

Overview and Scrutiny Committee

Licensing Act Review Panel

Draft Scoping report

Introduction and Background

1. The Overview and Scrutiny Committee on 22 October 2003 agreed to establish a Personnel Services Review Panel.
2. The Committee appointed the following Members to serve on the Panel:

Remit: To consider the implications on the Council for the new responsibilities for licensing.

Membership: Councillor R.H. Stamp (Chairman), Councillors Mrs. N.J. Bramhall, B.C. Cowle, R. Harper and J.H. Prevett.

Current position: Draft Scoping Report for the review is in progress. The next stage will be for a meeting to be arranged with the Chairman of the Panel to set the overall focus and timetable for the Panel.

3. The first meeting of the Review Panel should identify the aims and objectives of the process, the projected outcomes, corporate governance issues i.e. how the Panel operates in a transparent way, the timetable and the officers in support of the Panel.
4. The following outline has been prepared for consideration of these elements of the review.

Aims and Objectives:

5. The objective of the Review is to:

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Definitions for the Review

Projected outcomes:

6. The projected outcomes of the Review are, in general, as follows:

Who should be involved in the Review process?

7. Those to be involved in the Review is wide and varied and could include the following, plus others identified during the review, in addition to specialists from the Council:

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What are the specific Issues that should be addressed as part of the review process?

8. Some of the issues would be included in the following list, which is not intended to be comprehensive but illustrative at the scoping stage of the review.

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What information is needed and how is it going to be gathered?

- Undertaking Brainstorming exercises;
- Utilising existing research and surveys;
- Undertaking new Surveys;
- Inviting the submission of evidence; and
- Inviting witnesses to present evidence and be asked questions.

Corporate Governance

9. As one of the aims of the exercise is to hold the Executive and other public agencies to account for their community work it is open to the Review Panel to determine how it wishes to operate. Some of the issues that it should address at its first meeting are:

- Whether meetings of the Panel should be open to the press and public to attend;
- Location and timing of meetings;
- Who it wishes to receive evidence from in gathering information;
- Whether it wishes to Co-Opt appropriate specialists to advise the Panel;
- Whether to put in place any publicity arrangements to advertise the meetings such as press releases, posters, articles in the Borough News and posting information on the website about the Review etc;
- Whether it wishes to establish a mechanism of taking questions/statements from community members at its meetings;
- To agree who to invite to present evidence and answer questions;
- To agree the overall scope of the questions to be put to the witnesses i.e. not the actual detailed questions but the general approach to assist in the overall preparation and any necessary resource allocation.

10. It is also good practice to identify a structure to the process of the review, including the collection of evidence and the following timetable is suggested for the review.

Timetable

11. The following is a possible timetable for the review and may vary depending on progress:

Meeting	Date	Purpose and Outcome
First meeting of the Panel		To have agreed the aims, objectives, projected outcomes, corporate governance issues and timetable for the work of the review.
Second meeting of the Panel		General brainstorm session with identified key partners/community groups
Third meeting of the Panel		To receive presentations and ask questions from/to the appropriate Executive Member(s) and other agencies to assist in gathering information.
Final meeting of the Panel		To consider the findings of the Review and to compile reasoned, constructive and achievable recommendations to secure service improvements.
Overview and Scrutiny Committee		To receive the outcome and recommendations of the Review Panels and to agree the report to be submitted to the Executive in May 2004.

Officers in support of the review

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