

<b>Signed off by</b>	Director of Place
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<b>To</b>	Overview and Scrutiny Committee
<b>Date</b>	Thursday, 15 July 2021
<b>Executive Member</b>	Deputy Leader and Portfolio Holder for Finance and Governance

<b>Key Decision Required</b>	N
<b>Wards Affected</b>	(All Wards);

<b>Subject</b>	Constitution of Hybrid Working Panel
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<b>Recommendations</b>
<ol style="list-style-type: none"> <li>1. To agree the membership of the Hybrid Working Panel and the draft timetable as set out in this report;</li> <li>2. To agree the scope and Terms of Reference of the Hybrid Working Panel's work.</li> </ol>
<b>Executive Summary</b>
To consider the membership, draft timetable and scope of work/Terms of Reference of the Hybrid Working Panel.

<b>Statutory Powers</b>
<ol style="list-style-type: none"> <li>1. The Council ensures appropriate Overview and Scrutiny arrangements are in place to discharge the functions conferred by Section 21 of the Local Government Act 2000 and any other subsequent legislation.</li> <li>2. The Committee may appoint ad hoc Panels for specific tasks, on completion of which they cease to exist.</li> </ol>

## Background

3. The Committee is requested to convene the Hybrid Working Panel for the year 2021/22 to consider the work of the Hybrid Working Group which has been set up to look at new ways of working. This follows the COVID-19 pandemic and the remote working that has resulted over the past year.

## Membership

4. The Hybrid Working Panel is a 7 Member panel. The political proportionality requirements do not apply to scrutiny panels. However, the Committee has always sought to apply the principles. Therefore, this year's membership is as follows:

Conservative 4

Green/Liberal Democrat/Residents' Association 3

5. Meetings of the Panel are open to any Councillor to attend.
6. The Committee is asked to consider the nominations for Membership of the Panel, and the following have been received:  
Conservative Party: Four nominations to be confirmed.  
Green Party, Liberal Democrats, Residents' Association: One nomination to be confirmed from each party.
7. The Committee is requested to approve the nominations made following the meeting.

## Timetable

8. The indicative timetable for the Hybrid Working Panel is as follows:

Event	Date
Hybrid Working Panel: To consider the work of the Hybrid Working Group.	Date to be confirmed
Overview and Scrutiny Committee: To receive the Panel's feedback and provide recommendations to the Executive.	Date to be confirmed
Executive: To consider the recommendations of the Overview and Scrutiny Committee	Date to be confirmed

### **Terms of Reference of Scrutiny Panel**

The Terms of Reference of the Hybrid Working Panel are set out in the attached Terms of Reference in Annex 1.

### **Role of the Overview and Scrutiny Committee**

9. The Panel's activity will therefore focus on considering the work of the Hybrid Working Group. This is expected to focus on providing an opportunity for Panel members to meet to consider the ongoing work, raise questions and make any observations.
10. The Overview and Scrutiny Committee will consider the report of the Hybrid Working Panel at a meeting to be scheduled and make any observations for consideration by the Executive on a date to be scheduled.

### **Financial Implications**

11. There are no additional budget implications from the proposals in this report.

### **Equalities Implications**

11. Under the Equality Act 2010, we have a duty to have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation and other prohibited conduct; and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it. This duty applies to all decisions made in the course of exercising the Council's public functions.
12. The requirement for equality impact to be assessed is incorporated within the Council's Project Management Framework. It will be important that the equality impacts of working remotely are fully considered and that, in developing proposals, consideration is given to how positive impacts can be increased for those with protected characteristics, as well as how negative impacts can be reduced.

### **Communication Implications**

11. The Hybrid Working Panel minutes and reports will be publicly available on the Council's website once approved.