



Executive and Scrutiny Business Reports

Co-ordinating O&S Committee, 8th November 2019

1 Purpose

- 1.1 At the Full Council meeting on 10th September 2019, members endorsed the recommendations of this Committee's inquiry into Full Council, including the following:

Recommendation 3: That the Executive report to Full Council four times a year with an Executive Business Report [as outlined in the report], to be commenced in 2019/20. The approach and timetable should be agreed with Co-ordinating O&S Committee ahead of implementation.

Recommendation 4: That Scrutiny collectively report to Full Council three times a year with a Scrutiny Business Report, as outlined above.

- 1.2 This note sets out the proposed timetable and approach to these reports.

2 Timetabling

- 2.1 A proposed timetable for Executive and Scrutiny Business Reports was set out in the report to Full Council, as below:

	Executive Business Reports	Scrutiny Business Reports
May	Annual Meeting	
June	✓	
July		✓
September	✓ (either of)	
November		✓ (either of)
December		
January	✓	
February (1)		✓
February (2)	Budget meeting	
April	✓	

- 2.2 Following the report to Full Council, the first Executive Business Report is scheduled for January 2020, and the first Scrutiny Business Report for February 2020.



3 Approach

- 3.1 The Scrutiny inquiry report put forward the following ideas in relation to Executive Business Reports:
- "The officers who gave evidence, all of whom have come to Birmingham within the last two years, gave evidence of approaches taken elsewhere that included regular (for example quarterly) reports of the Executive, collectively reporting back on recent business and collectively being held to account through questioning.*
- These are termed Executive Business Reports or Proceedings of the Executive in other local authorities; and content might include updates on the progress of key policies or decisions, significant budget updates, response to recent events and other local issues. If introduced here, the reports should not simply become a vehicle for good news but be a way of Full Council holding the Executive to account on progress, and so such reports must include an honest appraisal of transformation and improvement issues, risks and challenges (including any delays, overspends etc) as well as celebrating what has gone well and where improvement has been made. In order to ensure a balanced approach, these reports should be accompanied by a Scrutiny commentary that reflects any Scrutiny findings on the matters referenced. This way of reporting would be a means of involving Full Council and giving a wider ownership to the improvement/priorities agenda."*
- 3.2 With regards to the Scrutiny Business Reports
- "This would cover what work the committees had done over the period and what impact that had had. This could follow the pattern adopted by the Executive with Scrutiny providing a summary of work relating to that theme. Again this would enable Full Council to hold Scrutiny to account collectively"*
- 3.3 To put this into practice therefore it is proposed that a template for such reports is agreed with the Executive, with guidance where appropriate.

Executive Business Report

- 3.4 A draft template for the Executive Business Report is attached in Appendix 1. This asks the Executive to include progress information on each of the five outcomes agreed in the [Council Plan](#)¹:
- Progress against priorities, including any performance data;
 - Major decisions taken in last period with any relevant updates;
 - Summary of any significant budget updates;
 - Response to recent events and other local issues;
 - Information on transformation and improvement issues;
 - Information on risks and challenges.

¹ https://www.birmingham.gov.uk/downloads/file/12537/birmingham_city_council_-_council_plan_2018_to_2022



- 3.5 It is important that these do not become lengthy documents; they are intended to summarise key information for members and to signpost them to further information.
- 3.6 As discussed in the Scrutiny inquiry sessions, it need not be the Leader that presents this report each time, but other Cabinet Members could take the lead depending on the focus of that quarterly report.
- 3.7 The Scrutiny Inquiry suggested that Scrutiny add a commentary to the report – it is proposed in the first instance that the Chair of Co-ordinating meets with Leader ahead of publication to determine if scrutiny response required and what form that would take (bearing in mind that each Executive Business Report will be followed by a Scrutiny Business Report the following month).

Scrutiny Business Report

- 3.8 Similarly, a draft template for the Scrutiny Business Report is attached in Appendix 2. This asks Scrutiny Chairs to complete sections based on each of the five outcomes agreed in the [Council Plan](#):
- Progress on Inquiries;
 - Outcomes of matters considered in committee meetings;
 - Details of call-ins and outcomes;
 - Summary of any significant budget issues, transformation and improvement issues and risks and challenges raised;
 - Response to recent events and other local issues.
- 3.9 Again, it is proposed in the first instance that the Chair of Co-ordinating meets with Leader ahead of publication to determine if an executive response required and what form that would take.
- 3.10 As discussed in the Scrutiny inquiry sessions, it need not be the Chair of Co-ordinating O&S Committee that presents this report each time, but other Scrutiny Chairs could take the lead depending on the focus of that report.

4 Next Steps

- 4.1 The Committee are asked to endorse the approach set out below and/or make further suggestions.
- 4.2 Following this meeting, the Chair will meet with the Leader to share the outcomes and to agree an approach, for final agreement at Council Business Management Committee.

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Birmingham City Council

City Council

[Date]



Subject: Executive Business Report

Report of: Cabinet

Report author:

Does the report contain confidential or exempt information? ☐ Yes ☒ No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential :

1 Executive Summary

- 1.1 This report outlines the executive business conducted [since the last Executive Business Report to Full Council on xxx].

2 Recommendations

- 2.1 That the report be noted.

3 Outcome 1: Birmingham is an entrepreneurial city to learn, work and invest in

- 3.1 To include (as necessary):
- Summary of progress against priorities, including any performance data;
 - Summary of major decisions taken in last period with any relevant updates;
 - Summary of any significant budget updates,
 - Response to recent events and other local issues
 - Information on transformation and improvement issues,
 - Information on risks and challenges

4 Outcome 2: Birmingham is an aspirational city to grow up in

- 4.1 As above

5 Outcome 3: Birmingham is a fulfilling city to age well in

- 5.1 As above

6 Outcome 4: Birmingham is a great city to live in

6.1 As above

7 Outcome 5: Birmingham residents gain the maximum benefit from hosting the Commonwealth Game

7.1 As above

8 Outcome 6: Birmingham is a city that takes a leading role in tackling climate change

8.1 As above

9 Other Local Issues

9.1

10 Appendices

10.1

Birmingham City Council

City Council

[Date]



Subject: Scrutiny Business Report
Report of: Chairs of the Overview & Scrutiny Committees
Report author:

Does the report contain confidential or exempt information? ☐ Yes ☒ No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential :

1 Executive Summary

- 1.1 This report outlines the scrutiny business conducted [since the last Scrutiny Business Report to Full Council on xxx]

2 Recommendations

- 2.1 That the report be noted.

3 Outcome 1: Birmingham is an entrepreneurial city to learn, work and invest in

- 3.1 To include (as necessary) details of Scrutiny work on:
- Progress on Inquiries;
 - Outcomes of matters considered in committee meetings;
 - Details of call-ins and outcomes;
 - Summary of any significant budget issues, transformation and improvement issues and risks and challenges raised;
 - Response to recent events and other local issues

4 Outcome 2: Birmingham is an aspirational city to grow up in

- 4.1 As above

5 Outcome 3: Birmingham is a fulfilling city to age well in

- 5.1 As above

6 Outcome 4: Birmingham is a great city to live in

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7 Outcome 5: Birmingham residents gain the maximum benefit from hosting the Commonwealth Game

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8 Outcome 6: Birmingham is a city that takes a leading role in tackling climate change

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