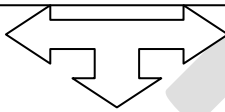


## **Chapter 2 Part 7a: OVERVIEW & SCRUTINY ARRANGEMENTS FLOW DIAGRAM**

Overview and Scrutiny allows for the understanding of why decisions are made and ensuring the best decisions are made. The Overview and Scrutiny Committee provides the opportunity for Members and Officers to improve the quality and delivery of services. The Committee has the power to consider policy review and development Call-in decisions and consider a Call for Action.

Any Member, including Members of the Overview & Scrutiny Committee may give notice to the Monitoring Officer that they wish an item added to the agenda of the next meeting of the Committee



All Members of the Council except members of the Cabinet, the Mayor of the Council, Deputy Mayor of the Council, the Chairs of or Vice Chairs of the Committee are eligible for appointment as members of the Overview & Scrutiny Committee. However, no Member may be involved in scrutinising a decision in which they have been directly involved.

The Overview & Scrutiny Committee may appoint Scrutiny Sub-Committees or working groups to carry out detailed examination of particular topics for report back to it. Such groups may be appointed for a fixed period before ceasing to exist.

The Overview & Scrutiny Committee shall be entitled to appoint a maximum of six people as non-voting co-optees either as standing Members of the Committee or on a time limited basis.

**When are the Meetings held?**



The Council may determine a cycle of meetings for the Overview & Scrutiny Committee and its Sub-Committees.

If the Council do not set the cycle, the Overview & Scrutiny Committee shall determine its own cycle of meetings.

The Chair, or in their absence the Vice-Chair, may change the date or cancel meetings, or call additional meetings as they consider necessary to deal with the Committee's work programme.

The Quorum for meetings will be no less than 3 of the Overview & Scrutiny Committee Members.

## NOTICE

Seven working days' notice of the item should be given to the Monitoring Officer together with sufficient information to enable the Monitoring Officer to advise about the nature and purpose of the item.

On receipt of such a request, so long as it is an appropriate matter to be considered Monitoring Officer will ensure that it is included on the next available agenda.

## WORK PROGRAMME ITEMS

Items set by Overview & Scrutiny Committee and Sub-Committees, taking into account wishes of all Members.

### Approved ✓

Items added to agenda pursuant to notice.

### Not Approved ✗

Matter not appropriate for agenda.

## AGENDA

## CONSIDERATION OF ITEMS ADDED TO NOTICE

### Approved ✓

The Overview & Scrutiny Committee shall also respond, as soon as their work programme permits, to requests from the Cabinet, a Committee and / or the Council to review particular areas of Council activity.

### Not Approved ✗

Matter not taken forward.

## OVERVIEW & SCRUTINY COMMITTEE MEETING PROCEDURE

The Overview & Scrutiny Committee any Scrutiny Sub-Committees shall consider the following business:-

- minutes of the last meeting;
- declarations of interest;
- consideration of any matter referred to the Committee or Sub-Committee for a decision in relation to call in of a decision;
- responses of the Cabinet or decision-maker to reports of the Overview & Scrutiny Committee;
- the business otherwise set out on the agenda for the meeting.
- The Overview & Scrutiny Committee or any of the Scrutiny Sub-Committees may ask people to attend to give evidence or answer questions about any items on their agenda. Meetings should be conducted in accordance with the following principles:-
  - that the business be conducted fairly and all Members of the Committee or Sub-Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
  - that those assisting by giving evidence be treated with respect and courtesy;
  - that the business be conducted as efficiently as possible.

Following any investigation or review, the Committee or Sub-Committee shall prepare a report, for submission to the Cabinet, decision-maker and/or Council as appropriate and shall make its report and findings public.

### REPORTS

The Overview & Scrutiny Committee or a Scrutiny Sub-Committee prepare a report detailing its considerations, proposals or recommendations for consideration by the Cabinet, relevant Committee or the Council.

#### Who is the report submitted to?

The report will be submitted to the Monitoring Officer for consideration by the Cabinet (if the proposals are consistent with the existing Budget and Policy Framework), or the relevant Committee or Council as appropriate (e.g. if the proposals or recommendation would require a departure from or a change to the agreed Budget and Policy Framework).

**What if a report cannot be agreed?**



If the Overview & Scrutiny Committee cannot agree on a single final report one minority report may be prepared and submitted for consideration with the majority report.

**Consideration of report and ensuring consideration**



The Cabinet, relevant Committee or the Council shall will consider the report of the Overview & Scrutiny within two meetings of the report being submitted to the Monitoring Officer.



The agenda for the Cabinet meetings shall include an item entitled 'Scrutiny Reviews'

If the item is not considered within two meetings the Cabinet, Committee or the Council as applicable will provide an explanation as to the reasons.



Where decision-making has been delegated to an individual Cabinet Member or Officer, a copy of the report will be submitted to them for consideration. The Cabinet Member or Officer must consider the report and respond in writing within four weeks of receiving it.

**MEMBERS AND OFFICERS GIVING ACCOUNT TO THE OVERVIEW & SCRUTINY COMMITTEE**

The Overview & Scrutiny Committee may require a Member or Officer to attend a meeting in relation to a report. The Overview and Scrutiny Committee may also scrutinise and review decisions made or actions taken in connection with the discharge of any function of the Council under the Call-In procedure or the Councillor Call for Action Procedure, and may require any Member of the Cabinet, a Committee the Chief Executive and / or any senior Officer to attend before it to in relation to matters within their remit in relation to

- any particular decision or series of decisions;
- the extent to which the actions taken implement Council policy; and/or
- their performance

**Notice to attend meeting**

If any Member or Officer is required to attend a meeting of the Overview and Scrutiny Committee the Monitoring Officer shall give at least 7 working days' notice of the meeting at which they are required to attend.

Where the Member or Officer is unable to attend, the meeting, an alternative date shall be agreed.