email: lynda.hodgkins@hinckley-bosworth.gov.uk

Councillor KWP Lynch – Executive member for finance, ICT & asset management
Email: keith.lynch@hinckley-bosworth.gov.uk

Councillor MT Mullaney – Executive member for housing & community safety
Email: michael.mullaney@hinckley-bosworth.gov.uk

To find out which officer is responsible for a particular service area, view the [structure chart](#) on the council's website.

Further clarification and representations about any item included in the forward plan can be made to the appropriate Executive Member and senior officer either using the contact details above or in writing to: Hinckley and Bosworth Borough Council, Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR. Representations should be made before noon on the working day before the date on which the decision is to be taken.

DECISION MAKING ARRANGEMENTS

The views of local people are at the heart of decision making at Hinckley & Bosworth Borough Council, because major decisions are made by councillors who are elected every four years by local people. Councillors work with the communities that they represent to ensure that local priorities are reflected in the work that the council does.

The Council is made up of 34 councillors representing 16 wards. If you want to know which councillor(s) represents your area or you would like to contact your councillor(s) concerning an issue, you will find contact details on our website (www.hinckley-bosworth.gov.uk) or alternatively you can contact the Council on 01455 238141.

The council is committed to the principle of open government and everyone is welcome to attend meetings (except for confidential business) and to receive details of non-confidential items. Below are further details of the Council's democratic decision making arrangements.

The Council

The Council is responsible for setting the budget and the policy framework. Each year there is an annual meeting, which selects the Mayor and Deputy Mayor (who are the Chair and Vice-Chair of the Council) and decides the membership of the overview and scrutiny bodies and regulatory committees. There are approximately six ordinary meetings of the Council per year, which make strategic, policy and major budget decisions.

Executive functions

Many day to day policy and operational decisions are taken by the Executive, a group of seven councillors comprising of the Leader, Deputy Leader and five Executive Members each responsible for an area of council policy and activity. The Executive members and their responsibilities are detailed in the previous table.

Overview and scrutiny functions

Decisions of the Executive are subject to scrutiny by the Scrutiny Commission and Finance & Performance Scrutiny. The Scrutiny Commission and Finance & Performance Scrutiny also have a role in policy development. In addition, scrutiny panels are established to undertake ad-hoc reviews. The Scrutiny Commission publishes an annual report and a work programme; this is available on the council's website and from the council on request.

Regulatory functions

In addition the Council has established committees to deal with regulatory issues, these committees are Audit Committee, Ethical Governance & Personnel Committee, Licensing Committee, and Planning Committee.

Further information about the Council's decision making arrangements can be obtained from Democratic Services on 01455 255879.

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE & PERFORMANCE SCRUTINY

9 JUNE 2025 AT 6.30 PM

PRESENT: Cllr MJ Surtees - Chair
Cllr P Williams – Vice-Chair
Cllr DT Glenville, Cllr LJ Mullaney, Cllr P Stead-Davis and Cllr BE Sutton

Officers in attendance: Chris Brown, Julie Kenny, Rebecca Owen and Ashley Wilson

23. **Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillors Smith and Weightman.

24. **Declarations of interest**

No interests were declared.

25. **Minutes of previous meeting**

It was moved by Councillor Sutton, seconded by Councillor Glenville and

RESOLVED – the minutes of the meeting held on 17 March 2025.

26. **Local Plan Budget**

In response to a request at a previous meeting, members were updated in relation to current local plan budgets and expenditure. It was reported that the overspend identified at the previous meeting related to an evidence project which had cost more than anticipated. During discussion, the following points were raised:

- There had been issues nationally in relation to biodiversity net gain and the government was considering removing the requirement from smaller applications
- The local plan would continue to progress despite forthcoming reorganisation within local government and would still validly cover the area of the borough under any new authority
- Due to changes announced by the government in December, regulation 18 stage would need to be repeated to take account of the additional housing numbers, with regulation 19 anticipated for spring 2026.

The report was noted.

27. **Performance and Risk Management Framework End of year summary for 2024/25**

Due to technical issues, this item was deferred to the following meeting.

28. **Corporate Sundry Debtor Recovery Policy update**

It was noted that, whilst this item could not be considered due to technical issues, a decision was due to be made by the Executive on 18 June and Finance & Performance Scrutiny would not have the opportunity to reconvene prior to that date. It was therefore suggested that authority be delegated to the chair and vice-chair to pass comments onto the Executive.

It was moved by Councillor Sutton, seconded by Councillor Glenville and

RESOLVED –

- (i) The chair and vice-chair be requested to attend the Executive meeting on 18 June;
- (ii) Authority be delegated to the chair and vice-chair to pass on Finance & Performance Scrutiny's comments.

29. **NNDR Write Off**

It was noted that, whilst this item could not be considered due to technical issues, a decision was due to be made by the Executive on 18 June and Finance & Performance Scrutiny would not have the opportunity to reconvene prior to that date. It was therefore suggested that authority be delegated to the chair and vice-chair to pass comments onto the Executive.

It was moved by Councillor Sutton, seconded by Councillor Glenville and

RESOLVED –

- (iii) The chair and vice-chair be requested to attend the Executive meeting on 18 June;
- (iv) Authority be delegated to the chair and vice-chair to pass on Finance & Performance Scrutiny's comments.

30. **Treasury Management Quarter 3 2024/25**

Due to technical issues, this item was deferred to the following meeting.

31. **Treasury Management Quarter 4 2024/25**

Due to technical issues, this item was deferred to the following meeting.

32. **Sundry Debts Quarter 4 - 2024/25**

Due to technical issues, this item was deferred to the following meeting.

33. **Finance & Performance Scrutiny Work Programme**

Consideration was given to the work programme. No changes were requested.

(The Meeting closed at 6.58 pm)

CHAIR

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