

*PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 27 June 2013
Report of: Committee and Scrutiny Officer
Title: Outsourced Services Scrutiny Panel – Membership and Terms of Reference

1.0 **SUMMARY**

1.1 The Overview and Scrutiny Committee is asked to agree the membership of the Outsourced Services Scrutiny Panel and review the Panel's Terms of Reference.

2.0 **RECOMMENDATIONS**

2.1 that Overview and Scrutiny Committee agrees the membership of the Outsourced Services Scrutiny Panel for 2013/14.

2.2 that the revised Terms of Reference for the Outsourced Services Scrutiny Panel be agreed.

Contact Officer:

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Report approved by: Carol Chen. Head of Legal and Property Services

3.0 **DETAILED PROPOSAL**

3.1 Membership

Annual Council on 22 May 2013 received a report of the Democratic Services Manager which incorporated the nominations to the politically balanced committees. The report noted that the membership of the Outsourced Services Scrutiny Panel would be agreed by Overview and Scrutiny Committee at its first meeting of the Municipal Year.

3.2 Group Secretaries were asked to put forward their group's nominations for all politically balanced committees. They also included nominations for Outsourced

Services Scrutiny Panel based on 3 Liberal Democrats, 1 Labour and 1 other Councillor.

3.3 The nominations for the Outsourced Services Scrutiny Panel were –

- Shirena Counter (Liberal Democrat)
- Sue Greenslade (Liberal Democrat)
- Kareen Hastrick (Liberal Democrat)
- Anne Joynes (Labour)
- Steve Rackett (Green)

3.4 Overview and Scrutiny Committee is asked to agree the membership for 2013/14.

3.5 The Chair of the Scrutiny Panel will be elected at the first meeting.

3.6 Terms of Reference

A recent officer meeting was held to discuss the Terms of Reference for the Outsourced Services Scrutiny Panel and the contracts which needed to be incorporated into the Panel's work programme. The officer group comprised the Head of Legal and Property Services, Head of Community Services (who will become the Head of Corporate Strategy and Client Services from 1 July 2013), the Committee and Scrutiny Officer and the Committee and Scrutiny Support Officer who currently manages the Panel.

3.7 The officer group has proposed the following additional points for inclusion in the revised Terms of Reference

- To monitor performance and compliance of contractors who are delivering Council functions on behalf of the council
- To suggest improvements in service delivery and outcomes for citizens of Watford and the Council
- That the contracts the committee scrutinises be as follows:
Waste, Recycling, StreetCare Parks and Open Spaces
Leisure centres
Colosseum
Management of Hostels and Temporary Accommodation
The Parking Service
- That additional contracts be added as and when they are entered into

The revised Terms of reference are attached as Appendix 1 to this report and the additions are shown in bold.

3.8 The last bullet point ensures that any services which are outsourced in the future can be included within the panel's work programme.

3.9 The Outsourced Services Scrutiny Panel is not responsible for scrutinising outsourced shared services, for example ICT, as this is currently the responsibility of the Three Rivers and Watford Shared Services Joint Committee. The scrutiny of the Shared Internal Audit Service, which came into effect on 1 April 2013, is the responsibility of the Council's Audit Committee.

3.10 Overview and Scrutiny Committee is asked to approve the proposed additions to the Terms of Reference for the Outsourced Services Scrutiny Panel.

4.0 **IMPLICATIONS**

4.1 **Financial**

4.1.1 *The Head of Strategic Finance comments that any costs arising from this work can be accommodated within existing budgets.*

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 *The Legal and Democratic Section Head comments that there are no legal implications in this report.*

Appendices

Appendix 1 – Proposed revised Terms of Reference

Background Papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

- Nominations from the Group Secretaries for the Council report
- Outsourced Services Scrutiny Panel's Terms of Reference agreed by Overview and Scrutiny Committee 20 June 2012

File Reference

None