

**PART 3 – RESPONSIBILITY AND FUNCTIONS**  
**TERMS OF REFERENCE – OVERVIEW AND SCRUTINY**  
**COMMITTEE**

**CONTENTS**

- 1. Terms of Reference**
- 2. Operating Protocol**

<b>COMMITTEE</b>	<b>OVERVIEW AND SCRUTINY</b>
<b>MEMBERSHIP</b>	8 Members of the Council appointed annually, excluding Chairman of Council, Leader and Deputy Leader and Chairmen and Vice-Chairmen of Strategy and Resources and Performance, Governance and Audit Committees. Political balance provisions apply.
<b>LEAD OFFICER</b>	As designated or appointed.
<b>OFFICERS / UNITS PRIMARILY REPORTING</b>	Monitoring Officer
<b>SUB-COMMITTEE</b>	Directors and Statutory Officers

The Committee will also act as the Council’s Crime and Disorder Committee.

**1. TERMS OF REFERENCE**

- 1) Prepare and agree a work programme annually, taking account of items put forward by Members and the Corporate Leadership Team, ensuring that those items that relate to the Council’s functions fall, primarily, within the Council’s Priorities.
- 2) Co-ordinate and monitor the Committee’s work programme.
- 3) Recommend to the Council the detailed arrangements for the discharge of the overview and scrutiny function.
- 4) Prepare and present an Annual Report to Council.
- 5) Review experience, identify good practice and develop learning in relation to the overview and scrutiny role.
- 6) Have a strong and effective role in corporate policy review, including proposing policy options to the Strategy and Resources Committee, Corporate Directors, or exceptionally to the Council Meeting.
- 7) Receive reports and other evidence from public bodies, organisations and individuals which the Committee or a working group considers relevant to its work.
- 8) Take a lead on specific improvement objectives assigned to it by the Council.

## **PART 3 – RESPONSIBILITY AND FUNCTIONS**

- 9) Review or scrutinise decisions made, or other action taken in connection with the discharge of any functions of the Council and to present reports and/or recommendations either with respect to the discharge of any functions of the Council or on matters which affect the Council's area or the inhabitants of the area, including the draft budget, as follows:
  - to the Council or,
  - to any Committee or Sub-Committee of the Council or
  - to any joint Committee on which the Council is represented or any Sub-Committee of such a Committee.
- 10) When acting as the Crime and Disorder Committee, the undertaking of the Council's crime and disorder functions as follows by way of the review or scrutiny of decisions made, or other action taken, by the responsible authorities (within the meaning of section 5 of the Crime and Disorder Act 1998) in connection with crime and disorder functions.
- 11) Consideration of petitions in accordance with the Council's Petition Scheme, in particular requests for review of action taken or responses to petitions, and report on the outcome to either the Council or the appropriate Committee.

### **2. OPERATING PROTOCOL**

- 1 The Committee will meet in accordance with arrangements determined by the Council.
- 2 Members of the Committee must have early induction training on the Overview and Scrutiny committee role.
- 3 To conduct as much of its proceedings as possible in public.
- 4 To appoint the chair and members of working groups to undertake tasks within the work programme, where appropriate; to establish the terms of reference for working groups, together with reporting arrangements; and co-ordinate and monitor the work of those working groups.
- 5 In all other respects and as appropriate, the Council and Committee Procedure Rules will apply.