

Article 6 – Overview and Scrutiny Committees

6.01 Form and Composition

The Council will appoint the 3 Overview & Scrutiny Committees, referred to together as the "Overview & Scrutiny Committees". These Committees will be politically balanced and are listed in the table below:-

Name of Committee	Composition
Overview Committee	6 Members (made up of the 3 dedicated scrutineers sitting on the two Scrutiny Committees)
Corporate Scrutiny Committee	7 Members (The Chair and Vice-Chair and one other Member will be dedicated scrutineers and will not sit on any policy-making committee)
Community Scrutiny Committee	7 Members (The Chair and Vice-Chair and one other Member will be dedicated scrutineers and will not sit on any policy-making committee)

6.02 Main Purposes

Together these Overview & Scrutiny Committees will:-

- (a) make reports and/or recommendations to Full Council, Joint Committee or Area Meeting in connection with the formulation of Policy and the discharge of any functions;
- (b) consider any matter affecting the District or its inhabitants;
- (c) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (d) exercise the Call-In procedure in respect of decisions made but not yet implemented by any Policy Committee or Area Meeting; and
- (e) oversee the best value process and report their findings to the relevant Policy Committee.

6.03 Specific Functions

(a) Policy Development and Review

To carry out the main purposes listed in 6.02 (a) – (b) above, the Overview and Scrutiny Committees may:

- (i) assist Full Council 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 Committees and Chief Officers about their views on issues and proposals affecting the District; and
- (v) liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny

To carry out the main purposes listed in 6.02 (c) – (e) above, the Overview and Scrutiny Committees may:

- (i) review and scrutinise the decisions made by and the performance of Committees and Full Council;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question members of Committees, Chief Officers and Divisional Managers about their decisions and performance, whether generally in comparison with service plans and targets, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the appropriate Committee and/or Full Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the District; and
- (vi) question and gather evidence from any person (with their consent).

6.04 Terms of Reference

Specific responsibility for Overview and Scrutiny functions are allocated as follows:-

The Overview Committee

To perform the overview role in relation to the following matters:

- (a) To consider the annual work programme, including the programmes of the Corporate Scrutiny Committee, the Community Scrutiny Committee and any sub-committees that they appoint, to ensure that there is efficient use of the Committees' and Sub-Committees' time, and that the potential for duplication of effort is minimised;
- (b) Where matters fall within the remit of more than one Overview and Scrutiny Committee or Sub-Committee or include cross-cutting issues, to determine which of them will assume responsibility for any particular issue, and to resolve any issues of dispute between Overview and Scrutiny Committees;

- (c) Subject to Article 14, to report to Full Council on all matters relating to the Council's Constitution;
- (d) To exercise all functions not included in the Terms of Reference of the Scrutiny Committees;
- (e) With the agreement of the Chair of the relevant Scrutiny Committee, to undertake any of the functions of that Scrutiny Committee;
- (f) To receive requests from Policy Committees and/or Full Council for reports from Overview and Scrutiny Committees and to allocate them if appropriate to one or more Overview and Scrutiny Committees; and
- (g) To have the powers of Call-In in relation to decisions of any Policy Committee made but not implemented as set out in regulation 6(3) of the Local Authorities (Alternative Arrangements) (England) Regulations 2001.

The Corporate Scrutiny Committee

To fulfil all the functions of an Overview and Scrutiny Committee as they relate to Finance & Management and in particular (but not limited) to:

- (a) assist the Finance & Management Committee in the development of the Council's Annual Budget, Budget Strategy and Capital Strategy and to review and scrutinise Full Council's and/or relevant Policy Committee's performance in relation to financial management;
- (b) issues relating to the management of the Council's assets;
- (c) issues relating to revenue services;
- (d) receive reports from the District Auditor and the Council's Internal Auditor and to make suggestions for improvement in practice to Full Council and/or the relevant Policy Committee as required as a result of those reports;
- (e) unless reserved to the Community Scrutiny Committee, the development of policies forming part of the Council's Policy Framework including the Council's Corporate Plan and IEG statement;
- (f) receive reports and make recommendations on service provision from the relevant Policy Committee;
- (g) the monitoring of the Annual Best Value Performance Plan, and/or the best value review programme or individual reviews which relate to Finance & Management Service functions;

The Community Scrutiny Committee

To fulfil all the functions of an Overview and Scrutiny Committee as they relate to Housing and Community Services and Environmental and Development Services and in particular (but not limited) to:

- (a) all of the Council's functions in relation to culture, leisure, arts, sport and recreational activities and other facilities including grounds maintenance, waste management and street cleansing which enhance the quality of life for local people;
- (b) the Council's Community Strategy, the Crime & Disorder Reduction Strategy and the plans and strategies which comprise the Housing Investment Programme and all like functions;
- (c) economic development and the regeneration of communities in the area;
- (d) social inclusion and community and physical regeneration;
- (e) land use, planning policies and development control;
- (f) housing management, including sheltered housing and improvement of the quality of the housing stock, within the public and private sectors within the District;
- (g) all of the Council's functions in respect of the environment generally, environmental protection, food safety, health & safety at work and other environmental health functions;
- (h) receive reports and make recommendations on service provision from the relevant Policy Committees;
- (i) licensing, registration and inspection;
- (j) the monitoring of individual reviews which relate to Housing and Community Services and Environmental and Development Services functions;

6.05 Finance

Overview and Scrutiny Committees may exercise overall responsibility for any finances made available to them.

6.06 Annual Report

Overview and Scrutiny Committees must report annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

6.07 Proceedings of Overview and Scrutiny Committees

Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

