

TERMS OF REFERENCE

OVERVIEW AND SCRUTINY COMMITTEE

The Committee shall discharge the following responsibilities;

1. To review and/or scrutinise decisions made by, and the performance of, both Committees and Council Officers, which will include consideration of Officer reports and recommendations following complaints by members of the public in relation to service delivery;
2. To question Members and Officers on decisions and performance, relating to comparisons with service plans and targets, or in respect of particular decisions, initiatives or projects;
3. To make recommendations to the Head of Paid Service, Directors, the appropriate Committee and/or Council arising from the outcome of the scrutiny process;
4. To work alongside the Finance and Corporate Services Committee in the monitoring of the Council's achievement of Value for Money. In particular to ensure that satisfactory arrangements are in place to promote economy, efficiency and effectiveness;
5. To prepare an annual work plan identifying particular topics which may be considered for review during the year;
6. To exercise overall responsibility for the finances and resources made available to it.
7. To consider any matter referred to it by the Council and recommend to the Council accordingly
8. To convene at least twice a year as the Council's Crime and Disorder Committee to -
 - Review or scrutinise decisions made, or action taken, in connection with the discharge by the responsible authorities (within the meaning of section 5 of the Crime and Disorder Act 1998) of their crime and disorder functions;
 - Make reports or recommendations to the Council with respect to the discharge of those functions;
 - Make reports or recommendations to the Council on local crime and disorder matters (as defined);
 - Consider requests and references from Members of the Council not on the Committee on local crime and disorder matters.

The Committee may in its discretion discharge the following responsibilities;

9. To assist the Council in the development of its budget and policy framework as detailed in the Council's Budget and Policy Framework Rules;
10. To conduct research including community and other consultations and assist in the analysis of policy issues and possible options;

11. To consider and propose mechanisms to encourage and enhance community participation in the development of policy options;
12. To liaise with external organisations operating in the Maldon District, whether national, regional or local, to assist in enhancing the interests of local people by collaborative working;
13. To review and scrutinise the performance of other public bodies in the Maldon District and invite reports and request them to address the Overview and Scrutiny Committee and local people about their activities;
14. To question Member, Officers, and if necessary, the public on issues and/ or proposals affecting the Maldon District;
15. To consider any matter referred to it by a Committee and recommend to the relevant Committee accordingly. The following may be referred to the Overview and Scrutiny Committee:
 - (a) Ombudsman reports
 - (b) Reports of statutory inspection
 - (c) Draft policies plans and strategies which are recommended by Committee to the Council for approval
 - (d) The draft Budget which is recommended to the Council by the Finance and Corporate Services Committee
 - (e) Any proposals for modification of the Authority's Constitution
17. Consideration of petitions in accordance with the Council's Petition Scheme including requests for a review of the Council's response to petitions.