

This report will be made public on 26 April 2021



Report number

**A/21/05**

**To:** Council  
**Date:** 5 May 2021  
**Status:** Non-executive decision  
**Responsible Officer:** Amandeep Khroud, Assistant Director – Governance and Law

**Subject:** Annual report of the Overview and Scrutiny Committee 2020/21 and proposed amendment to the Committee's terms of reference

**Summary:** This report sets out the work that the Overview and Scrutiny Committee and the Finance and Performance Sub-Committee have completed during 2020/2021. The report also seeks approval to revise the terms of reference of the Committee, to bring them up to date and reflect the new way of working.

**Recommendations:**

- 1. To approve and adopt the revised Terms of Reference for the Overview and Scrutiny Committee.**
- 2. To receive and note report A/21/05.**

## **1. INTRODUCTION**

- 1.1 This report sets out the work that the Overview and Scrutiny Committee have completed during the municipal year 2020/21 and proposes changes to its terms of reference to bring them up to date, and more in line with the work carried out by the Committee following the changes to its ways of working, which were agreed by the Committee at its meeting on 6 October of 2020 (minute 23).

## **2. WORK OF THE COMMITTEE FOR THE MUNICIPAL YEAR 2020/21**

- 2.1 During the 2020-21 municipal year, all meetings have been held remotely, using Zoom.
- 2.2 On 19 May 2020, the Overview and Scrutiny Committee received a presentation setting out proposals to change the way in which the Committee operated. With the broad agreement of the Committee, a subsequent report was then brought before the Committee on 6 October 2020, and the following changes were agreed:
- The creation of a Finance and Performance Scrutiny Sub-Committee;
  - The reduction in the number of meetings from 11 meetings to 6 meetings of the Overview and Scrutiny Committee, and 4 meetings of the Finance and Performance Scrutiny Sub-Committee.
  - The adoption of a Cabinet and Overview and Scrutiny Member Protocol.

In addition, the work programme for the remainder of the municipal year was recommended to Council for adoption, and subsequently approved on 21 October 2020 (minute 8).

- 2.3 Prior to these changes being agreed, the Overview and Scrutiny Committee met 4 times and considered the following items:
- Play Area Strategy 2020-2030 – Consultation Responses and outcome;
  - Community Infrastructure Levy (CIL) Governance Framework;
  - Discussion on the development of the New Corporate Plan 21-31;
  - COVID-19 response to date and recovery Plan Framework;
  - Customer Access Strategy;
  - Revised Hackney Carriage and Private Hire (Taxi) Licensing Policy;
  - Vision for the Housing Management Service
  - Draft Homelessness Prevention Strategy 2020/25;
  - Otterpool Park Business Plan – Initial Presentation;
  - Oportunitas Limited – Progress report and Business Plan 2020-2022;
  - Private Sector Housing Enforcement and Civil Penalties Policy.
- 2.4 Since the changes were agreed, a number of topics have been scrutinised by the Overview and Scrutiny Committee, including:

- On 6 October 2020, the Committee fulfilled its duty in respect of acting as the Council's Crime and Disorder Committee to review crime and disorder reports, and received an update on the Community Safety Partnership and PREVENT. At the same meeting, the Committee also considered the District Council's Potential Office relocation and the Government Consultation on the Planning White paper – 'Planning for the Future'.
- On 1 December 2020, the Committee considered the Draft Homelessness Prevention Strategy 20/25 Consultation responses, and the Draft Business Plan – Otterpool Park LLP. In respect of the Otterpool Park LLP Draft Business Plan, it was agreed that a task and finish group be created to work alongside members and officers to get the Business Plan to its best possible version prior to consideration by Cabinet in January 2021. The Task and Finish Group met on 14 December 2020 and recommended that a summary of the Business Plan be provided as part of the report to Cabinet.
- On 16 February 2021, the Committee considered and received a report on the Folkestone Town Centre Regeneration, and the Tenant Engagement Strategy and Action Plan.
- The Committee will meet on 30 March 2021 and consider the Draft Licensing Policy, and the Tenant Engagement Strategy (consultation results), as well as agreeing their Scrutiny Work programme for 21/22.

2.5 Since its creation, the Finance and Performance Scrutiny Sub-Committee has met twice, and considered the following reports:

- Key performance indicators review 20/21 and half year performance report;
- Update to the 2020/21 General Fund Budget;
- Update to the General Fund Medium Term Capital Programme;
- Briefing on the Medium Term Financial Plan.
- Draft General Fund Budget 2021/22;
- Housing Revenue Account Revenue and Capital Original Budget 2021/22;
- Update to the General Fund Medium Term Capital Programme and Budget Monitoring 2020/21;
- Treasury Management Strategy Statement and Treasury Management Monitoring Report 2021/22;
- General Fund Revenue Budget Monitoring 3<sup>rd</sup> quarter 2020/21;
- HRA budget monitoring – 3<sup>rd</sup> quarter 2020/21.

### **3. CHANGES TO THE OVERVIEW AND SCRUTINY TERMS OF REFERENCE**

3.1 In light of the changes referred to above, the terms of reference have been refreshed to reflect the way that the Committee now operates. The changes mainly involve the removal of the points which are no longer relevant, and the inclusion of points relating to task and finish groups. Members are asked to

recommend the revised Terms of Reference for adoption at the Annual meeting of the Council on 5 May 2021.

- 3.2 The revised terms of reference, showing ‘tracked changes’ are set out at Appendix 1 to this report.

#### **4. LEGAL AND FINANCE COMMENTS**

##### **4.1 Legal officer’s comments**

There are no legal comments.

##### **4.2 Finance officer’s comments (RH)**

There are no financial implications arising from this report.

##### **4.3 Diversities and equalities implications**

There are no diversity or equality implications arising directly from this report.

#### **5. CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officers prior to the meeting:

Jemma West, Committee Services Specialist  
Telephone: 01303 853369  
E-mail: [jemma.west@folkestone-hythe.gov.uk](mailto:jemma.west@folkestone-hythe.gov.uk)

The following background documents have been relied upon in the preparation of this report:

None

Appendix 1 – Draft revised terms of reference