

*PART A

Report to: Outsourced Services Scrutiny Panel
Date of meeting: 16 July 2013
Report of: Committee and Scrutiny Support Officer
Title: Outsourced Services Scrutiny Panel – Updated Terms of Reference

1.0 **SUMMARY**

1.1 The Panel is asked to note the renewed terms of reference as agreed by Overview and Scrutiny Committee.

2.0 **RECOMMENDATIONS**

2.1 that the revised terms of reference for the Outsourced Services Scrutiny Panel be noted.

Contact Officer:

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Report approved by: Carol Chen. Head of Democracy and Governance

3.0 **DETAILED PROPOSAL**

3.1 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 Democracy and Governance, the Head of Corporate Strategy and Client Services, the Committee and Scrutiny Officer and the Committee and Scrutiny Support Officer who currently manages the Panel.

3.2 The officer group 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, Street Cleansing, 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.

- 3.3 The last bullet point ensures that any services which are outsourced in the future can be included within the Panel's work programme.
- 3.4 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.
- 3.5 Overview and Scrutiny Committee approved the additions to the terms of reference at their meeting on 27 June 2013.

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 – 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.

- Outsourced Services Scrutiny Panel's terms of reference agreed by Overview and Scrutiny Committee 20 June 2012

File Reference

None