

## Scrutiny Annual Report 2013/14 - Structure & timetable for production

Briefing note prepared by: Mike Ahuja (Head of Corporate Scrutiny & Community Outreach): 020-8379-5044

### 1. Background

- 1.1 Under the Council's Constitution, the Overview & Scrutiny Committee is required to produce and present an Annual Report to Council on the work carried out by scrutiny over the previous year.
- 1.2 The Annual Report is designed to provide a summary of key scrutiny activity and outcomes over the last year with the aim of identifying what has worked well and areas for improvement. In addition it also has a key role to play in raising awareness and the profile of the Council's scrutiny function, not only within the Authority but also amongst its external partners/stakeholders and with the public in general.
- 1.3 The 2013/14 Annual Report will be the 15<sup>th</sup> produced by Enfield Council's scrutiny function.

### 2. Format & timetable for production of the 2013/14 Annual Report

- 2.1 For the 2013/14 report, it is proposed that the Overview & Scrutiny Committee keep to the same format as before with each Panel providing a summary of the work they have completed for the year and the outcomes that have been achieved. This includes:
  - An introduction from the Chairman
  - A brief outline of Enfield's approach to Scrutiny including future challenges
  - A summary of each Panels work.
- 2.2 In addition, this year, it is proposed that we include comments from co-optees and service users and how they were engaged with the Scrutiny process.
- 2.3 Timetable:
  - (a) Overview & Scrutiny Committee to review and agree outline format and timetable for production of Annual Report and to agree that Chair/Vice Chair and Head of Corporate Scrutiny finalise draft – 27th March 2014
  - (b) Panel Support Officers to prepare final report from each Panel – March - April 2014
  - (c) Final draft of Annual Report to be agreed by Chair/Vice Chair and Head of Corporate Scrutiny.

- (d) Annual Report to be referred to the Annual Council Meeting for adoption on 11 June 2014 (1<sup>st</sup> meeting in 2014/15 Municipal Year and then published by August 2014)

#### **4. Recommendations**

Overview & Scrutiny Committee is asked:

- (1) to consider and agree the format and timetable for production of the 2013/14 Annual Report.
- (2) to consider including comments from co-optees and the community that have been engaged with the Scrutiny process.