

Northampton Borough Council Overview and Scrutiny



NORTHAMPTON
BOROUGH COUNCIL

OVERVIEW AND SCRUTINY

REPORTING PROCESS

1. It will be the role of the Scrutiny Panel to cause a report to be prepared on a subject that has been assigned to it by the Overview and Scrutiny Committee.
2. The report will contain relevant evidence and/or opinion from persons who have been asked to contribute. They will be asked to confirm the accuracy of the evidence/opinion in it. The Overview and Scrutiny Officer who is supporting the TScrutiny Panel, will prepare the report in draft and invite the Scrutiny Panel to approve it at the next suitable meeting.
3. Once approved, the report will be sent to Heads whose Service is affected by its contents. The Heads of Service will be invited to comment on the accuracy of the contents, especially on technical matters within their competence. They will submit any such comments to the Overview and Scrutiny Officer within 10 working days of receiving the invitation.
4. If the Overview and Scrutiny Officer so decides, having received any such comments, a meeting of the Scrutiny Panel will be convened to decide whether to review its approval of the report.
5. Once finally approved, the report will be submitted at the next available meeting of the Overview and Scrutiny Committee for its approval.

6. The report, once approved by the Overview and Scrutiny Committee, will be submitted at the next available meeting of the Cabinet for its consideration and acceptance. It is expected that the Portfolio Holder affected by the contents of the report, and the Chair of the Scrutiny Panel will attend relevant meetings of the Cabinet and of the Overview and Scrutiny Committee.
7. The Overview and Scrutiny Committee will meet, within about two months of the date of the meeting at which Cabinet first considered the report, to consider the Cabinet's response to the report and, in particular, its acceptance of the report recommendations.
8. The Overview and Scrutiny Committee will monitor their implementation at a meeting within six months thereafter, by questioning the relevant Portfolio Holder.
9. If the Overview and Scrutiny Committee is unhappy with the implementation it will meet again until it is.