

ARTICLE 6 – OVERVIEW AND SCRUTINY

1 The Council will appoint an Overview and Scrutiny Committee and Panels as shown in the table below to discharge the functions conferred by Section 21 of the Local Government Act 2000 and regulations made thereunder.

Committee/Sub Committee	Scope
Overview and Scrutiny Committee	<ul style="list-style-type: none"> • All Overview and Scrutiny functions on behalf of the Council. • The co-ordination of the Overview and Scrutiny work plan including the allocation of issues to Scrutiny Panels. • Consideration of the details of the Executive’s Forward Plan.
<p>Panels:</p> <ul style="list-style-type: none"> • Health • Education & Children’s Services • Neighbourhood and Community Services • <u>People</u> • <u>Customer & Community</u> • <u>Place</u> 	<p>Each Scrutiny Panel shall be responsible for:</p> <ul style="list-style-type: none"> • Scrutiny of functions falling within the scope of the Cabinet portfolios allocated to them and any non-executive functions or matters associated with those portfolio functions. • Matters within its area of responsibility which have been : <ul style="list-style-type: none"> ➤ Referred to it by the Council or Overview and Scrutiny Committee ➤ Referred to it by the Overview and Scrutiny Committee on receipt of a member call in ➤ Agreed by the Panel for inclusion in its agenda plan or work programme. <p>Each Panel shall make recommendations or reports to the Overview and Scrutiny Committee, Cabinet, other Committee or Council as appropriate.</p>

General Role

- 2 Within its terms of reference, the Overview and Scrutiny Committee will:
- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council’s functions;
 - (ii) make reports and/or recommendations to the full Council and/or the Executive and/or any other Committee in connection with the discharge of any functions;

- (iii) consider any matter affecting the Borough or its inhabitants; and
- (iv) review decisions made but not yet implemented by the Executive and any other Committee, where these have been called-in.

3 The Committee (and its Panels) will meet in public unless confidential or exempt information is being considered.

Specific Functions

4 **Policy Development and Review** - The Overview and Scrutiny Committee may:

- (i) Assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question Members of the Executive, other Committees and Directors about their views on issues and proposals affecting the area; and
- (v) liaise with other external organisations operating in the area whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

5 **Audit Functions** - The Overview and Scrutiny Committee shall receive, on an exception basis, information from the Audit and Corporate Governance Committee through the Performance Report. In particular the following information will be provided:

- Reports on abnormal issues arising from audit recommendations including poor performance by directorates in implementing agreed recommendations within planned timescales.
- Special audit investigation reports.
- Head of Internal Audit & Risk Management's annual report.
- External Audit Management Letters and other reports

6 **Scrutiny Functions** – The Overview and Scrutiny Committee shall:

- (i) review and scrutinise the decisions made by and performance of the Executive, Committees and Council Officers both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets, data quality and/or particular service areas;
- (iii) question Members of the Executive, Committees and Directors 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;

- (iv) make recommendations to the Executive 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 Committee and local people about their activities and performance; and
- (vi) question and gather evidence from any person (with their consent).

7 **Annual Report.** The Overview and Scrutiny Committee must report annually to the full Council on future work programmes and amended working methods if appropriate.

Proceedings of Overview and Scrutiny Committee

8 The Overview and Scrutiny Committee will conduct its proceedings in accordance with the Overview and Scrutiny Procedure rules set out in part 4 of this Constitution.

Statutory Scrutiny Officer

9 **In accordance with the provisions of** Section 9FB of the Local Government Act 2000 the Council's Statutory Scrutiny Officer is the ~~Service Lead Strategy & Performance~~Group Manager for Governance.

10 **The Statutory Scrutiny Officer will**

- (a) promote the role of overview and scrutiny within the locality,
- (b) provide support to the authority's scrutiny function
- (c) provide support and guidance to-
 - (i) members of the authority,
 - (ii) such persons who are not members of the authority but who sit on an overview and scrutiny committee or committees,
 - (iii) officers of the authority,
 - (iv) other designated persons to which section 9F(2) applies in relation to the authority's scrutiny function.