

Overview and Scrutiny Committees: Summary Terms of Reference

Please refer to the Overview & Scrutiny Procedure Rules in Part 4 of the Constitution for further details on composition, membership, eligibility, powers and duties.

1. General Role

1.1. The Council will appoint two Overview & Scrutiny Committees (an Internal and an External Overview & Scrutiny Committee) to discharge the functions conferred with the following functions. Each Overview & Scrutiny Committee will:

- 1.1.1. review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- 1.1.2. make reports and/or evidence based recommendations to the Council and/or any committee or joint committee in connection with the discharge of any functions;
- 1.1.3. consider any matter affecting the area or its inhabitants;
- 1.1.4. make reports and/or evidence based recommendations to the Council and/or its Committees and/or any joint committee on matters which affect the Council's area or the inhabitants of that area; and
- 1.1.5. exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Hub Committee.

2. Specific functions

The Overview and Scrutiny (External) Committee is also appointed to act as the Crime and Disorder Scrutiny Committee appointed under Section 19 of the Police & Justice Act 2006.

3. Public Forum

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committees. This session will last for up to fifteen minutes at the beginning of each meeting, with each individual speaker being restricted to a maximum of three minutes each.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) by 5.00pm on the Thursday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

4. Proceedings of the Overview and Scrutiny Committees

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