

## **APPENDIX A**

### **SCRUTINY COMMITTEES AND SCRUTINY MANAGEMENT BOARD**

#### **Principles**

1. The Council's Scrutiny committees mirror the portfolios of groupings of Executive Members as follows:

Community Services Scrutiny Committee : Social Inclusion and Culture, Liveability and Neighbourhood Engagement and Communications

Regeneration Services Scrutiny Committee : Housing, Health and Regeneration

Resources Scrutiny Committee : Resources, Improvement and Customer Services

2. The purpose of this is to allow:

- Close alignment of the Executive and Scrutiny functions
- The development of in depth understanding of specific service areas so Scrutiny can effectively carry out its 4 key roles of challenging the executive, policy development, performance improvement and scrutiny of external organisations and partners

#### **Composition**

1. All Scrutiny Committees will be politically balanced.
2. Executive Members, the Chairman of the Council and Audit Committee Members may not be members of the Scrutiny Committees.
3. Scrutiny Committees may appoint co-opted Members with the approval of the full Council, and involve partners and other organisations in their work by inviting representatives to attend and participate in meetings.
4. The Chair and Vice Chairs of the three Scrutiny Committees will sit as a Scrutiny Management Board which will oversee the work of the Scrutiny Committees.
5. Where matters cut across Scrutiny Committee Terms of Reference, these shall be allocated to the appropriate Committee by the Scrutiny Management Board on the basis of appropriateness and capacity/workload.

#### **Roles**

1. To scrutinise and/or review decisions made or actions taken in connection with the discharge of any of the Council's functions within the Committee's remit.
2. To make reports and/or recommendations to the Council and/or the Executive and/or any Committee, Panel or Area Forum in connection with the discharge of any of the Council's functions within the Committee's remit.
3. To consider any matter affecting the area or its inhabitants within the Committee's remit.
4. To exercise the right to call-in for reconsideration, decisions made but not yet implemented by the Executive.

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5. To scrutinise or review specific issues or policy areas referred to it by the Scrutiny Management Board.
6. To scrutinise or review the performance monitoring arrangements of the Council and specifically to question Members of the Executive, the Chief Executive, Directors and Heads of Service about their decisions and performance, whether generally in comparison to Service Plans and Targets over a period of time or, in relation to particular decisions, initiatives or projects. Such scrutiny to be relevant to those Service Plans within the Committee's remit.
7. To scrutinise or review the performance of other public bodies and/or partner organisations in the area and invite reports from them by requesting them to address the Scrutiny Committee and local people about their activities and performance.
8. To draw up an Annual Work Programme and Report to be approved by the Council.
9. To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets an/or particular service area.
10. To monitor and review the Executive's forward plan of key decisions and report upon any issues related thereto in respect of non-compliance.

Key services and Strategy/Policy Documents within the remit of each Scrutiny Committee are set out in Appendix B.