



## Article 7: Scrutiny Commission

### 7.01 Terms of reference

- a) The Council will appoint a Scrutiny Commission to discharge the functions conferred by section 21 of the Local Government Act 2000, or any regulations under section 32 of the Local Government Act 2000.
- b) The Scrutiny Commission will oversee two Scrutiny Panels, as set out in the left hand column of the table below, in their discharge of the overview and scrutiny functions (set out in the right hand column of the table below). The Scrutiny Commission (and the Scrutiny Steering Group where appropriate) will ensure a consistent workplan for each Panel, and allocate the work to the Panel with the relevant list of activities or as it otherwise sees fit.

Scrutiny Panel	Scope
Community Leadership Panel	<ul style="list-style-type: none"> <li>- Outward looking locality focus</li> </ul> To include the Crime and Disorder Committee Function; <ul style="list-style-type: none"> <li>- Scrutiny of external organisations.</li> </ul>
Resource and Performance Panel	<ul style="list-style-type: none"> <li>- Internal facing</li> <li>- To receive and monitor Performance Management and Resource information;</li> <li>- Deal with “Call –in” of Executive decisions prior to implementation.</li> </ul>

### 7.02 General role

Within their terms of reference, the Scrutiny Commission and Panels will:

- a) review and/ or scrutinise decisions made, or actions taken, in connection with the discharge of any of the Council’s functions;

- b) review, develop or propose policies in connection with the discharge of any of the Council's functions, in accordance with programmes approved by Council and subject to a planned timetable of reports of key stages;
- c) make reports or recommendations to the full Council, the Executive or any Community Forum in connection with the discharge of any functions;
- d) consider any matter affecting the area or its inhabitants; and
- e) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive.

### 7.03 Specific functions

#### a) Policy development and review.

The Scrutiny Commission and Panels 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 or Commission and chief or statutory Officers 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.

#### b) Scrutiny

The Scrutiny Commission and Panels may:

- 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 and particular service areas;
- iii) question Members of the Executive, Committees and Corporate Management Team 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, appropriate Committee 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 Scrutiny Commission or Panel and local people about their activities and performance; and
- vi) question and gather evidence from any person (with their consent).

### 7.04 Form and composition

- a) **Scrutiny Commission** The Scrutiny Commission will consist of all Members who are not also Members of the Executive at the Annual Council Meeting, in accordance with the proportionality rules of the Local Government and Housing Act 1989, from whose number the Council will appoint a Chairman. The Scrutiny Commission will meet at least four times a year, and act as the overview forum for the Scrutiny Panels.
- b) **Scrutiny Panels.** Each of the Scrutiny Panels:
  - i) will consist of ten elected Members appointed by full Council in accordance with the proportionality rules of the Local Government and Housing Act 1989, together with the Chairman of the Scrutiny Commission, who will act in an ex-officio capacity; and
  - ii) will have its own Chairman and Vice-Chairman (if desired) appointed by the first meeting of that Panel after the meeting of Annual Council, neither of whom may be the Chairman of the Scrutiny Commission;
  - ii) may, at each Scrutiny Panel's discretion, invite Members or a member of the community, professional bodies, institutions or organisations to sit with the Scrutiny Panel during its consideration of items relevant to that person or persons; and
  - iv) may, at each Scrutiny Panel's discretion, invite the Leader and up to two other Executive Members to join the Scrutiny Panel during its consideration of any policy development topics.
- c) **Scrutiny Steering Group.** Advice upon co-ordination and monitoring of the work of the Scrutiny Panels between each meeting of the Scrutiny Commission will be the responsibility of a Steering Group consisting of the Scrutiny Commission Chairman and the Scrutiny Panel Chairmen (as a working group, this body is not subject to the Access to Information Rules in Part 4(2)).

### **7.05 Task and finish Groups**

The Scrutiny Commission may appoint Task and Finish Groups to scrutinise specific items as decided by the Commission. There shall be a maximum of two Task and Finish Groups in place at any one time. Task and Finish Groups are working groups and as such are not subject to the Access to Information Rules in Part 4 (2)

### **7.06 Finance**

Scrutiny Commission and Panels may exercise overall responsibility for the finances made available to them.

### **7.07 Annual report**

Scrutiny Commission and Panels must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

### **7.08 Proceedings of the Scrutiny Commission and Scrutiny Panels**

The Scrutiny Commission, Scrutiny Panels and the Scrutiny Steering Group will conduct their proceedings in accordance with the Scrutiny Procedure Rules set out in Part 4(5) of this Constitution.