

## 2. OVERVIEW AND SCRUTINY COMMISSION

2.1 The Council will appoint an Overview and Scrutiny Commission, to discharge the functions conferred by Section 21 of the Local Government Act 2000 and regulations made thereunder.

### 2.2 Terms of Reference

The Overview and Scrutiny Commission shall:

- (i) develop a work programme of overview and scrutiny reviews and policy development projects, in consultation with the Executive and the Corporate Management Team.
- (ii) appoint a number of overview and scrutiny panels, managing and updating their work programme as necessary, including considering any request from an overview and scrutiny panel, or any Member thereof, to add an item to the work programme.
- (iii) review decisions made, but not yet implemented, by the Executive and any other Committee, where these have been called-in.
- (iv) itself, or through an overview and scrutiny panel:
  - review and/or scrutinise decisions made, or actions taken, in connection with the discharge of any of the Council's functions;
  - consider any matter affecting the Borough or its inhabitants.
- (v) make reports and/or recommendations to Council and/or the Executive and/or any other committee in connection with the discharge of any functions.
- (vi) receive summary performance management information and question Members of the Executive and Officers thereon.
- (vii) ensure the efficient discharge of a robust and effective overview and scrutiny function.
- (viii) prepare and submit an annual report to the Council on overview and scrutiny activities and their outcomes.

### 2.3 Specific Functions

- (a) **Policy Development and Review** - The Overview and Scrutiny Commission, through its Overview and Scrutiny 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 particular 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, other committees and 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 Overview and Scrutiny Commission may itself, or through an overview and scrutiny panel:
- (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/or particular service areas;
  - (iii) question members of the Executive, Committees and officers 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) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Commission or Panel and local people about their activities and performance; and
  - (v) question and gather evidence from any person (with their consent).
- and make recommendations to the Executive and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process.
- (c) **Finance** The Overview and Scrutiny Commission may exercise overall responsibility for the finances made available to them.
- (e) **Officers.** The Overview and Scrutiny Commission may exercise overall responsibility for the work programme of any officers employed to support their work.