

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>12 MAY 2014</b>
<b>OVERVIEW AND SCRUTINY COMMITTEE - TERMS OF REFERENCE</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

1. **Purpose**  
To make sure all members of the Overview and Scrutiny Committee are aware of the terms of reference for the Committee and its implications for the operation of the Committee during the year.
2. **Action required**  
The Committee is asked to note the terms of reference for the Overview and Scrutiny Committee, as approved at Council, on 12 May 2014.
3. **Background information**  
On 12 May 2014 Council established the Overview and Scrutiny Committee and agreed its terms of reference.
4. **List of attached information**  
The following information can be found in the appendices to this report:  
**Appendix 1 – Overview and Scrutiny Committee Terms of Reference**
5. **Background papers, other than published works or those disclosing exempt or confidential information**  
None
6. **Published documents referred to in compiling this report**  
Report to the Annual Meeting of the City Council on 12 May 2014.
7. **Wards affected**  
Citywide
8. **Contact information**  
Contact Colleagues

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## **OVERVIEW AND SCRUTINY COMMITTEE (16)**

### Membership

To be confirmed in the addendum to the report.

### Terms of reference

- (a) To set, manage and co-ordinate the overview and scrutiny work programme to ensure all statutory roles and responsibilities accorded to the overview and scrutiny function, with the exception of health scrutiny, are fulfilled, including the ability to:
  - i. hold local decision-makers, including the Council's Executive, to account for their decisions, action and performance;
  - ii. review policy and contribute to the development of new policy and the strategy of the Council and other local decision-makers where it impacts on Nottingham residents;
  - iii. explore any matters affecting Nottingham and/ or its residents;
  - iv. make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive;
- (b) to maintain an overview of key strategic issues relevant to Nottingham and its residents to inform decisions about the work programme so that it is focused on, and adds value by the examination of, issues of local importance and concern;
- (c) to commission time-limited review panels (no more than 3 major reviews at any one time) to carry out an individual review in accordance with the overview and scrutiny work programme. This commissioning includes setting the remit, initial timescale, size of membership and chair of the panel to meet the needs of the review being undertaken;
- (d) to monitor the effectiveness of the overview and scrutiny work programme and the impact of outcomes from overview and scrutiny activity, including the outcomes of review panels;
- (e) to work with the Health Scrutiny Panel, to support effective delivery of a co-ordinated overview and scrutiny work programme. This may include making referrals of issues for potential scrutiny to the Health Scrutiny Panel;
- (f) to establish a sub-committee known as the Call-In Panel to meet as required to consider call-in requests in accordance with the Council's Call-In Procedure;
- (g) to consider requests for councillor calls for action;
- (h) to receive petitions in accordance with the Council's Petitions Scheme;

- (i) to commission separate policy briefings to inform councillors about current key issues relevant to Nottingham, to aid decisions about the future overview and scrutiny work programme and prepare councillors to undertake overview and scrutiny work that has already been commissioned;
- (j) to co-opt people from outside the Council to sit on any of the overview and scrutiny bodies as relevant to support effective delivery of the overview and scrutiny work programme;
- (k) to establish a pool of no more than 5 scrutiny chairs (the membership of which will include the Chair of the Overview and Scrutiny Committee) who will chair scrutiny review panels and/ or the Call-in Panel as required by the Overview and Scrutiny Committee.

The Committee has 16 members, which includes two individuals co-opted (with voting rights) from outside the Council. Membership must not include members of the Executive Board. The allocation of seats on the Committee between political groups will be determined on a year by year basis.

The Committee has a number of established sub-committees:

- Call-in Panel;
- Scrutiny Review Panels which are assigned specific time-limited reviews (number appointed by the Overview and Scrutiny Committee dependent on available resources).

### **Scheme of voting rights for co-opted members of the Overview and Scrutiny Committee**

In accordance with Paragraph 12 of Schedule 1 to the Local Government Act 2000 (as amended by section 115 of the Local Government Act 2003) Nottingham City Council has agreed that non-statutory co-opted members of overview and scrutiny committees/ panels may be given voting rights at the discretion of the Overview and Scrutiny Committee.

#### 1. The Scheme

1.1 The Council would like to draw on the experience and knowledge of people within Nottingham when undertaking its scrutiny function. While there will be occasions where non-voting co-opted members will add value to the scrutiny process, there are benefits to giving the co-opted members voting rights, including:

- giving a more active voice on behalf of the public in scrutiny;
- improving the quality of decision making by including broader based views;
- giving co-opted members the same status as the rest of Committee and therefore encouraging an equal sense of ownership and involvement;
- promoting a partnership approach to scrutiny

1.2 This Scheme enables the Overview and Scrutiny Committee to give voting rights to non statutory co-opted members of an overview and scrutiny committee/ panel, if it so wishes. It does not mean that all non-statutory co-opted members will automatically be given voting rights.

## 2 Appointments

2.1 The Overview and Scrutiny Committee will agree the process for selecting and appointing the non-statutory co-opted members.

## 3 When a Co-optee may vote

3.1 Where co-optees have been appointed by the Overview and Scrutiny Committee as voting co-optees they may exercise a vote in considering items of business on agendas for the overview and scrutiny committee/panel to which they have been appointed.

## 4 General Principles

4.1 This Scheme and arrangements made in accordance with its terms shall be subject to review by Council, including upon recommendation from the Overview and Scrutiny Committee.

4.2 Co-opted members will be subject to the Members' Code of Conduct and must sign a declaration of office and complete a Register entry of any relevant interests.

4.3 Co-opted members will be entitled to allowances to assist with expenses in accordance with the Council's Members' Allowances Scheme.