

**OVERVIEW & SCRUTINY COMMITTEE**

1. Membership - 14 (Not to be Members of the Executive but to include the Chairs of the 2 Select Committees)
2. Quorum - 4
3. Terms of Reference
  - 3.1. To consider the activities of the Executive and to have responsibility to reconsider any executive decision that has been subject to call-in, in accordance with the provisions of the Scrutiny provisions as set out in the Council's Constitution.
  - 3.2. Responsibility for the scrutiny of all initial proposals for the development of the Council's Budget and Policy Framework in accordance with the Budget and Policy Framework provisions in the Council's Constitution.
  - 3.3. To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the direct purview of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those of a Corporate and/or Council wide nature and relationships with partners and external agencies involved with these areas, together with a timetable and method of study for each topic.
  - 3.4. To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
  - 3.5. To review the Forward Plan of Key Decisions in relation to services within the direct purview of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those of a Corporate and/or Council wide nature, considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Assistant Director to provide a briefing or take part in discussion.
  - 3.6. That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.

## APPENDIX A

- 3.7 To work with other Select Committees, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
- 3.8 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the direct purview of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those of a Corporate and/or Council wide nature.
- 3.9 In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the direct purview of the Assistant Director (Corporate Services & Transformation), Assistant Director (Finance & Estates) and Assistant Director (Corporate Projects, Customer Services & Technology) and those of a Corporate and/or Council wide nature.
- 3.10 In conjunction with the Select Committees, responsibility for the on-going development of the Scrutiny function of the Council.
- 3.11 To report to the Executive, other committees or Council, as appropriate.