

A5 APPENDIX O

OVERVIEW AND SCRUTINY PROCEDURE RULES

10. PROCEDURE AT COMMITTEE MEETINGS

(a) The Committees shall consider the following business:

- (i) Minutes of the last meeting;
- (ii) Declarations of Interest;
- (iii) Questions raised on forthcoming executive decisions in accordance with Rule 13;
- (iv) Responses of the Cabinet to reports **and/or recommendations (the “recommendations monitoring report”)** of the Overview and Scrutiny Committee;
- (v) Responses of the Cabinet to called-in decisions referred for reconsideration;
- (vi) Consideration of any matter referred to the Committee for a decision in relation to the call-in of a decision; **and**
- (vii) its Work Programme (having due regard to the General Role and Principles as set out in Article 6 of the Constitution); and**
- ~~(vii)~~ **(viii)** The business otherwise set out on the agenda for the meeting.

11. POLICY REVIEW AND DEVELOPMENT

- (a) The role of the Overview and Scrutiny Committees in relation to the development of the Council’s Budget and Policy Framework is set out in detail in the Budget and Policy Framework Procedure Rules within this Constitution.
- (b) In relation to the development of the Council’s approach to other matters not forming part of its Budget and Policy Framework, each Overview and Scrutiny Committee may make proposals or act as consultee for the Cabinet for developments in so far as they relate to matters within their terms of reference.
- (c) Each Overview and Scrutiny Committee where relevant to their terms of reference, may, **as resources permit, agree to form a specific Task and Finish Group to** investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They

may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

- (d) Where resources permit, each Overview and Scrutiny Committee may establish, task and finish groups to undertake the matters in (c) above and to gather the evidence in the ways set out. Likewise, joint task and finish groups (which may be styled panels) may be formed, where necessary, by two Overview and Scrutiny Committee in agreement to examine subjects that are, in part, in both of the terms of reference for those Committees.**

12. REPORTS FROM AN OVERVIEW AND SCRUTINY COMMITTEE

- (a) ~~Specific evidence based recommendations on proposals for development from an Overview and Scrutiny Committee will be submitted by way of a formal report for consideration by Cabinet.~~ **Specific evidence based reports from an Overview and Scrutiny Committee that contain recommendations on proposals for development, will be submitted formally for consideration by Cabinet.** If the proposals would involve a change to the existing Budget and/or Policy Framework, the Cabinet will consider the matter and make a recommendation to Full Council. The report will be drafted by Officers and agreed by the relevant Chairman in respect of the proposals from the relevant Overview and Scrutiny Committee.
- (b) If an Overview and Scrutiny Committee cannot agree on one single final report to the Cabinet or Council, the report may refer to the contrary views of a Member, if the Member concerned specifically requests this.
- (c) The Cabinet shall consider the report from the relevant Overview and Scrutiny Committee at the next meeting of the Cabinet for which the agenda has not yet been published.
- (d) In addition to making recommendations on specific proposals for development, the Overview and Scrutiny Committees may make more general comments/suggestions regarding matters they have considered, which they would like the relevant Cabinet Member to consider and take appropriate action. In such instances, a copy of the relevant minute will be sent to the Cabinet Member.
- (e) Where specific evidence-based recommendations on proposals for development from the Overview and Scrutiny Committees relate to matters that are the responsibility of Partner Authorities and organisations, notice in writing by way of a formal report will be provided to the relevant Partner Authority or organisation requiring them to have regard to the recommendations. The Partner or organisation will be

requested to respond to the relevant Committee within two calendar months setting out action, if any, that is to be taken in response to the recommendations.

- (f) On occasions, matters may be referred to Overview and Scrutiny from Council. On such occasions, the Chairman of the relevant Overview and Scrutiny Committee will respond to the request, be this via an Overview and Scrutiny Committee or a Task and Finish Review Group. Upon concluding the necessary work, the matter and any recommendations made by the Overview and Scrutiny Committee will be referred to the Cabinet for consideration. The matter, along with the recommendations of the Overview and Scrutiny Committee, and any comments or recommendations of the Cabinet shall be referred back to Full Council for consideration.