

ARTICLE 6 - OVERVIEW AND SCRUTINY COMMITTEES

6.01 Composition

- (a) **Membership.** The Council will annually appoint the following number of councillors who are not members of the Cabinet or Cabinet Support Members to its overview and scrutiny committees:

Scrutiny Management Board	Chair and Vice-chair (scrutiny commissioners) plus six other members (three scrutiny commissioners and three assistant commissioners) with a quorum of five
Overview Scrutiny Group	Chair and Vice-chair plus five other members with a quorum of four

Other scrutiny bodies have been established by Council as set out in Article 6.03.

- (b) **Co-opted Members.** The Council may appoint non-voting co-opted members of overview and scrutiny committees in accordance with Overview and Scrutiny Procedure Rule 3.
- (c) **Scrutiny Management Board.** The eight members of the Scrutiny Management Board other than the Chair and the Vice-chair will be the Chairs (scrutiny commissioners) and Vice-chairs (assistant commissioners) of the Overview Scrutiny Group, Policy Scrutiny Group and Performance Panel. Any of the members of the Scrutiny Management Board will chair any other scrutiny panels established by the Board.
- (d) **Reserve Members.** All councillors who are not members of a particular overview and scrutiny committee, the Policy Scrutiny Group or the Performance Panel may act as reserve members of that body except members of the Cabinet or Cabinet Support Members. If a member of a committee, the Policy Scrutiny Group or the Performance Panel is unable to attend a meeting of that body, a reserve member may attend that meeting in his/her absence in accordance with Council Procedure Rule 35(vi).

6.02 Terms of reference

The Council will appoint the scrutiny committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000 in relation to the matters set out in the right hand column of the same table.

Committee	Scope
Scrutiny Management Board	<ul style="list-style-type: none"> (i) Setting, managing and controlling the scrutiny work programme and co-ordinating scrutiny generally (ii) Establishing scrutiny panels and determining their scope, terms of reference and timing (iii) Considering recommendations from scrutiny panels before they are referred by the Board to Cabinet, Council or a committee (iv) Considering decisions of the Cabinet and officers called-in under Overview and Scrutiny Rule 13 (v) Acting as the Council's crime and disorder committee by scrutinising the discharge of crime and disorder functions by the Council and other agencies through the Community Safety Partnership (vi) Responding to Councillor Calls for Action (vii) Monitoring the effectiveness of scrutiny through reviewing the implementation of recommendations (viii) Considering petitions holding officers to account in accordance with the Council's Petition Scheme
Overview Scrutiny Group	<ul style="list-style-type: none"> (i) Reviewing proposed decisions on the Forward Plan and the agenda for forthcoming Cabinet meetings, including service reviews, and making recommendations to Cabinet in respect of those proposed decisions (ii) Scrutiny of external public service providers and partners (iii) Scrutiny of outside bodies, especially those which the Council gives grants to and/or has service level agreements with (iv) Scrutiny of services which are shared with other local authorities including joint scrutiny of those services (v) Scrutiny of Area Forums (vi) Considering petitions holding officers to account in accordance with the Council's Petition Scheme which relate to its terms of reference <p>In respect of items (ii) to (v), the Overview Scrutiny Group may propose items for the scrutiny work programme to the Scrutiny Management Board but</p>

	<p>items will only be added to the work programme by the Board. The Overview Scrutiny Group may establish a panel to scrutinise these items. The Group or panel will report back to the Scrutiny Management Board as set out in Overview and Scrutiny Procedure Rule I.</p>
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6.03 Other scrutiny bodies

The Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by the Scrutiny Management Board and may suggest changes to the scrutiny work programme to the Scrutiny Management Board.

A permanent Performance Panel will have the remit of reviewing or seeking improvement in Council performance. It will receive regular performance reports and suggest items for the scrutiny work programme to the Scrutiny Management Board. Recommendations from the Performance Panel will be reported to the Scrutiny Management Board in the same way as other scrutiny panels as described in Overview and Scrutiny Procedure I.

6.04 Specific functions

- (a) **Policy development and review.** Within their terms of reference, scrutiny committees and other scrutiny bodies may:
- (i) assist the Council and the Cabinet in developing the Budget and the Policy Framework by in-depth analysis of policy issues;
 - (ii) conduct research, community and other consultation in the analysis of policy issues and possible policy options;
 - (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
 - (iv) question members of the Cabinet and/or committees and council officers about issues and proposals affecting the area; and
 - (v) liaise with other external organisations operating in the area, whether national, regional or local, to investigate whether the interests of local people are being enhanced by collaborative working.
- (b) **Scrutiny.** Within their terms of reference, scrutiny committees and other scrutiny bodies may:
- (i) review and scrutinise the decisions made by, and performance of, the Cabinet and/or committees and council officers both in relation to individual decisions and generally;

- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - (iii) question members of the Cabinet and/or committees and council officers about their decisions and the Council's performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
 - (iv) make recommendations to the Cabinet and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
 - (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny committee and local people about their activities and performance; and
 - (vi) question and gather evidence from any person (with their consent).
- (c) **Finance.** Scrutiny committees may exercise overall responsibility for any finances made available to them.
- (d) **Annual report.** The Scrutiny Management Board must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally.
- (e) **Officers.** The Chief Executive will ensure that sufficient support is available to enable scrutiny bodies to discharge their functions. The Scrutiny Management Board may exercise overall responsibility for the work programme of any officers employed to support scrutiny work.

6.05 **Proceedings of scrutiny committees**

Scrutiny committees and other scrutiny bodies will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.06 **Cabinet/Scrutiny liaison**

The Cabinet/Scrutiny Liaison Group will comprise three representatives of the Cabinet and three representatives of the Scrutiny Management Board. The Liaison Group will meet informally to assist the Scrutiny Management Board in developing the scrutiny work programme and deal with any issues which arise in relation to the interaction between the Cabinet and the Scrutiny function. No reserve members are allowed for meetings of the Cabinet/Scrutiny Liaison Group.

Overview and Scrutiny Procedure Rule 17 sets out a Cabinet/Scrutiny Protocol which sets out principles for the relationship between Cabinet and the Scrutiny function.