Derbyshire Scrutiny Liaison Group

Draft Terms of Reference

November 2008

1.   Introduction

1.1   These terms of reference have been developed as a framework for the promotion of collaborative working between the Scrutiny Members and Officers of:

- Derbyshire County Council
- Chesterfield Borough Council
- High Peak Borough Council
- Amber Valley Borough Council
- Erewash Borough Council
- South Derbyshire District Council
- Bolsover District Council
- Derbyshire Dales District Council
- North East Derbyshire District Council

2.   Membership

Each Authority will be represented at Liaison Group meetings by 1 nominated Officer and Member or their substitute. Additional Officers and Members will be able to attend as appropriate.

3.   Role

3.1   The Terms of Reference set out the intention of partner Authorities involved in the Liaison Group to collaborate in relation to the exercise of their improvement and scrutiny functions in the County of Derbyshire. A primary focus of the Group will be on the effective scrutiny of the Local Area Agreement, associated targets and the contribution of stakeholders and partners into this. The Liaison Group will also facilitate exchange of ideas, expertise, other areas of joint working and training opportunities. The autonomy of individual Authority's scrutiny committees will be maintained.

4.   Terms of Reference

The Liaison Group will:

General Areas

4.1 Promote effective collaboration between the named Authorities, their Elected Members and Officers in relation to matters of scrutiny.

4.2 Identify areas of potential cooperation in relation to scrutiny matters.

4.3 The Liaison Group will be a conduit for the exchange of scrutiny ideas, expertise, training opportunities and the overall promotion of scrutiny as function of the democratic process.

4.4 Make Liaison Group Members aware of planned and current scrutiny activity being undertaken in each organisation, avoiding the risk of duplication of work and provide an opportunity to share best practice and engage in joint reviews if appropriate.

4.5 Full Liaison Group meetings will be held at least quarterly.

4.6 A general set of protocols for scrutiny working with LAA partners will be produced.

Specific Areas

4.8 Oversee the reporting of performance information, identifying potential improvements.

4.9 Use existing scrutiny arrangements in each Authority, with the understanding that links to the Local Area Agreement may be explored within wider scrutiny reviews, or in agreement with an individual Authority taking the lead.

4.10 Specific protocols for conducting joint reviews into the Local Area Agreement will be developed as and when required.

4.11 Develop mechanisms for administering joint Councillor Call for Action and monitor implementation.

4.12 Make the Liaison Group aware of the number and nature of the joint petitions the Authority has received and if any will or have been assessed through the scrutiny process.

4.13   The Liaison Group will be responsible for developing procedures to administer joint responses to legislative developments which affect scrutiny.

5.   Review

5.1   These Terms of Reference will be reviewed and amended on an ongoing basis and will be formally reviewed annually.

5.2   Reports on progress of this group will be fed into the Derbyshire Partnership Forum.

5.   <u>Signature</u>

5.1   Liaison Group members agree to act in accordance with these terms of reference

Authority	Signature	Date
SIGNED FOR AND ON BEHALF OF Derbyshire County Council		
SIGNED FOR AND ON BEHALF OF Chesterfield Borough Council		
SIGNED FOR AND ON BEHALF OF High Peak Borough Council		
SIGNED FOR AND ON BEHALF OF Amber Valley Borough Council		
SIGNED FOR AND ON BEHALF OF Erewash Borough Council		
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