

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	10 th November 2011
TITLE:	Policy Development and Scrutiny Panels - Role of Vice Chairs
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
None	

1 THE ISSUE

- 1.1 As requested by Council at its May meeting, to put forward proposals concerning the role of Vice-Chairs of Policy Development and Scrutiny Panels.

2 RECOMMENDATION

Council is asked to:

- 2.1 Approve the principles of the role of Vice Chair of a Policy Development and Scrutiny Panel as set out in paragraphs 5.3 and 5.4 of the report and
- 2.2 Authorise the Monitoring Officer, in consultation with Group Leaders, to make consequential amendments to the Constitution.

3 FINANCIAL IMPLICATIONS

3.1 There are none.

4 CORPORATE PRIORITIES

4.1 None directly relevant

5 THE REPORT

5.1 Council, at its meeting in May, resolved as follows:

“To instruct the Monitoring Officer, in consultation with Group Leaders, to review the Overview & Scrutiny rules and other aspects of the Constitution with a view to identifying appropriate mechanisms to ensure the optimal involvement of Vice-Chairs in the conduct of Overview & Scrutiny business and report thereon to the next meeting of Council. “

5.2 Discussions have been held with Group Leaders and Chairs and Vice-Chairs of Panels in early September.

5.3 The principles that are proposed are as follows;

- (1) Vice Chairs will have the same rights of access to information and briefings as Chairs have and therefore can expect;
 - a) to attend meetings organised by the Lead director for their Panel or relevant Cabinet Member to discuss or plan agenda items, workloads, priorities and current/future issues or developments and receive information/briefing material relating thereto;
 - b) Where practicable, to be consulted on proposed comments to the media by the Chair, the timing and agenda content of meetings and proposed representations/comment by the Chair within the Council at meetings of Council, Cabinet and other Panels; and
 - c) to participate in meetings with all Chairs to discuss policy Development and Scrutiny Business.
- (2) Chairs will be solely responsible for the management of meetings once in session and the timing, number and agenda content of meetings in the run-up to them.

6 RISK MANAGEMENT

6.1 No risk assessment related to the issue and recommendations has been undertaken, as it is not relevant.

7 EQUALITIES

7.1 There will be no impact on persons with protected characteristics.

8 CONSULTATION

8.1 Policy Development & Scrutiny Panels' Chairs and Vice-Chairs; Group Leaders; Section 151 Finance Officer; Chief Executive; Monitoring Officer

8.2 Consultation was carried out by email and at meetings.

9 ISSUES TO CONSIDER IN REACHING THE DECISION

9.1 None applicable.

10 ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Vernon Hitchman, Monitoring Officer, ext 5171
Background papers	None
Please contact the report author if you need to access this report in an alternative format	