



## Report of the Chair

### Scrutiny Programme Committee – 9 September 2019

## Pre-decision Scrutiny – Role of the Committee

<b>Purpose</b>	This report provides guidance on pre-decision scrutiny ahead of consideration of the Cabinet report / proposed Cabinet decision on:  a) Enterprise Resource Planning (ERP) System Upgrade
<b>Content</b>	This covering report explains the role of the Committee in undertaking pre-decision scrutiny.  The Cabinet report which is planned for consideration by Cabinet on 19 September is appended.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• note the pre-decision scrutiny process and role of the Committee</li><li>• consider the Cabinet report and proposals</li><li>• agree any views on the proposed decisions that are to be raised with Cabinet</li></ul>
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### 1. Introduction

- 1.1 The Scrutiny Programme Committee will carry out pre-decision scrutiny or delegate to relevant Scrutiny Panels.
- 1.2 The Chair of the Scrutiny Programme Committee agreed that the Committee should consider this proposed decision given the financial implications for the Council in replacing its existing Oracle system, support for which will cease in November 2020.

- 1.3 The report is scheduled for decision by Cabinet on 19 September, and is appended for discussion. Cabinet is being asked to approve the project and its financial implications and add to the capital programme in order to achieve implementation of the ERP system upgrade by November 2020.

## **2. Role of the Committee**

- 2.1 The purpose of pre-decision scrutiny:

- It entitles scrutiny to discuss proposed Cabinet reports, where a clear recommendation(s) exists, before decisions are taken by the Executive.
- Acting as a 'critical friend', it enables scrutiny to ask questions about a report to develop understanding and inform and influence decision-making, for example asking about:
  - the rationale for the report
  - robustness of the proposed decision and decision-making process
  - potential impact and implications (including policy/budget issues, social, economic and environmental impact) and risks
  - how different options have been considered
  - the extent of consultation undertaken
  - implementation and measures of success etc.
- It enables scrutiny to provide a perspective and report its views and any issues to Cabinet. The chair, on behalf of the Committee, can attend the Cabinet meeting to share the views of scrutiny on the report prior to Cabinet decision. This may include giving support, providing other suggestions on the way forward, or flagging up any concerns.
- The views of scrutiny are required to be formally considered by Cabinet before it makes the decision and feedback should be given including explanation for any rejection of views expressed.

- 2.2 The relevant Cabinet Member(s) will attend the meeting along with, relevant officer(s) involved in the development of the report(s) who will be present to assist the Committee and provide appropriate advice.

- 2.3 The Committee (through the chair) will write to the relevant Cabinet Member with its views following pre-decision scrutiny. The chair will have the opportunity to attend the cabinet meeting on 19 September to verbally feedback the Committee's views, conclusions and recommendations about the report.

### **3. Cabinet Response**

- 3.1 Cabinet must formally consider scrutiny views at its meeting. It may decide that any issues raised by scrutiny can be dealt with at the meeting and decision taken. It may decide that more time is needed to consider the views of scrutiny and defer decision to the next (or a special) meeting of Cabinet.
- 3.2 The relevant Cabinet Member is expected to write back to the Committee with feedback from Cabinet, and should include explanation of any rejection of scrutiny views.

### **4. Legal Implications**

- 4.1 In accordance with the Council's Constitution "pre-decision scrutiny gives scrutiny the opportunity to influence Cabinet decision making as a critical friend". "The views of the scrutiny committee are formally presented (either in a written report or verbally by the scrutiny Chair) to the Cabinet meeting for the Cabinet to consider and inform its decision making".

### **5. Financial Implications**

- 5.1 There are no specific financial implications raised by this report. Financial implications of the actual cabinet report(s) are contained within those reports.

**Background Papers:** None

**Appendices:**

Appendix 1 – Cabinet Report – Enterprise Resource Planning (ERP) System Upgrade