PART 3 – RESPONSIBILITY AND FUNCTIONS

TERMS OF REFERENCE – OVERVIEW AND SCRUTINY COMMITTEE

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COMMITTEE	**OVERVIEW AND SCRUTINY**
MEMBERSHIP	10 Members of the Council appointed annually, excluding the Chairperson of the Council, Leader and Deputy Leader of the Council and Chairperson & Vice-Chairperson of Strategy & Resources and Performance, Governance & Audit Committees. Political balance provisions apply.
LEAD OFFICER	As designated or appointed.
OFFICERS / UNITS PRIMARILY REPORTING	Monitoring Officer

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 the 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 Leadership Team, 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.

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.

The Committee will:

- seek to confine its meetings to the carrying out of actual scrutiny work.
- arrange for the review of Member suggestions for items and review validity of items based on set criteria, prior to inclusion in its Workplan.
- be positive and forward looking including providing 'critical friend' challenge.
- identify future improvements that will help the way the Council runs its business and provides public services.
- seek to demonstrate added value from the scrutiny process.
- review readiness for emerging strategy and future planning.
- help the Council and other Committees do their work better.
- produce defined outcomes associated with each scrutiny item.
- manage 'watching brief' items for areas of concern where the need for or the precise area of scrutiny has not been identified - to be picked up by the Working Group (e.g. lessons learned from Project Management Office).
- refer potential scrutiny items to the working group for thorough review and receive reports on items to be added to the workplan.

- receive finalised Scrutiny reports and recommendations for review.
- make recommendations to the Council and other Committees on conclusions arising from scrutiny.

The Committee will not:

- develop a workplan based on ‘pet projects’ of individual Members or matters that should be properly dealt with elsewhere, e.g. via another Committee’s remit.
- duplicate review work being undertaken elsewhere, e.g. by another Committee.
- look backwards or be focussed on blame, rather than come from a place of ‘lessons learned’.
- use Committee meetings as a forum for receiving information, discussing / planning the detail and validity of suggested scrutiny items.
- accept items where Officers have not yet been approached and asked for response / further detail on a matter.
- accept items where they fall in the remit of another committee, and that committee hasn’t made the referral, or first reviewed it within their Committee.
- have a standing item for ‘any other items of scrutiny members wish to consider’ as under the proposed new process is designed to accommodate this.