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Guide to Overview and Scrutiny

Revised 2021

The Purpose of this Guide

This guide has been produced to provide information on Leicestershire County Council's overview and scrutiny arrangements. It is aimed at members, officers, local residents, the Council's partner organisations and other regional and local organisations and agencies. It will assist those who may be invited to attend an Overview and Scrutiny Committee meeting to give evidence and those who are simply interested in overview and scrutiny generally. More information about overview and scrutiny can be found on the Council's [website](#) and can also be obtained from the Democratic Services team by emailing democracy@leics.gov.uk or telephoning 0116 305 2583.

What is Overview and Scrutiny?

Overview and Scrutiny is a statutory function¹. It is there to ensure that non-Cabinet members of a local authority can hold the Cabinet to account for the decisions and actions it takes and that affect our communities.

Overview and Scrutiny Committees are not decision-making but they influence those that are, in particular the Council's Cabinet. They have powers to scrutinise decisions the Cabinet is planning to take, those it plans to implement and those that have already been taken/implemented. Within their terms of reference, they can consider any matter affecting the County or its inhabitants. Overview and Scrutiny Committees can also play a valuable role in developing policies.

The Health Overview and Scrutiny Committee has specific powers to review and scrutinise any matter relating to the planning, provision and operation of health services in Leicestershire. Guidance relating to health scrutiny is set out on pages 15 and 16 of this guide.

Overview and scrutiny provides opportunities for public involvement and debate. This supports a focus on local issues that affect Leicestershire residents. Within their terms of reference, overview and scrutiny committees can consider any matter affecting the County or its inhabitants.

In May 2019, new [statutory guidance for overview and scrutiny](#) was issued which sought to ensure local authorities are aware of the purpose of overview and scrutiny,

¹ Sections 9F to 9FI of the Local Government Act 2000, as amended by the Localism Act 2011. The requirement for a Health Overview and Scrutiny Committee was introduced by the Health and Social Care Act 2001 as amended by subsequent legislation.

what effective scrutiny looks like, how to conduct it effectively and the benefits it can bring. As such, it included a number of policies and practices authorities should adopt or should consider adopting when deciding how to carry out their overview and scrutiny functions.

The statutory guidance recognises that authorities approach scrutiny in different ways and have different processes and procedures in place, and that what might work well for one authority might not work well in another. This guide has been updated in the light of this statutory guidance.

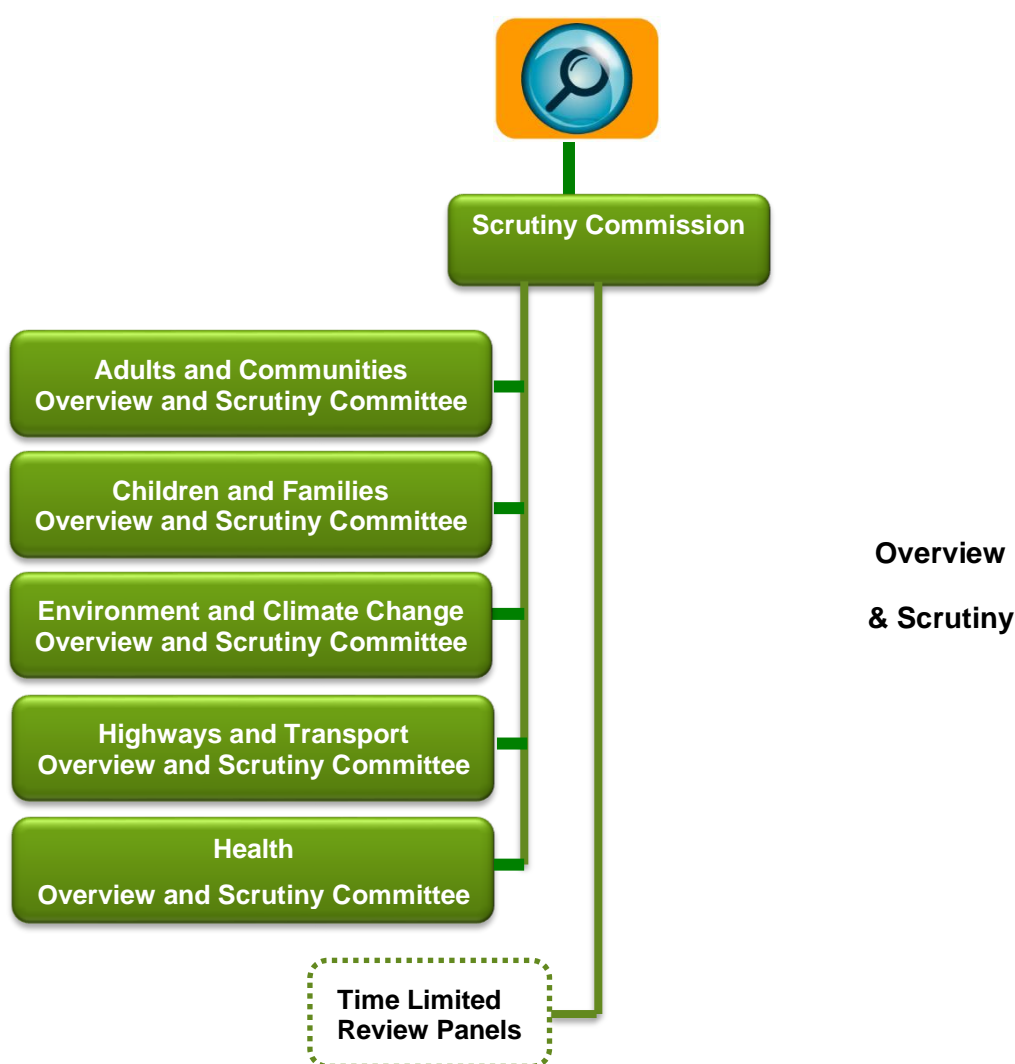
Scrutiny supports the Council by remaining focused on the four key principles of good scrutiny as defined by the Centre for Governance and Scrutiny. These are to:

- provide a constructive 'critical friend' challenge
- amplify the voices and concerns of the public
- be led by independent people who take responsibility for their role
- drive improvement in public services.

Structure of Overview and Scrutiny in Leicestershire

In Leicestershire the Council has appointed the [Scrutiny Commission](#), which is the lead Overview and Scrutiny body, and five service-based Committees as follows:

- (a) [The Adults and Communities Overview and Scrutiny Committee](#)
- (b) [The Children and Families Overview and Scrutiny Committee](#)
- (c) [The Environment and Climate Change Overview and Scrutiny Committee](#)
- (d) [The Highways and Transport Overview and Scrutiny Committee](#)
- (e) [The Health Overview and Scrutiny Committee](#)



The terms of reference for the Council’s overview and scrutiny bodies can be found in Schedule 3 to the Articles (Part 2) of the [Constitution](#). These arrangements are reviewed by the Council annually.

The Scrutiny Commission also acts as the Council’s Crime and Disorder Committee. The protocol detailing how this will work in practice is set out in Appendix E.

Membership

Overview and Scrutiny Committees are cross party and reflect the political balance of the County Council as whole. The membership of the Scrutiny Commission is set out in Article 6 of the Constitution.

Some of the Committees have additional arrangements in place, as follows:

- The Health Overview and Scrutiny Committee and the Adults and Communities Overview and Scrutiny Committee invite a representative from Healthwatch Leicester and Leicestershire to attend their meetings as a participating observer.
- Two parent governor representatives, a Church of England representative and a Roman Catholic representative are appointed to serve on the Children and Families Overview and Scrutiny Committee in accordance with statutory provisions. When the Committee is dealing with matters which do not relate to education, these representatives are not entitled to vote, although they may participate in the debate.

Chairing Arrangements

The Chairmen elect for each of the overview and scrutiny committees are named at the annual meeting of the Council. The role of the Chairman is important to the effective functioning of overview and scrutiny. The Chairman plays a leadership role as they are largely responsible for establishing its profile, influence and ways of working. The Chairman should also possess the ability to lead and build a sense of teamwork and consensus among committee members. The Chairman should pay special attention to the need to guard the committee's independence. Importantly, however, they should take care to avoid the committee being, and being viewed as, a de facto opposition to the Cabinet.

Given their pre-eminent role on the scrutiny committee, it is strongly recommended in the statutory guidance that the Chairman should not preside over scrutiny of their relatives.

Job descriptions have been created for the Scrutiny Commissioners and the Chairmen, Vice Chairmen and Group Spokespersons of overview and scrutiny committees which provide more detail on their roles. These are attached at Appendix A to this guide.

Officer Support

The Head of Law acts as the statutory scrutiny officer. His role is to:

- promote the role of the authority's overview and scrutiny committees;
- provide support to the overview and scrutiny committees and their members;
- and

- provide support and guidance to members and officers relating to the functions of the overview and scrutiny committees.

Each overview and scrutiny committee is supported by a democratic services officer. The relevant chief officer will provide support to the Chairman, Vice Chairman and Group Spokespersons, particularly in terms of agenda planning and keeping them up to date with key issues affecting the department.

The Protocol on Member/Officer relations confirms that officers will respond positively to any requests from overview and scrutiny members for appropriate information and advice relevant to an issue being considered by an overview and scrutiny committee. Officers will remain politically neutral and their advice will be impartial.

Functions of the Overview and Scrutiny Committees

Overview and Scrutiny has an important role in ensuring that the County Council's services are delivered effectively and efficiently and that they meet the needs of local people. This role can be divided into scrutiny and policy development and review, and includes the following:

Scrutiny

- (i) Review and scrutinise the decisions made by, actions taken and performance of the Cabinet and Chief Officers, both in relation to individual decisions and over time;
- (ii) Review and scrutinise the performance of the County Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) Question members of the Cabinet and senior officers about their decisions and performance, whether generally in comparison with service plans and target over a period of time or in relation to particular decisions, initiatives or projects;
- (iv) Make recommendations to the Cabinet arising from the outcome of a scrutiny process;
- (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance;
- (vi) Question and gather evidence from any person (with their consent).

Policy Development and Review²

- (i) Assist the County Council and the Cabinet in the development of its Budget and Policy Framework by in-depth analysis of policy issues;
- (ii) Conduct research, community and other consultation in the analysis of policy issues and possible options;

² In practice, policy development is often carried out by scrutiny review panels, rather than the overview and scrutiny committees themselves.

- (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) Question members of the Cabinet and Chief Officers about their views on issues and proposals affecting the County;
- (v) Liaise with other external organisations operating in the County, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

Conduct

All overview and scrutiny committee meetings will be conducted in accordance with the Overview and Scrutiny Procedure Rules and comply with the Access to Information Procedure Rules which form part of the Council's [Constitution](#).

As a general rule, Overview and Scrutiny bodies should avoid becoming involved in the following: -

- relatively minor matters or individual cases where there are other processes which can handle these more effectively (usually at officer level in the first instance);
- duplicating work which has already been commissioned;
- discussing issues which are of an overtly party political nature and should be dealt with more appropriately through formal debates at meetings of the full County Council.

Scrutiny needs to be robust and challenging and works best when undertaken in a non-aggressive way, thereby creating the optimum conditions for a constructive two-way dialogue. The process should be outcome focussed and rely on evidence rather than opinion.

All County Councillors will act in the capacity to which they are elected to the County Council and not speak on behalf of any other local authority whilst they are acting as a County Councillor. This applies when overview and scrutiny committees consider matters which also affect district councils, for example growth and associated infrastructure items.

Call-in Procedure

Overview and Scrutiny Committees also have the right to 'call in' decisions made but not yet implemented by the Cabinet. This enables them to consider whether the decision is appropriate.

Details of the Call-in of Key Decisions procedure are set out in Overview and Scrutiny Procedure Rule 9 in the Council's [Constitution](#).

Reporting to full Council

A report on the workings of the Scrutiny Commission and each Overview and Scrutiny Committee is produced for each annual period, presented to the County Council and published on the Council's website. This is also an opportunity for recommendations to be made for future work programmes.

In addition to the annual report, the Chairman of the Scrutiny Commission is able to make regular position statements to full Council to update members on scrutiny activity and ensure that full Council maintains an interest in the work of overview and scrutiny.

Public Involvement

All of the Council's Overview and Scrutiny meetings are held in public and webcast on the County Council's [YouTube channel](#).

Overview and scrutiny committees allow the public to have a greater direct say in Council matters and in areas which the Council is able to influence. Therefore, attendance and involvement of the public is actively encouraged either by asking questions or presenting petitions at meetings, provided they have followed the correct procedures.

Guidance on the procedure for submitting a question is available on the County Council's [website](#).

The County Council's petitions scheme, including details of the threshold for a petition to be considered at an overview and scrutiny committee, is set out in Part 10 of the County Council's [Constitution](#).

Appendix B to this guide sets out the protocol for witnesses who have been invited to attend an overview and scrutiny committee meeting.

Practical Considerations

Overview and Scrutiny Committees have to balance the need to examine some issues in depth whilst at the same time being able to respond within limited timescales to actions proposed by the Cabinet or the formulation of plans to be submitted to the County Council. Below are suggestions for how Committees can adopt a balanced approach to handling their workload.

Being well informed

There are a number of sources of information which can assist members in the Overview and Scrutiny process, such as:

- (i) The Forward Plan of Key Decisions to be taken by the Cabinet;
- (ii) The agenda and supporting papers for Cabinet meetings;
- (iii) Departmental Plans;
- (iv) The outcome of external evaluation e.g. Ofsted;
- (v) Performance Reports;
- (vi) Finance and risk information;
- (vii) Corporate complaints information;
- (viii) Reports and recommendations issued by the ombudsmen, particularly the Local Government and Social Care Ombudsman;
- (ix) The key plans and strategies that form the Policy Framework, including the Medium Term Financial Strategy set out in Schedule 2 to the Articles of the Constitution;
- (x) Tableau dashboards, relating to the County Council's performance, available via the Elected Member Portal which can be interrogated;
- (xi) LSR-online;
- (xii) The County Council's Research and Insight Team is able to provide support to elected members with specific research requirements.

Agenda Planning

The Scrutiny Commissioners will agree the work programme for the Scrutiny Commission.

The Chairman, Vice Chairman and Group Spokespersons for each Committee should hold regular agenda setting meetings. The Cabinet Lead Member and

relevant Officers will also attend these meetings. The Cabinet Lead Member is present by invitation only; they should not be involved in planning the work programme but they should be aware of scrutiny activity and can brief members on key issues from their perspective. Agenda Planning meetings should decide the following:

- (i) What business to include on the agenda;
- (ii) Whether the Cabinet Lead Member and/or any other Council Officers or people from other organisations should be invited to attend and for what purpose. Guidance on inviting witnesses is set out at Appendix A;
- (iii) How best to deal with large documents;
- (iv) Whether an alternative means to a meeting can be used to provide Members with information.

[Note: with the exception of officers of local NHS bodies, witnesses are under no obligation to attend Scrutiny meetings.]

Work programmes are often a combination of the following:

Pre-decision scrutiny, i.e. enabling overview and scrutiny bodies to make their views known to the Cabinet before a decision is taken;

- (i) Items suggested by officers (this is particularly the case for the Health Overview and Scrutiny Committee, where officers liaise with representatives from the relevant NHS bodies;
- (ii) Quarterly performance reports or other regular updates requested by the overview and scrutiny body;
- (iii) Items requested by members, which could include topics of public concern.

When considering whether an item should be included in the work programme, the kind of questions members should consider might include:

- Do we understand the benefits scrutiny would bring to this issue?
- How could we best carry out work on this subject?
- What would be the best outcome of this work?
- How would this work engage with the activity of the Cabinet and other decision-makers, including partners?

The Centre for Governance and Scrutiny has produced the following table which will help the Chairman, Vice Chairman and Group Spokespersons for each Committee to develop a high quality work programme:

High Quality Work Programme	Low Quality Work Programme
<ul style="list-style-type: none"> • Clear ownership and direction by Chair/Lead members • Focus on scrutiny role • Focus on outcomes • Prioritised • Clear about how work will lead to outcomes • Internal and external scrutiny 	<ul style="list-style-type: none"> • Development 'by committee' • A wish list of topics • No real work prioritisation • Focused on review of council services – internally focused • No impact

Carrying out Work

There are several ways in which a Committee can choose to carry out its work:

- (a) As a single item on a committee agenda – this often presents a limited opportunity for effective scrutiny, but may be appropriate for some issues or where the committee wants to maintain a formal watching brief over a given issue;
- (b) At a single meeting – which could be a committee meeting or something less formal. This can provide an opportunity to have a single public meeting about a given subject, or to have a meeting at which evidence is taken from a number of witnesses;
- (c) At a task and finish panel of two or three meetings – short, sharp scrutiny reviews are likely to be most effective even for complex topics. Properly focused, they ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less. The recommendations from such a Panel may be considered directly by officers following consultation with the Cabinet Lead Member;
- (d) Via a longer-term task and finish scrutiny review panel – the 'traditional' task and finish model – with perhaps six or seven meetings spread over a number of months – is still appropriate when scrutiny needs to dig into a complex topic in significant detail. However, the resource implications of such work, and its length, can make it unattractive for all but the most complex matters;
- (e) By establishing a 'standing panel' – this falls short of establishing a whole new committee but may reflect a necessity to keep a watching brief over a critical

local issue, especially where members feel they need to convene regularly to carry out that oversight. Again, the resource implications of this approach mean that it will be rarely used;

- (f) By holding a workshop or briefing for members of an Overview and Scrutiny Committee to enable them to focus on a specific issue, hear from a range of witnesses and participate in question and answer sessions. Workshops can be either formal or informal.

The Chairman, Vice Chairman and Group Spokespersons of a Committee should consider all options when discussing the work programme for their Overview and Scrutiny Committee. More detail on how a scrutiny review panel should operate is set out at pages 17 and 18 of this guide. The statutory guidance for overview and scrutiny also contains useful suggestions for how an overview and scrutiny committee could conduct an evidence session.

Outcomes from the Meeting

The Chairman should seek to ensure that consensus is achieved and that a clear and understandable conclusion has been reached, particularly if issues are being referred to the Cabinet.

If the Committee has identified actions that it feels should be carried out, it needs to make specific recommendations, with timescales.

The Committee should also consider putting in place defined and proportionate further oversight mechanisms for assuring performance.

Health Overview and Scrutiny

The Committee is responsible for reviewing and scrutinising any matter relating to the planning, provision and operation of health services within the area administered by the County Council. Appendix D sets out the relevant NHS bodies and health service providers that fall within the remit of the Committee. It is intended that Health Overview and Scrutiny Committees act as a lever to improve the health of local people, ensuring that the needs of local people are considered as an integral part of the delivery and development of health services. This includes:

- (i) Arrangements made by relevant NHS bodies or relevant health service providers to secure hospital and community health services for the inhabitants of the area and the services that are provided;
- (ii) Arrangements made for public health, health promotion and health improvement (including addressing health inequalities) in the area;
- (iii) The planning of health services by relevant NHS bodies or relevant health service providers including plans made in co-operation with local authorities setting out a strategy for improving both the health of the local population and the provision of health care to that population;
- (iv) Arrangements made by relevant NHS bodies or relevant health service providers for consulting and involving patients and the public under the duties placed upon them;
- (v) Any matter referred to the committee by the local Healthwatch;
- (vi) Responding to consultation from a relevant NHS body or relevant health service provider on a particular issue including proposals for a substantial development of the health service or a substantial variation in the provision of such service (in the latter circumstance it may be necessary for the response to be made through a joint overview and scrutiny committee).

The Health Overview and Scrutiny Committee's role is to recommend actions to the NHS and other bodies providing health services, to which they must respond.

Where it is considering a proposal for a substantial development or variation to service, the County Council can refer the proposals to the Secretary of State if it considers:

- The consultation has been inadequate in relation to the content or the amount of time allowed;

- The NHS body has given inadequate reasons where it has not consulted for reasons of urgency relating to the safety or welfare of patients or staff; or
- A proposal would not be in the interests of the health service in the area.

Whilst the County Council has delegated its health scrutiny functions to the Health Overview and Scrutiny Committee, the power to make a referral to the Secretary of State has not been delegated therefore this decision would have to be made by full Council.

The Health Overview and Scrutiny Committee should try wherever possible to avoid duplication with either the work of local Healthwatch or the Health and Wellbeing Board. A protocol clarifying the relationship between the three bodies is attached at Appendix C.

The Committee carries out its functions by conducting research, requesting reports and information from the relevant health bodies, requesting the attendance of representatives of those bodies at public meetings, questioning them and gathering evidence. At the public meetings the Committee also considers questions from the public and obtains the information to answer them from the relevant bodies.

Joint Scrutiny

Regulation 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 states that local authorities may appoint a joint health scrutiny committee to carry out all or specified health scrutiny functions, for example health scrutiny in relation to health issues that cross local authority boundaries. The Leicestershire, Leicester and Rutland Joint Health Scrutiny Committee is made up of members from Leicestershire County Council, Leicester City Council and Rutland County Council. The Joint Committee is the appropriate body to be consulted by NHS England on any proposals in accordance with Regulation 30 of the Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

From May 2021 to April 2023 the Joint Committee is chaired by a member of Leicester City Council. The administration of the Committee is also carried out by the City Council.

Scrutiny Review Panels

Specifically targeted reviews on issues identified as requiring special attention can be undertaken by Scrutiny Review Panels.

Establishing a Panel

Subjects for review are usually put forward by County Councillors to the Scrutiny Commissioners who decide what topics should be looked at. The process for establishing Scrutiny Review Panels involves:

- (i) Considering why a review is necessary;
- (ii) Identifying the scope of the review and the desired outcomes;
- (iii) Producing a timescale for completing the review;
- (iv) Stakeholder mapping;
- (v) Assessing resource requirements.

Review Panels are resource intensive so it is important that both the need for a review and the existing level of Scrutiny activity is looked at critically.

The Process of a Panel

The process for undertaking a review usually consists of the following, although this will largely depend on the topic and timescales:

- (i) Planning the review and familiarisation with the topic;
- (ii) Gathering evidence;
- (iii) Deliberation and evaluation of options;
- (iv) Formulate recommendations and agree final report.

Scrutiny Review Panels are time-limited projects that look at issues in detail. It is possible for reviews to be undertaken in a single day or other shortened time period, if this is considered to be appropriate to the topic of the review.

Panel meetings are generally held in public with the option for the Panel to move into private session where appropriate such as during evidence gathering, assessment of evidence gathered and deliberations on key conclusions. The agenda for the panel meetings will be published on the Council's website prior to the meeting taking place.

Membership of a Panel

Appointments of members to Review Panels will be a matter for the political groups and will be subject to political proportionality wherever possible. There is no provision for the appointment of substitutes, due to the narrow focus of Review

Panels and the requirement for members to develop a certain amount of expertise in the topic in order to inform the final report and recommendations.

The appointment of the Chairmen of a Scrutiny Review Panel will be a matter for each Panel to determine amongst its membership and will be agreed at the first meeting of the Review Panel.

Panel Findings

On completion of its work the Panel will produce a report of its findings to be submitted to the relevant Overview and Scrutiny Committee; this report will be made available to the public as part of the Committee papers. The Overview and Scrutiny Committee will consider the report and forward it to the Cabinet, together with any comments it wishes to make. It should also agree a timetable for progress reporting and ensure that timetables are adhered to.

Where a Review Panel is making recommendations which will result in significant additional expenditure, the Panel should also give some indication as to how the recommendations are to be funded.

Questioning by Members of Overview and Scrutiny

The ability to ask good, pertinent questions lies at the heart of successful and effective scrutiny. To support members with this, a range of resources, including guides to questioning, are available via the Centre for Governance Scrutiny website www.cfgs.org.uk. The following questions have been agreed by Scrutiny members as a good starting point for developing questions:

- Who was consulted and what were they consulted on? What is the process for and quality of the consultation?
- How have the voices of local people and frontline staff been heard?
- What does success look like?
- What is the history of the service and what will be different this time?
- What happens once the money is spent?
- If the service model is changing, has the previous service model been evaluated?
- What evaluation arrangements are in place – will there be an annual review?

Members are reminded that, to ensure questioning during meetings remains appropriately focused that:

- (a) they can use the officer contact details at the bottom of each report to ask questions of clarification or raise any related patch issues which might not be best addressed through the formal meeting;
- (b) they must speak only as a County Councillor and not on behalf of any other local authority when considering matters which also affect district or parish/town councils (see Articles 2.03(b) of the Council's Constitution).

This checklist of questions is attached to the agenda for all Overview and Scrutiny Committee meetings.

The Centre for Governance and Scrutiny has also produced a briefing on questioning skills which can be viewed via <http://www.cfgs.org.uk/wp-content/uploads/Questioning-Skills.pdf>

APPENDIX A

Job Description for Overview and Scrutiny Commissioners³

The Commissioners have a particular responsibility to ensure that the general role and specific functions of Overview and Scrutiny which are set out in the Council's Constitution are discharged effectively.

In order to achieve this, the Commissioners should:

- a) be responsible for ensuring the effective discharge of the Overview and Scrutiny function by means of promoting and encouraging debate which is both challenging and constructive leading to conclusions which are clear, understandable and supported by well argued reasons;
- b) keep in touch with issues being considered at Cabinet meetings;
- c) be proactive in identifying potential sources of relevant information which may be used in judging the performance of the Council, for example by looking at views expressed by users and the public and information arising from any external examination of the Authority;
- d) monitor and review methods of working within Scrutiny and make recommendations on possible changes;
- e) monitor developments and consider lessons learnt from guidance, inspections and research undertaken at a national or local level and report to the Scrutiny Commission on revised working methods;
- f) ensure that Overview and Scrutiny plays a proactive role in performance management and policy development;
- g) engage partner agencies to promote a constructive approach to overview and scrutiny;
- h) encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters where appropriate;
- i) ensure that the focus of investigations is on how the Council and partners are performing and delivering services, issues emerging as concerns of local people and best practice elsewhere;

³ Approved by the Scrutiny Commissioners on 28 July 2021.

- j) take the lead in identifying issues for detailed consideration, the scope of any investigation or review and determine the method for undertaking such reviews/investigations and share the chairing of any panels established by the Commission;
- k) ensure that recommendations arising from issues considered at Scrutiny are followed up;
- l) to act as Scrutiny Champions within the Council and be responsible for assisting and mentoring members of their Political Group;
- m) ensure that they are aware of significant issues which are debated at Overview and Scrutiny meetings and the outcomes of that process in the light of the need to maintain a critical but constructive relationship with the Cabinet and external bodies;
- n) advise the Member Learning and Development Working Party on all issues of member training of Scrutiny members and the future development of Scrutiny;
- o) oversee the preparation (on behalf of all Overview and Scrutiny bodies) of an annual report on activities undertaken by those bodies. *[Note: The Annual report is to be agreed by the Scrutiny Commission prior to presentation to the Council];*
- p) keep in touch with the Forward Plan of Key Decisions;
- q) liaise with the Executive on management of business and in relation to reviews/investigations to ensure that duplication of effort is avoided.

Note: Members are reminded that, in the discharge of their duties as Commissioners, they must follow the various codes of practice and standards of behaviour laid down by the Council, including the Code of Corporate Governance.

Job Description for Overview and Scrutiny Committee Chairmen, Deputy Chairmen and Spokespersons

The Chairmen, Deputy Chairmen and Spokespersons of Overview and Scrutiny Committees have a particular responsibility to ensure that their respective Committees discharge their general role and specific functions which are set out in the Council's Constitution.

In order to achieve this, the **Chairmen, Deputy Chairmen and Spokespersons should:**

- a) be responsible for ensuring the efficient management and co-ordination of the Committee's work programme by way of regular agenda planning meetings;
- b) consider whether it will be appropriate to invite Cabinet members, other members, officers, or representatives of external bodies to attend to assist overview and scrutiny committees in their deliberations;
- c) develop constructive relationships with relevant Cabinet Lead Members and chief officers through discussions at regular agenda planning meetings;
- d) develop a clear understanding of the Committees terms of reference and the scope and range of services for which it is responsible;
- e) ensure that they are familiar with the general nature and content of plans and strategies within the Policy Framework as set out in to the Council's Constitution which are of particular relevance to the work of the Committee and consider how scrutiny of these plans can most effectively be undertaken through adopting a selective approach;
- f) be proactive about keeping up to date with service and corporate developments, e.g. through regular discussions with chief officers at agenda planning meetings;
- g) engage partner agencies to promote a constructive approach to overview and scrutiny;
- h) encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in overview and scrutiny matters where appropriate;
- i) be proactive in identifying potential sources of relevant information which may be used in judging the performance of the Authority, for example by looking at

views expressed by users and the public and information arising from any external examination of the Authority;

- j) liaise and communicate with relevant officers, particularly overview and scrutiny officers, to make sure the receipt of appropriate advice to inform effective overview and scrutiny;
- k) take the lead in identifying appropriate ways of reporting issues to overview and scrutiny committees with a view to stimulating debate;
- l) take the lead in identifying issues which may merit detailed examination and refer such matters to the Scrutiny Commission;
- m) take action on behalf of the Committee in commenting on matters referred from the Cabinet which are of an urgent nature;
- n) take the lead in preparing the annual report on the work undertaken by them and the Committee for submission to the Scrutiny Commissioners who have the responsibility for producing a single annual report on behalf of all Overview and Scrutiny Committees;
- o) monitor and review methods of working and make recommendations on possible changes;
- p) follow the various codes of practice and standards of behaviour laid down by the Council, including the Code of Corporate Governance;

In addition to the above, the Chairmen will also have a specific role to: -

- q) ensure the effective discharge of the overview and scrutiny function by means of encouraging rigorous debate at Committees which is analytical, challenging and constructive, leading to conclusions which are clear, understandable and supported by well argued reasons.

APPENDIX B

Protocol for Witnesses attending Overview and Scrutiny Committee Meetings

The purpose of this protocol is to set out what the County Council will do to advise and support witnesses who have been invited to attend a meeting of an Overview and Scrutiny Committee or a Scrutiny Review Panel.

The process is as follows:-

1. The witness will be advised of the time, date and location of the meeting to which they have been invited to give evidence.
2. The witness will be made aware of the reasons for the invitation and of any documents that the Committee or Panel may wish the witness to provide at the meeting.
3. The witness will be given reasonable notice of all the Committee or Panel's requirements so that these can be provided for in full at the earliest opportunity.
4. The witness will be provided with copies of all relevant reports, papers and background information.
5. Practical arrangements, such as facilities for PowerPoint or other forms of presentation will be in place. The layout of the meeting room will be appropriate.
6. The Chairman of the Committee or Panel will introduce him/herself to the witness before evidence is given.
7. All witnesses will be treated with courtesy and respect. The Chairman of the Committee or Panel will make sure that all questions put to the witness are made in a clear and orderly manner.
8. The witness will be written to after the meeting. Where appropriate, they will be informed of the outcome of the discussion.

Guidance Notes for Witnesses

1. *Attending Meetings at County Hall*

Most of the Council's scrutiny meetings are held at County Hall, Glenfield. A location map is attached. If you are travelling to County Hall by car, please inform the Democratic Services Officer supporting the Committee and they will arrange for a parking space to be provided for you on the visitor's car park. You should report to the main reception area on your arrival and you will then be issued with an identity badge and directed to the meeting room.

2. *Who will be at the meeting?*

Overview and Scrutiny Committee meetings are normally held in public, which means that there may be members of the public and representatives from the press present. The members of the Committee are elected County Councillors, although the Children and Families Overview and Scrutiny Committee also includes four co-opted members (non-councillors) who represent the local Church of England and Roman Catholic dioceses and parent governors of schools. A number of County Council officers will be present, including the Democratic Services Officer with whom you will have had contact about attending the meeting.

Scrutiny Review Panel meetings are normally held in public, which means that there may be members of the public and representatives from the press present; however, the Panel may agree to question you in private if you specifically request to do so because, for example, you may reveal exempt, confidential or commercially sensitive information during the discussion. The Democratic Services Officer will have discussed this with you when the initiation to attend was sent. The members of the Panel are elected County Councillors and a number of County Council officers will be present, including the Democratic Services Officer.

3. *What happens when I arrive to attend the meeting?*

When you arrive at the meeting room you will normally be met by the Democratic Services Officer, who will have contacted you before the meeting to confirm the arrangements. The Democratic Services Officer will explain the meeting arrangements and give you an indication of when your evidence will be heard and check any final arrangements with you for your presentation. If you have any questions or concerns about the arrangements do raise them with the Democratic Services Officer, preferably before you come to the meeting. The Chairman of the Committee or Panel will introduce him/herself to you before you give your evidence.

4. *What happens when I give my presentation?*

The Chairman of the Committee or Panel is responsible for deciding the order of proceedings, including arrangements for you to present information to the meeting.

Overview and Scrutiny Committee

You will normally be asked to make your presentation or, if you have provided information in a written form to the Committee, to introduce and expand on that report. Members of the Committee may ask you questions. These will be orderly and respectful, as directed by the Chairman. You are welcome to attend for the entire meeting or you can leave as soon as you have given your presentation and answered any questions.

The minutes of Overview and Scrutiny Committee meetings, which will include a summary of the main points raised in discussion, will be a public document.

Scrutiny Review Panel

You may be asked to make your presentation or, if you have provided information in a written form to the Panel, to introduce and expand on that report. Members of the Panel will ask you questions. These will be orderly and respectful, as directed by the Chairman.

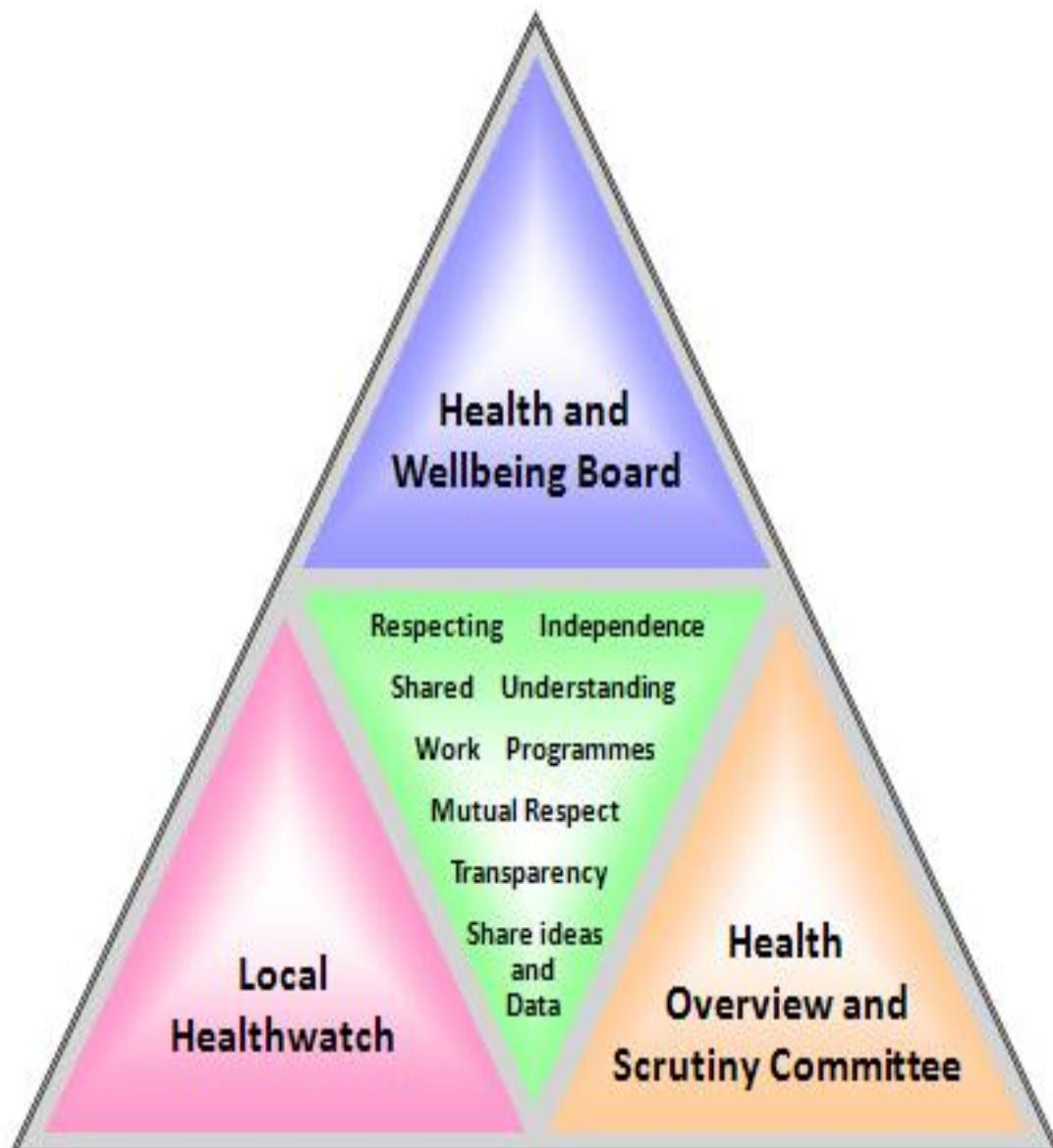
If you are giving evidence at a public meeting, the Panel will prepare in advance, in broad terms, the issues they would wish to explore with you at the meeting. These will be forwarded to you by the Democratic Services Officer. Please note that there may be supplementary or additional questions which may arise during the course of the discussions.

The note of proceedings produced will be agreed with you prior to publication. This will also apply to meetings held in private.

APPENDIX C



WORKING TOGETHER TO IMPROVE OUTCOMES FOR THE PEOPLE OF LEICESTERSHIRE



PROTOCOL BETWEEN THE LEICESTERSHIRE HEALTH AND WELLBEING BOARD, THE LEICESTERSHIRE COUNTY COUNCIL HEALTH OVERVIEW AND SCRUTINY COMMITTEE AND THE LOCAL HEALTHWATCH PROVIDER

DATE 24 JULY 2017

This protocol concerns the relationship between the Leicestershire Health and Wellbeing Board, the County Council Health Overview and Scrutiny Committee and the local Healthwatch provider. Its purpose is to ensure that:-

- (i) Mechanisms are put in place for exchanging information and work programmes so that issues of mutual concern/interest are recognised at an early stage and dealt with in a spirit of co-operation and in a way that ensures the individual responsibilities of the Health and Wellbeing Board, the Health Overview and Scrutiny Committee and the local Healthwatch provider are managed;
- (ii) There is a shared understanding of the process of referrals and exchange of information and that arrangements are in place for dealing with these;
- (iii) There is a shared understanding of the roles and responsibilities of the three bodies when considering items of strategic significance.

.....
**Chairman of the
Health and Wellbeing
Board**

.....
**Chairman of the
Health Overview
and Scrutiny
Committee**

.....
**Chairman of
the
Healthwatch
Board**

DATE/...../2017

ROLE OF THE HEALTH AND WELLBEING BOARD

The membership of the Health and Wellbeing Board (the Board) is set out in the Health and Social Care Act 2012 and comprises elected members, County Council officers and representatives of partner organisations.

The Board has been appointed by the County Council as a subcommittee of the Executive to:-

- (i) Discharge directly the functions conferred on the County Council by Sections 195 and 196 of the Health and Social Care Act 2012 or such other legislation as may be in force for the time being;
- (ii) Carry out such other functions as the County Council's Executive may permit.

[Note: the County Council's Executive function of approving the Better Care Fund and Plans arising from its use has been delegated to the Health and Wellbeing Board.]

The main role and functions of the Board are:-

The Health and Wellbeing Board shall have the following general role and function:-

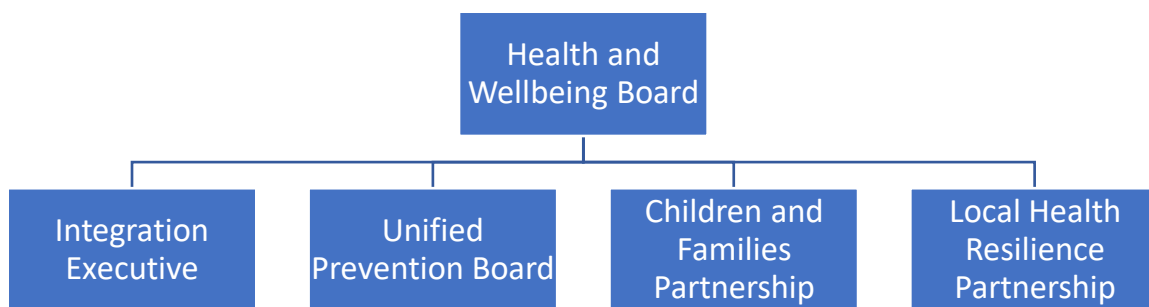
To lead and direct work to improve the health and wellbeing of the population of Leicestershire through the development of improved and integrated health and social care services by:-

1. Identifying needs and priorities across Leicestershire (the Place), and publishing and refreshing the Leicestershire Joint Strategic Needs Assessment (JSNA) and PNA so that future commissioning/policy decisions and priorities are based on evidence.
2. Preparing and publishing a Joint Health and Wellbeing Strategy and Plan on behalf of the County Council and its partner clinical commissioning group(s) so that work is done across the Place to meet the needs identified in the JSNA in a co-ordinated, planned and measurable way.
3. In conjunction with all partners, communicating and engaging with local people in how they can achieve the best possible quality of life and be supported to exercise choice and control over their personal health and wellbeing.
4. Approving the Better Care Fund Plan including a pooled budget used to transform local services so people are provided with better integrated care and support together with proposals for its implementation.

5. Having oversight of the use of relevant public sector resources to identify opportunities for the further integration of health and social care services within the Place.

For more information regarding the working arrangements of the Board please visit <http://www.healthandcareleicestershire.co.uk/health-and-wellbeing-board/>

The Health and Wellbeing Board substructure is set out below:-



ROLE OF THE HEALTH OVERVIEW AND SCRUTINY COMMITTEE

The Health Overview and Scrutiny Committee (the Committee) is a County Council Committee comprising democratically elected members. It acts as a lever to improve the health of local people and ensure that the needs of local people are considered as an integral part of the delivery and development of health services. It is also responsible for reviewing and scrutinising any matter relating to the planning, provision and operation of health services within the geographical area administered by the County Council.

The role of the Committee is:-

1. To scrutinise the executive functions of the County Council in relation to public health.
2. To monitor the performance of the Health and Wellbeing Board in respect of the executive functions outlined in 1. above and any other partnerships as appropriate that are associated with those functions.
3. To scrutinise the exercise by health bodies of functions, which affect the area of the County Council.
4. To make arrangements for responding to consultation by local health bodies for substantial development of the health service or substantial variation in the provision of such services save where these are dealt with through a joint committee with other Social Services authorities.

To do this the Committee will:-

- Identify gaps in patient pathways;
- Focus on patient experience;
- Consider the impact of major service changes;
- Ensure value for money;
- Question Senior Managers of relevant NHS bodies and relevant health service providers.

In undertaking the above, the Committee will work with the relevant regulatory bodies and with the local Healthwatch provider which also has a monitoring role.

The Committee recognises the strategic role of the Health and Wellbeing Board and the importance of its own role in scrutinising and supporting the work of that Board; to this end, it strongly recognises the importance of the scrutiny of outcomes and the impact on patient experiences, which in turn will help inform commissioning decisions.

For more information regarding the operation of the County Council's Overview and Scrutiny bodies please visit <https://www.leicestershire.gov.uk/about-the-council/how-the-council-works/overview-and-scrutiny/scrutiny-commission-and-committees>

ROLE OF HEALTHWATCH

Each top tier Local Authority has the statutory responsibility for ensuring a Local Healthwatch service is available in their area. Leicestershire County Council has currently commissioned Healthwatch Leicestershire (the local Healthwatch provider), which will not only work in the County, but also with neighbouring Local Healthwatches where it is necessary in relation to services covering a wider area.

Whilst recognising its independent role, the local Healthwatch provider, by virtue of the fact that it has representation on the Health and Wellbeing Board and is a participating observer of the Clinical Commissioning Group Boards, will need to engage in a constructive way with key commissioning bodies.

The Key Roles of the local Healthwatch provider will be to:

- Be a consumer champion for Health and Social Care;
- Engage with local communities, including those who are vulnerable or often unheard;
- Engage with the voluntary sector and patient led groups;
- Monitor, review and challenge the commissioning and provision of health and social care services ;
- Provide a signposting service to give information and help the public to find out about the care choices available to them;
- Provide information to service providers on public and patient experiences and hold service providers to account;
- Represent the views of people who use services, carers and the public on the Health and Wellbeing Board;
- Report concerns about the quality of health care to Healthwatch England who can then recommend that the Care Quality Commission take action.

To carry out these roles, the local Healthwatch provider will:-

- Collect and share relevant public opinions/experiences in an evidence based approach;
- Have oversight of trends and local issues;
- Access the Healthwatch England repository of information;
- Consider service changes;
- Exercise its statutory Enter and View power;
- Hold regular discussions with commissioners and providers.

For more information about the role and function of the local Healthwatch provider please visit <http://www.healthwatchleicestershire.co.uk/>

WORKING PRINCIPLES

Given the common aims of the Health and Wellbeing Board, the Health Overview and Scrutiny Committee and the local Healthwatch provider are to improve health outcomes and ensure the commissioning and delivery of high quality, appropriate and efficient services, it is vital that they:-

- (i) Work in a climate of mutual respect, courtesy and transparency in partnership;
- (ii) Have a shared understanding of their respective roles, responsibilities, priorities and different perspectives;
- (iii) Promote and foster an open relationship where issues of common interest and concern are shared and challenged in a constructive and mutually supportive way;
- (iv) Share work programmes and information or data they have obtained to avoid the unnecessary duplication of effort;
- (v) Work with other parts of the health and care economy where needed for regional and sub-regional matters

Whilst recognising the common aims and the need for closer working, it is important to remember that the Health and Wellbeing Board, the Health Overview and Scrutiny Committee and the local Healthwatch provider are independent bodies and have autonomy over their work programmes, methods of working and any views or conclusions they may reach. This protocol will not preclude any individual body from working with any other local, regional or national organisation to deliver their aims. There may be occasions when any of the three bodies has a different perspective on an issue arrived at due to the different roles. A mutual respect for the different opinions will be held by all.

NHS Structures

The local NHS bodies in the Leicestershire area are:-

- University Hospitals of Leicester NHS Trust;
- Leicestershire Partnership NHS Trust;
- East Midlands Ambulance Service NHS Trust;
- East Leicestershire and Rutland Clinical Commissioning Group and West Leicestershire Clinical Commissioning Group (who along with Leicester City Clinical Commissioning Group are overseen by a Joint Chief Executive. It is proposed to enact the establishment of a single CCG on 1st April 2022 if primary legislation is not in place to allow the CCGs to move straight to an Integrated Care System (ICS) – see below).

Primary Care Network

A Primary Care Network (PCN) is a group of GP practices that agree to work together with other practices in their local area to provide the care patients need, in better ways. By working together, it is expected they will be able to make resources go further and care for patients more creatively. Each PCN will look after between 30,000 and 50,000 patients, but there may be some with more or less patients than that. GP practices will remain independent. Patients will continue to be registered at their existing GP practice and it will still be the main point of contact for their care. GP practices will work with other health, social care and voluntary sector professionals to plan and join up patients' care. These wider teams will include pharmacists, district nurses and specialists who care for certain types of conditions or groups of patients with particular needs.

Integrated Care Systems

In its Long Term Plan, NHS England made a commitment to deliver Integrated Care Systems (ICS) by April 2021. This means more collaborative system working between GP practices, health partners, social care, voluntary sector and local authorities. The purpose of an ICS is to build capability in the system and improve services at three levels:

- System;
- Place;

- Neighbourhood (locality/network level).

PCNs will become the basis for neighbourhoods, defined populations and geographies, around which integrated care between local hospitals and local authorities, primary care, community health and the third sector, can be planned and delivered.

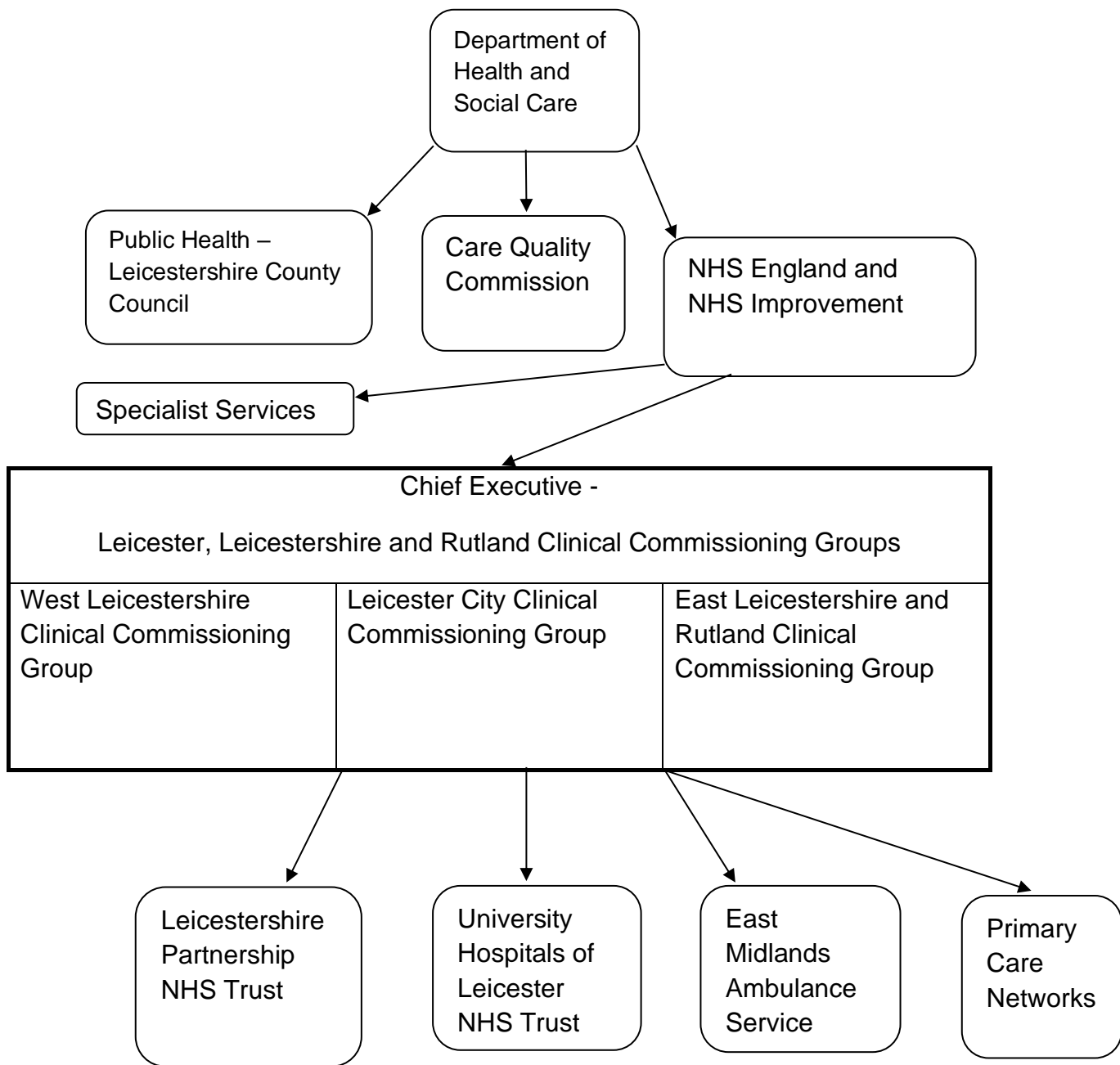
Care Quality Commission

The Care Quality Commission (CQC) is an independent regulator that carries out inspections and monitoring of all health and adult social care service providers in England and ensures that standards are being met. The CQC publishes inspection reports of providers which can be used by the Health Overview and Scrutiny Committee to decide which areas require further scrutiny and reassurance.

NHS England and NHS Improvement

NHS England and NHS Improvement work together as a single organisation to better support the NHS to deliver improved care for patients. The organisation is responsible for providing national direction on service improvement and transformation, governance and accountability, standards of best practice, and quality of data and information. There are seven regional teams that support the commissioning of healthcare services for different parts of the country. Regional NHS England and NHS Improvement teams are responsible for the quality, financial and operational performance of all NHS organisations in their region. Increasingly, they are working with local systems (ICSs/STPs) to oversee performance, support their development and make interventions when necessary. Leicestershire comes under NHS England and NHS Improvement – Midlands.

The following diagram demonstrates how the funding in the NHS flows and how the different NHS bodies are accountable to each other.



APPENDIX E

Protocol for the Scrutiny of Crime and Disorder and Community Safety Issues

Background

Leicestershire County Council is designated a responsible authority for managing crime and disorder, substance misuse and reoffending within its area alongside district councils, Fire and Rescue, the East and West Leicestershire Clinical Commissioning Groups, Police and Probation Services.

The Crime and Disorder Act 1998 (as amended), as well as the Police and Justice Act 2006 and the Police Reform and Social Responsibility Act 2011, sets out the key responsibilities for all such responsible authorities in relation to crime and disorder and community safety matters. Collectively this legislation places a duty on these agencies to work together and to form partnerships at both a district and county level with a view to reducing crime and disorder and promoting community safety in their area.

The Police Reform and Social Responsibility Act 2011 saw the introduction of Police and Crime Commissioners who are elected representatives that oversee how crime is tackled by the police in a police force area. Whilst Police and Crime Commissioners are not a 'responsible authority' in legislation, there is a duty of mutual co-operation and they are therefore a key stakeholder in local community safety partnership arrangements.

Current Landscape

Local Community Safety Partnerships

The 1998 Act (as amended) established Community Safety Partnerships (CSPs) which are an alliance of those authorities with responsibility of reducing crime and disorder, substance misuse and re-offending within a set locality. District councils have responsibility for establishing these partnerships.

In Leicestershire there are six CSPs based on District and Borough geographical areas which includes one merged CSP for Blaby District and Hinckley and Bosworth Borough.

Each CSP is responsible for introducing its own local Community Safety Plan. Scrutiny of local CSPs and local Community Safety Plans are a matter for district council scrutiny bodies.

The Leicestershire Safer Communities Strategy Board (LSCSB)

The 2006 Act requires County Councils in two-tier areas to set up county-level Crime and Disorder Strategy Groups to provide strategic leadership and direction on community safety matters across the region. In Leicestershire, this is the Leicestershire Safer Communities Strategy Board (LSCSB) which is chaired by the County Council's Lead Member for Children and Families and Community Safety. Other Board members include the chairs from each of the CSPs, senior representatives from the other responsible authorities, the Police and Crime Commissioner and their Chief Executive.

The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 requires the strategic group to produce a Community Safety Agreement. This sets out how the police, local authorities, fire and rescue, probation services, health and third sector partners will work together in partnership, to identify and address shared priorities to prevent and mitigate the effects of crime and disorder and ensure safer communities across the County.

The Leicestershire Domestic Abuse Partnership Board

The Domestic Abuse Act 2021(DA) requires relevant local authorities (defined in the Act as the County Council) to set up a Local DA Partnership Board. In Leicestershire, this Board will meet on the same day as the LSCSB as the membership is the same, except for the statutory requirement in the case of the DA Partnership to include persons representing the interests of the victims of DA and their children. The membership will be extended to include authentic victim voice.

The County Council and its Community Safety Team

The County Council's Community Safety Team (CST) within the Children and Family Services Department, plays a pivotal role in co-ordinating the work of the LSCSB. It also has statutory duties around Counter Terrorism (Prevent) and Domestic Abuse; further duties are on the horizon (subject to the enactment of the Police, Crime, Sentencing and Courts Bill 2021) for the multi- agency approach to the reduction of Serious Violence.

The CST also leads and co-ordinates operational planning across the County on several areas linked to crime and disorder, including co-ordinating standards,

commissioning, joint working arrangements, priority setting, data sharing, training, and joint working arrangements linked to anti-social behaviour, Prevent activity (related to counter terrorism), hate crime, serious violence and domestic abuse.

The County Council has in place a Community Safety Strategy which sets out its responsibilities in relation to crime and disorder and priorities agreed by CSPs, the LSCSB, the PCC and other statutory agencies with whom the Council works. This Strategy also links crime and disorder related priorities to the strategic priorities identified and being delivered within the County Council's wider Strategic Plan. Scrutiny of this Strategy is a matter for the County Council's Scrutiny Commission.

The Police and Crime Commissioner and Police and Crime Panel

The Police Reform and Social Responsibility Act 2011 introduced Police and Crime Commissioners (PCCs) who are responsible for holding the Chief Constable to account, securing an efficient and effective local police force and carrying out functions in relation to community safety and crime.

The PCC must introduce a force-wide (Leicester, Leicestershire and Rutland) Police and Crime Plan focused on reducing crime and disorder in the region. Scrutiny of this Plan is a matter for the Police and Crime Panel.

Police and Crime Panels (PCPs) were introduced by the 2011 Act. In Leicestershire this is a joint Leicester City, Leicestershire and Rutland Police and Crime Panel which consists of elected members representing Leicester City, Leicestershire County, Rutland County and Leicestershire district councils, as well as two independent co-opted members. The County Council's representative on the Panel is the Cabinet Lead Member for Children and Family Services and Community Safety, who is also the chair of the Panel. The Panel is responsible for scrutinising and holding to account the PCC, scrutinising their precepts, as well as their police and crime plan, and for reviewing their annual performance reports.

Overlapping of responsibilities

The 2011 Act places a mutual duty on PCCs and responsible authorities in CSPs to cooperate to reduce crime, disorder and reoffending. This reciprocal duty requires the PCC's police and crime plan to have regard to the priorities of each CSP and in turn CSPs must have regard to the priorities established by the PCC in their police and crime plan.

The emphasis of the County Council's Community Safety Strategy is to continue to build strong partnerships across Leicestershire to enable agencies to work with the public, identify collective priorities, and introduce effective strategies to collectively combat crime and disorder. The PCC's Police and Crime Plan and CSP plans will often share priorities and include ways in which CSPs can work with PCCs to deliver actions. This will similarly be captured and reflected within the County Council's own Community Safety Strategy and affect its work as the lead authority in co-ordinating the work of the LSCSB and the development of its Community Safety Agreement.

Responsibility of the County Council's Scrutiny Commission and arrangements agreed with the County Council's representative on the PCP and the LSCSB

Section 19 of the Police and Justice Act 2006 requires every local authority to have a committee with power to review /scrutinise decisions or actions connected to the discharge of crime and disorder functions. The County Council has designated the Scrutiny Commission as the Committee to undertake this function. As such, it has the power to review and scrutinise decisions taken by partners classed as 'responsible authorities⁴' in connection with the discharge of their crime and disorder functions.

The 2011 Act which created PCCs and PCPs did not change the legal remit of such committees. However, as the PCC is not classed in law as a 'responsible authority' on a CSP or the LSCSB, the Scrutiny Commission's remit will not extend to being able to directly scrutinise or hold the PCC to account – this is the function of the PCP.

Considering the overlapping of responsibilities and reciprocal duty to cooperate, despite their distinct functions it is inevitable that the work of the Scrutiny Commission, district council scrutiny bodies, and the PCC and PCP will overlap.

To avoid duplication of effort and resources and to ensure issues are addressed by the appropriate body, the arrangements below have been agreed with the Cabinet Lead Member for Children and Family Services and Community Safety, as the County Council's representative on the PCP and the LSCSB.

⁴ The responsible authorities are defined as the councils, Probation services, the Chief Constable, Fire and Rescue Authority and the CCGs.

The Scrutiny Commission will primarily:

- Scrutinise the County Council's delivery of its statutory responsibilities
- Act as a critical friend and provide constructive challenge at a strategic level on the County Council's approach to reducing crime and disorder through consideration of the Community Safety Strategy
- Monitor the County Council's performance against the priorities set out in its Community Safety Strategy and delivery of the Community Safety Agreement on an annual basis
- Hear from representatives of responsible authorities where appropriate on emerging threats, issues and developments of note.

The Scrutiny Commission may in discharging its responsibilities draw to the attention of the PCC, the PCP or the LSCSB:

- any issues or areas of mutual interest and concern and which it considers should be fed back to, or which would merit a discussion with the PCC, the PCP, the LSCSB or individual responsible authorities;
- any issues which it considers should be reflected in the PCC's future police and crime plan or annual precept or the work of the LSCSB.
- Such matters will be referred to the PCP and/or LSCSB through the County Council's representative on that body.

The County Council's representative on the PCP will be invited to attend meetings of the Scrutiny Commission during its consideration of the above matters and will:

- listen to and, if appropriate, participate in the deliberations of the Commission when it is discharging its crime and disorder function;
- provide an update on the work of the PCP, the key issues it has addressed and is proposing to address, and any policing, crime and/or disorder issues which might affect or be of relevance to the work of the County Council and the other responsible authorities;
- report back any issues to the PCP or the LSCSB as requested by the Scrutiny Commission and provide reciprocal feedback to the Scrutiny Commission as appropriate.
- Where the Scrutiny Commission consider that a particular issue (related to crime and disorder) would merit in depth investigation, this should be discussed with the County Council's representative on the PCP to determine which body should take lead responsibility. The scope of such a review should be considered by the Chairmen of both bodies to avoid duplication or inadvertent extension of the remit of either body.

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Overview and Scrutiny Guide

Published 28 January 2022

Democratic Services

Chief Executive's Department

Leicestershire County Council

For further details on the contents of this report please email: democracy@leics.gov.uk