

# Constitution - Part 2 - Scrutiny Committee

## APPENDIX B1

### 1 Scrutiny Committee

The Scrutiny Committee meets in public to discuss and make recommendations on the development of policy and to hold the Leader and Cabinet to account for their actions.

The Scrutiny Committee is responsible for developing its own work programme but should take into account any views expressed by the Council, Cabinet, members generally and local people

### 2. Membership

- (a) **Political Balance.** The Scrutiny Committee is required to have proportional political balance.
- (b) **Membership.** Members of Cabinet are not eligible to sit on Scrutiny Committee. All other members are eligible, however no member may be involved in scrutinising a decision in which he/she has been directly involved.
- (c) **Task and Finish Groups.** Membership of Task and Finish Groups may be selected from all non-Cabinet members and is not restricted to members of the Scrutiny Committee.
- (d) **Co-optees.** The Committee may recommend to Council the appointment of a number of people as non - voting co-optees.
- (e) **Chairing the Scrutiny Committee.** Chairman and Vice Chairman appointed by the Council at the first business meeting of the new municipal year. In the absence of the both the Chairman and Vice Chairman a Chairman for the meeting may be appointed by the Committee.

### 3. Terms of Reference

- (a) To review and scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions

- (b) To make reports and/or recommendations to the full Council and/or the Cabinet and/or any Local Committee in relation to the functions of that body
- (c) To consider any matter affecting the area or residents
- (d) To exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet, or where a Corporate Director has taken a **key decision**
- (e) To establish ad hoc task and finish groups to undertake specific tasks.
- (f) To deal with issues referred to Scrutiny under the "Councillor Call for Action" process
- (g) To consider reports from the Monitoring Officer on the activities of Outside Bodies to which the Council nominates representatives (see part ....)
- (h) To ensure effective co- ordination of the work programme with other Committees and in particular the Governance Committee, including the consideration of the Annual Audit Letter. (see Protocol at section ..)

#### **4. Policy Development and Review**

In order to undertake their policy development and review role the Scrutiny Committee may:

- (a) Assist the Council and the Cabinet in the development of the budget and the policy framework by in-depth analysis of policy issues
- (b) Conduct research and undertake relevant consultation a to enhance community participation in the development of policy
- (c) Undertake in depth reviews of relevant policies, plans, strategies and services, including customer satisfaction and value for money.
- (d) Question members of the Cabinet and/or other Committees and officers about their views on issues and proposals affecting the area
- (e) Liaise with other external organisations and partnerships operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working

#### **5. Scrutiny**

In order to undertake their Scrutiny role the Scrutiny Committee should:

- (a) Review and scrutinise the decisions, initiatives, projects and performance of the Cabinet and/or other Committees and officers in relation to individual decisions, initiatives and projects through the call-in process or pre-scrutiny

- (b) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas
- (c) Question members of the Cabinet and/or Committees and officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects
- (d) Make recommendations to the Cabinet and/or other Committees and/or Council arising from the outcome of the scrutiny process
- (e) Review and scrutinise the performance of other public bodies and partners in the area and invite reports from them by requesting them to address the Scrutiny Committee about their activities and performance
- (f) Question and gather evidence from any person (with their consent)

**Please see:**

The terms of reference and procedure rules for all Scrutiny Advisory Boards are included in the Overview and Scrutiny Procedure Rules set out in part 5) of this Constitution.

**Notes**

The Council must appoint at least one Scrutiny Committee to discharge the functions set out in s21 of the Local Government Act 2000

Subject to this requirement the Council has the discretion to decide the number, size and functions of Scrutiny Committees/