

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>8 MAY 2017</b>
<b>OVERVIEW AND SCRUTINY COMMITTEE TERMS OF REFERENCE</b>
<b>REPORT OF THE HEAD OF LEGAL AND GOVERNANCE</b>

**1 Purpose**

- 1.1 To ensure all members of the Overview and Scrutiny Committee are aware of the terms of reference for the Committee, and the implications for the operation of the Committee during the year.

**2 Action required**

- 2.1 The Committee is asked to note the terms of reference for the Overview and Scrutiny Committee, as approved at Council on 8 May 2017.

**3 Background information**

- 3.1 On 8 May 2017 Council established the Overview and Scrutiny Committee and agreed its terms of reference.

**4 List of attached information**

- 4.1 Overview and Scrutiny Committee Terms of Reference.

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

- 5.1 None.

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

- 6.1 Appointments and first meetings of Committees and Joint Bodies 2017-18 – Council, 8 May 2017
- 6.2 Amendments to the Constitution – Council, 8 May 2017

**7 Wards affected**

- 7.1 All

**8 Contact information**

- 8.1 Laura Wilson  
Senior Governance Officer  
0115 8764301  
[laura.wilson@nottinghamcity.gov.uk](mailto:laura.wilson@nottinghamcity.gov.uk)

## **OVERVIEW AND SCRUTINY COMMITTEE 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 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;
- (d) to work with the other scrutiny committees, to support effective delivery of a co-ordinated overview and scrutiny work programme;
- (e) 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;
- (f) to commission time-limited review panels (no more than 1 panel at any one time) to carry out a review of a matter within its remit. Commissioning includes setting the remit, initial timescale and size of membership to meet the needs of the review to be carried out. Such review panels will be chaired by the Chair of the Overview and Scrutiny Committee;
- (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 the Committee or any review panels or commissions, to support effective delivery of the work programme.

The Committee has 14 members. Membership must not include members of the Executive Board. The Committee is politically balanced, with allocation of seats between political groups determined on a year by year basis.