

Finance, Assets and Performance Scrutiny Committee

Established – May 2018

Terms of Reference

Appointment of Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by Full Council

Membership

Members of the Executive are not eligible for membership of the Scrutiny Committee

The Committee shall have a total of 11 members and will reflect the political make up of the Council (as required under section 15 of the Local Government Act 1989)

Named Substitute members are permitted to attend when the full member is unavailable

Remit

The following service areas fall within the remit of the Scrutiny Committee:

Corporate Strategy	Guildhall
Council Structure and Democracy	Sports and Leisure Provision for Kidsgrove
External Partnerships (including Newcastle Partnership, Staffs. Strategic Partnership, Stoke on Trent and Staffordshire LEP, Town Centre BID and Constellation Partnership)	Ryecroft and Civic Hub projects
District Deal	Revenue and Capital Budgets
Economic Development Strategy	Surplus Assets
Human Resources and Payroll	Financial Monitoring
Keele Deal	Internal Audit
LAPs	Procurement
Localism	Treasury Management
Customer and ICT Services	Revenues and Benefits
Communications and Website	Increasing Revenue Generation

Frequency of meetings

The Committee shall meet on a quarterly basis in accordance with the approved Calendar of meetings. Any additional meetings shall be convened at the request of the Chair.

Scrutiny Review Working Parties/Task and Finish Groups

The Committee may set up Scrutiny Review Working Parties and/or Task and Finish Groups in order to carry out elements of its approved Work Programme. At no time shall there be more than a total of three Working Groups/Task and Finish Groups in operation. Working Parties and Task and Finish Groups shall be formed and operate in accordance with the Protocol detailed at Appendix 10 of the Constitution.

In addition individual members may be authorised by the Committee to undertake scrutiny research on its behalf, in support of the approved Work Programme. The Scrutiny Officer to be notified of any research being undertaken in order to ensure its compatibility with the Work Programme.

Work Programme

The Committee shall agree a core Annual Work Programme at its first meeting in the municipal year. Additional items may be added by the Committee throughout the municipal year.

At any time, members may propose items for inclusion in the Work Programme, by submission to the Scrutiny Officer for discussion with the Chair. Submissions should detail the reason for the request and the aims and anticipated outcome of any scrutiny exercise agreed. The Chair's decision on whether to include the item in the Work Programme shall be final and shall be based on relevance to the Committees existing workload, level of community interest and availability of support resources. Repeat requests cannot be made until after 6 months from the refusal to include an item on the Work Programme.

In conducting its Work Programme the Committee shall promote involvement by service users and the wider community wherever possible.

General role

On issues within its remit, the Committee will:

- At the request of the Executive, carry out pre-decision scrutiny and/or make reports or recommendations on their findings
- Review and scrutinise decisions of, or matters referred by, the Executive, the Council, Committees and Officers,

- Review and scrutinise Current policies and assist and advise on future policy development
- Review the Council's Performance as reported in the Annual Performance Management Report
- Make reports and/or recommendations to Cabinet or Council in connection with the discharge of any functions or policy matters
- Consider any matter affecting the Borough or its community
- Review and scrutinise the performance of external bodies in the interests of promoting collaborative working and make reports or recommendations to public service providers in relation to those of their services which relate to the Authority's responsibilities

Specific role

On issues within its remit, the Committee:

- Shall comply with the requirements of the Budget setting and Policy Framework Procedure Rules
- Will exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or any policy or area committees -in accordance with the Call-in procedure set out at Appendix 10 of the constitution
- May question/call for evidence/seek views from any person (with consent) deemed reasonably necessary to assist in the discharge its role and functions or inform debate
- May question members of the Cabinet and Chief Officers about their performance in relation to significant and/or major projects

Relationship Management

The Cabinet Members with Portfolios of direct relevance to the remit of the Committee are:

Leader – Corporate and Service Improvement, People and Partnerships

Deputy Leader – Finance and Efficiency

The Chair and Vice-Chair shall hold relationship management meetings with the relevant Portfolio Holders to promote close working relationships between the Executive and the Committee

As and when requested, the relevant Portfolio Holder shall attend the Scrutiny Committee

Procedural rules

The Committee shall conduct its business in accordance with the Procedure Rules of the Council as set out in Appendices 7 and 9 of the Constitution.