

## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 25 October 2017
<b>Report Subject</b>	Overview & Scrutiny Annual Report
<b>Cabinet Member</b>	Cabinet Member for Corporate Management & Assets
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

The Overview & Scrutiny Annual report is drafted by the officer team in consultation with the relevant committee chairs.

### RECOMMENDATIONS

1	That the committee considers and comments on the draft Overview & Scrutiny Annual Report for 2016/17: those comments will be used to provide the foreword to the Annual Report.
2	That if the committee is minded to approve the report that it be submitted to Council at the next meeting.

### REPORT DETAILS

<b>1.00</b>	<b>THE DRAFT OVERVIEW &amp; SCRUTINY ANNUAL REPORT</b>
1.01	Under section 7.4.5 of the Constitution, 'the Overview & Scrutiny Committees must report annually to the Full Council on their workings with recommendations for their future work programme and amended working methods if appropriate'.
1.02	Membership of the six Overview & Scrutiny committees is open to all 62 non- executive members of the council. In addition, the Education & Youth Overview & Scrutiny committee has five statutory co-optees as voting Members. These are:

	(a) One representative of the Church in Wales (b) One representative of the Roman Catholic Church (c) Three representatives of parent governors.
1.03	The work programmes for Overview & Scrutiny committees are considered and amended where necessary at each ordinary meeting of each of the committees. Any updates are then included in the corporate forward work programme which is published with the agenda for the monthly meeting of the Cabinet
1.04	When the 2014/15 Annual Report was considered by Council (20 <sup>th</sup> October 2015) a request was made for details of the call in process. An appropriate article was included in the 2015/16 Annual Report and this practice continued for 2016/17.
1.05	As last year, the foreword to the Annual Report has not been prepared: it is suggested that this be done to reflect the committee's consideration of the Annual Report and be inserted before submission to Council

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	There are no resource implications arising specifically from this report.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	The Overview & Scrutiny Chairs for the 2016/17 municipal year have been consulted on aspects of the report which relate to their respective committees.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	No risks were identified during the preparation of the report. Production of the report fulfils a constitutional requirement.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Draft Overview & Scrutiny Annual Report for 2016/17.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Overview &amp; Scrutiny Annual Report for 2015/16, together with the relevant minute of the Constitution committee on 5th October 2016 and Council on 19<sup>th</sup> October 2016.</p> <p><b>Contact Officer:</b> Robert Robins, Democratic Services Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None of the terms used within this report are 'technical' in nature and no acronyms have been used.