

To: **Scrutiny Committee**

Date: 8 September 2026

Report of: Director of Law, Governance and Strategy (Monitoring Officer)

Title of Report: Delegating Authority for amendments to the Scrutiny Work Programme

Summary and recommendations	
Decision being taken:	To delegate authority to the Scrutiny and Governance Advisor to make amendments to the Scrutiny Work Programme for the Committee and Working Groups.
Key decision:	No
Cabinet Member:	N/A
Corporate Priority:	A Well-Run Council
Policy Framework:	None

Recommendation(s): That the Scrutiny Committee resolves to:
1. Delegate authority to the Scrutiny and Governance Advisor, in consultation with the Chair of the Scrutiny Committee, to make amendments to the Scrutiny Work Plan
2. Recommend to Council to incorporate the delegation into part 13.7 of the Constitution.

Information Exempt From Publication
N/A

Appendix No.	Appendix Title	Exempt from Publication
N/A	N/A	N/A

Introduction and background

1. The Scrutiny Committee at each of its meetings approves the Work Programme for the next three months. This theoretically sets the agendas for the Working Groups organised in between the Committee and the agenda for the next Committee.
2. However, it may require changes to the work programme following a Scrutiny Committee, due to reports being deferred, or additional reports needing to be scrutinised ahead of a decision being taken.

Delegated Authority

3. Part 13.7 of the Constitution states that the Programme of Work is reviewed and agreed by the Committee. However, this causes a governance risk if there are changes to the work programme in between meetings where the committee hasn't agreed the reports due at the following Committee and Working Groups.
4. It is proposed that the Scrutiny and Governance Advisor, the Scrutiny Function's principal officer is given delegated authority to make amendments to the Work Programme in between committees to amend the agendas of the Working Groups and the following Scrutiny Committee.
5. As there are expected to be an increase in commissioned reports from the Scrutiny Committee as Oxford City Council transitions to the Greater Oxford Council, it is anticipated that there will be further management of the Work Programme, which will need to be managed by Officers to ensure the Committee and Working Groups maximise the use of their scheduled meetings. Oversight of this delegation will be from the Chair of the Scrutiny Committee.
6. In practice, this delegation will be used only for the agenda setting for Working Group meetings in between Committees and amending the agenda for the next Committee.
7. It is recommended this is incorporated into the Constitution as part of next review at full Council at the beginning of October, to include the following text to 13.7 of the Constitution:
 - a. The Scrutiny and Governance Advisor has delegated authority to make amendments to Scrutiny Work Programme for the Committee and the standing Working Groups, in consultation with the Chair of the Scrutiny Committee.

Alternative Options Considered

8. There are no alternative options for this report, Members are advised that this amendment to the Constitution will ensure that the Work Programme is continually updated and reports are appropriately requested to be reviewed by the Committee or Working Groups.
9. It is also recommended that this is Constitution is updated appropriately, this will ensure the delegation can clearly be found alongside the operating procedures for the Scrutiny Committee and it's Working Groups.

Implications of Local Government Reorganisation

10. There are no implications relating to Local Government Reorganisation. Any changes to delegation of the Work Programme will be for the Scrutiny Committee of the Greater Oxford Council.

Level of risk

11. This report rectifies a governance risk where there are changes to the Work Programme in between meetings.

Equalities impact

12. There are no equality impacts arising from this report.

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Background Papers: None.

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