

APPENDIX 3

RESPONSIBILITIES OF SCRUTINY

Section 6 contained in Part 2 of the Constitution sets out the terms of reference, general role and specific functions of scrutiny committees.

SCRUTINY COMMITTEES

Composition

The Council will appoint four thematic scrutiny committees and a Health and Wellbeing Scrutiny Committee including a Chair and Vice Chair of each committee

The members of each committee will be drawn from non-Executive Councillors

The composition of the committees will be on a political balance basis from across the Council.

Role and Function

Within their terms of reference the scrutiny committees should:

- (i) Ensure that scrutiny activity focuses on the Council's corporate priorities as set out in the Corporate Plan;
- (ii) Achieve an understanding of the relevant policy framework documents to enable them to become involved in policy development;
- (iii) Conduct research, and consult with the community on the analysis of policy issues and options available to the Council; consider and implement mechanisms to encourage and enhance community participation and a user focus in overview and scrutiny. They may, for example, wish to hear from residents, stakeholders, and Members and officers in other parts of the public sector and may invite such people to attend;
- (iv) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions within their terms of reference. This will include assessing the outcomes of decisions and activities in these areas and scrutinising performance;
- (v) In accordance with agreed protocols and procedures, consult or question members of the Cabinet, the Chief Executive, Executive Directors and senior officers (accompanied by other officers as appropriate) and others with a 'duty to co-operate' about their views on specified issues and proposals affecting the area and 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;
- (vi) Make reports and/or recommendations to Full Council and/or the Cabinet in connection with the discharge of any Council functions or policy matters;

- (vii) Review and scrutinise the performance of external bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committees about their initiatives and performance, to ensure that the interests of local people are enhanced by collaborative working. Make reports and/or recommendations to public service providers, including those with a duty to co-operate, insofar as their actions relate to functions or service delivery connected with the Authority;
- (viii) Question and gather relevant evidence from any person (with their consent) with knowledge of the topic under investigation, including appointing advisers and assessors to assist them in the scrutiny process;
- (ix) Establish ad-hoc scrutiny working parties to investigate specific topics on behalf of the Committee on a time-limited basis, the membership of which need not necessarily come from a single committee

NOTE: See Appendix 9, Procedure Rules for Scrutiny Committees, Annex 1;

- (x) Exercise responsibility for any finances made available to them.

The appropriate scrutiny committee is responsible for Councillor Calls for Action in accordance with procedures set out at Appendix 9.

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