

**Projects and Programmes: Overview and Scrutiny Engagement**

**Purpose**

- 1 To report further on the possible approach to the appointment of scrutiny representatives on project boards as requested at the last meeting.

**Background**

- 2 The briefing paper to the Overview and Scrutiny Management Committee on the 29 April proposed that it approves future appointments to project boards on the basis outlined below recognising that a case by case approach may be necessary to allow for individual circumstances. In particular the role of appointees being;
  - To fulfil the lay challenge role on the project board
  - To be non-voting and not bound by decisions of the board (in order to maintain transparency)
  - The member to take a strategic view (and not a locality interest)
  - Member to be appointed following an open expression of interest to all members as is the current convention
  - Ideally to be a member of any task group if also established for the review (in order to provide continuity)
  - Have an input to the reporting back at key milestones in the project to the select committee and/or task group as necessary (with appropriate officer support).
- 3 A planning meeting between Cllr Simon Killane, Chair of Overview and Scrutiny Management Committee, Paul Kelly, Overview and Scrutiny Manager and Ian Baker, Head of Programme was held to draft a paper outlining how to develop a systematic engagement process between Overview and Scrutiny and the Council's projects and programmes.

**Proposed Engagement Process**

- 4 The outcome from the meeting resulted in the following suggested principles and processes being proposed:

(1) Involvement of Overview and Scrutiny needs to align with one or more of the following criteria;

- Must be aligned to delivering the council's business plan
- Must be transformational in nature with a direct impact on communities or people
- Has significant financial implications for the Council
- Involves thematic and/or partnership working
- Engagement adds value

(2) The Head of Programme Office will meet with the Chair and Vice-Chair of Overview and Scrutiny Management Committee once a month to review new projects that could benefit from Overview and Scrutiny membership. Soundings will also be taken from the political and corporate leadership as appropriate.

(3) The Chair of Overview and Scrutiny will advise the Head of Programme about any engagement and whether an alternative approach from Overview and Scrutiny would be more suitable involving one or a phased combination of:

- Select Committee
- Task Group
- Rapid Scrutiny Exercise
- Representation on Project Board

5 In addition to the above arrangements, the Head of Programme Office will review the process for scoping new projects to ensure there is a check for Overview and Scrutiny engagement.

6 Where a Cabinet member or portfolio-holder takes a direct interest in a project through membership of a board then it is likely that overview and scrutiny engagement will follow in some form, subject to the criteria thresholds identified above. In these cases, the Executive member will lead the reporting back with input from the Overview and Scrutiny representative.

7 Further consideration needs to be given regarding how members from Overview and Scrutiny engage with projects and programmes, in particular around which meetings to attend, meeting with the project sponsor, project manager and the wider team.

8 The Programme Office will support individual members appointed such as assisting with reporting back to Overview and Scrutiny. Support will be integrated into the current project management process to avoid duplication and additional work/documentation. The Programme Office will also provide support to members around the project management process, including use of SharePoint project sites.

- 9 In order to give the Management Committee an insight into current projects supported by the Programme Office, the latest highlight report prepared for the Transformation Committee is attached.
- 10 There are no financial implications associated with this proposal as it will be supported within the existing resources of the Programme Office and the Corporate Office (Scrutiny Team).

### **Recommendation**

- 11 Subject to the views expressed at the meeting, to recommend that the Management Committee approves the engagement process set out above.

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#### **Ian Baker**

Head of Programme Office  
Transformation

#### **Paul Kelly**

Overview and Scrutiny Manager (and Designated Scrutiny Officer)  
Corporate Office