

OVERVIEW AND SCRUTINY COMMITTEE
9 MAY 2016
ESTABLISHMENT OF OVERVIEW AND SCRUTINY COMMITTEE SUB-COMMITTEES 2016/17
REPORT OF HEAD OF DEMOCRATIC SERVICES

1. Purpose

To establish the Call-in Panel as a sub-committee of the Overview and Scrutiny Committee for 2016/17 and approve the terms of reference and membership where known. The Committee is asked to approve the terms of reference for scrutiny review panels.

2. Action required

The Committee is asked to:

- (1) appoint five scrutiny chairs (the membership of which will include the Chair of the Overview and Scrutiny Committee and the Chair of the Health Scrutiny Committee) who will chair review panels and/or the Call-in Panel, as required by the Overview and Scrutiny Committee;**
- (2) approve the terms of reference, membership, and appoint the Chair and Vice-Chair of the Call-in Panel as detailed in Appendix 1.**

3. Background information

Establishment of sub-committees

- 3.1 A new structure for overview and scrutiny was adopted in 2011/12. An Overview and Scrutiny Committee has been established to set and manage the whole programme for scrutiny. The Committee commissions reviews to be carried out by time-limited scrutiny review panels to deliver the programme for scrutiny. The terms of reference for Overview and Scrutiny Committee require it appoints a Call-in Panel to respond to the call-in of Executive decisions prior to implementation.
- 3.2 At this meeting, the Committee is required to establish the Call-in Panel as a sub-committee and approve the terms of reference, membership and dates of first meetings where known. In addition, the Committee is required to approve the terms of reference for scrutiny review panels to operate as sub-committees of Overview and Scrutiny Committee.

Chairing of sub-committees

- 3.3 All of these sub-committees are chaired by members of the Overview and Scrutiny Committee. The Chair of Overview and Scrutiny Committee and Chair of Health Scrutiny Committee, together with two additional scrutiny chairs, collectively form a pool of five scrutiny chairs.

- 3.4 The Chair of the Call-in Panel and the chairs of scrutiny review panels are appointed by the Overview and Scrutiny Committee from this pool of scrutiny chairs. The chairs of scrutiny review panels are appointed at the time of establishment of each review panel. The Overview and Scrutiny Committee is required to appoint the Chair and Vice-Chair (from the membership of the Overview and Scrutiny Committee) of the Call-in Panel at this meeting.

4. **List of attached information**

The following information can be found in the appendices to this report:

Appendix 1 –Terms of reference for and membership of the Call-in Panel

Appendix 2 –Terms of reference for Scrutiny Review Panels

5. **Background papers, other than published works or those disclosing exempt or confidential information**

None

6. **Published documents referred to in compiling this report**

None

7. **Wards affected**

Citywide

8. **Contact information**

Contact Colleagues

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Overview and Scrutiny Call-in Panel

The Call-in Panel is a sub-committee of the Overview and Scrutiny Committee set up to determine the validity of call-in of Executive decisions, in accordance with the Constitution and Call-in Procedure

Membership

The Call-in Panel comprises of 9 councillors. Ordinarily, Overview and Scrutiny Committees/Panels should be politically balanced.

Chairing

The Chair and Vice Chair of the Call-in Panel will be appointed at the first meeting of the Overview and Scrutiny Committee in each municipal year but where the Overview and Scrutiny committee does not appoint the Chair or Vice-Chair the Call-in Panel itself may do so. The Chair must be appointed from the pool of 5 overview and scrutiny chairs and the Vice Chair must be a member of the Overview and Scrutiny Committee.

Date of first meeting

Meetings held as required.

OVERVIEW AND SCRUTINY REVIEW PANEL(S)

Scrutiny Review Panels are time-limited sub-committees of the Overview and Scrutiny Committee, established by the Overview and Scrutiny Committee to carry out reviews into issues of concern relevant to Nottingham, with a view to making recommendations for improvement.

A scrutiny review panel will be responsible for:

- (a) Scoping the review within the brief and timescale set by the Overview and Scrutiny Committee
- (b) Carrying out review work according to the scope and within the timescale set
- (c) Writing a report on the findings of the review, including any recommendations. This will be sent by the review panel to those whom recommendations are directed towards, and reported to the Overview and Scrutiny Committee for information
- (d) Receiving the response(s) to recommendations
- (e) Reviewing progress against agreed recommendations (usually at a final meeting of the review panel)
- (f) Referring any further issues/ possible areas of work to the Overview and Scrutiny Committee.

Membership

Any non-executive councillor can be a member of a scrutiny review panel, but no councillor can scrutinise a decision that they have been involved in taking. The size of each scrutiny review panel will be set by the Overview and Scrutiny Committee. It is recommended that each scrutiny review panel should comprise between 6-8 councillors. Ordinarily, Overview and Scrutiny Committees/ Panels should be politically balanced, but on 23 May 2011 Council made a unanimous resolution that seats may be allocated differently. No substitutes are allowed.

Where matters being considered by a scrutiny review panel relate to education, the statutory education co-optees will be full and equal members of that review panel, with voting rights. The Overview and Scrutiny Committee can also choose to appoint additional co-opted members to sit on scrutiny review panels, in accordance with agreed arrangements governing overview and scrutiny co-option.

Chairing

The chair of each review panel will be appointed by the Overview and Scrutiny Committee from a pool of scrutiny chairs, and will be a member

of the Overview and Scrutiny Committee. As a part of his/ her role, the Chair will be responsible for liaison between the Overview and Scrutiny Committee and the scrutiny review panel, including reporting progress of the panel and any issues to the Overview and Scrutiny Committee and presenting the review panel's final report.

Meetings

Meetings to be held as required within the timescales specified by the Overview and Scrutiny Committee. All business of the panel must be carried out by the panel and not in a working group or sub-group of the panel.

Quorum

The quorum for meetings of the City Council is 14 in accordance with statutory requirements and for all other meetings is 3, unless otherwise determined by Council. Having regard to the limited size of scrutiny review panels (6-8 councillors), the quorum for a review panel has been fixed at 2.