
ARTICLE 6 – OVERVIEW AND SCRUTINY FUNCTION

6.01 General Role and Functions:

The Council will appoint **two** Overview and Scrutiny Committees, whose terms of reference are as set out below. Within its **functions** each Overview and Scrutiny Committee will:

1. Review or scrutinise **decisions made by the** Cabinet (including delegated to Portfolio Holders and Officers) **or** published in the forward plan, **including performance in relation to individual decisions over a period of time**;
2. **Act as a consultee on** policy **development** and review of policies;
3. Submit to Full Council for approval an annual overview and scrutiny work programme;
4. Make reports or recommendations to the Cabinet or the Council as appropriate, with respect to the discharge of any Council function or on any matter affecting the authority's area or its inhabitants.
5. **Prepare and present an annual performance report to Full Council covering the outcomes of the overview and scrutiny functions by each committee**;
6. **Deal with any** Call-in of Cabinet decisions (including those delegated to Portfolio Holders and Officers);
7. **Consider requests for scrutiny reviews under the Councillor Call for Action process and petitions as referred under the Petitions Scheme and Council Procedure Rules.**

In undertaking the General Role the following principles apply:

- (i) The **focused** co-ordination of all overview and scrutiny functions on behalf of the Council **including the performance reporting on the Corporate Plan, Priorities and Projects**;
- (ii) **Appoint, where appropriate, and in accordance with its agreed work programme, a group to undertake researched and evidenced reviews on a specific topic, on a task and finish basis. The terms of reference of any Task and Finish group must be agreed by the relevant Overview and Scrutiny Committee prior to its commencement; and**
- (iii) Consideration of the **Council's priorities and resources** when making **researched and evidenced recommendations and referral decisions as an outcome of the scrutiny** and prioritising those referrals in a timely manner.

6.02 Terms of Reference:

The terms of reference for each Overview and Scrutiny Committee are set out below:

(i) Community Leadership Overview and Scrutiny Committee

To hold scheduled quarterly meetings but with the Chairman able to call additional formal meetings. Meetings of Task and Finish Groups can be called as required, following the terms of reference being agreed by the Committee.

To perform the role of Overview and Scrutiny and its functions in relation to

- Community Leadership developing the external focus of overview and scrutiny on 'district-wide issues' (and where appropriate sub regional, regional and national issues), in particular through collaborative work with local partner authorities, providers, stakeholders and members of the public.
- Approval of discrete researched and evidenced reviews on the effectiveness of partnership operating in the area with particular focus on:
 - Community Safety
 - Health and Well-being
 - Economy, Skills and Educational Attainment
- Community engagement, development and empowerment
- Emergency Planning

(ii) Resources and Services Overview & Scrutiny Committee

- To be chaired by a Member of a political group that is not represented on the Cabinet and to hold 8 scheduled meetings per year but with the Chairman able to call additional formal meetings. Meetings of Task and Finish Groups can be called as required, following the terms of reference being agreed by the Committee.
- To perform the role of Overview and Scrutiny and it's the functions in relation to the effective use of the Council's resources including approval of discrete researched and evidenced reviews on the effectiveness of:
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 - Financial Strategy
 - Budget setting (including General Fund & Housing Revenue Account)
 - Service Delivery and Performance
 - Procurement and Contract management
 - Transformation and Digital Strategies
 - Customer Service and Standards

6.03 Proceedings of the Overview and Scrutiny Committees:

The Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 5 of this Constitution.