

## **TERMS OF REFERENCE**

1. To keep under review the overall effectiveness of the scrutiny process and the select committee structure; to consider how the process and structure can be improved and developed further and to make appropriate recommendations for change to Cabinet and the Council.
2. To receive and consider input from all non-cabinet, and cabinet members on suggested areas for scrutiny work, including views from the Scrutiny Liaison Forum on emerging policy development review topics and from the thematic select committees on their priority areas for review.
3. Taking this into account, to consider, prioritise, develop and co-ordinate the scrutiny work programme, ensuring that there is efficient use of the Select Committees' time, that the potential for duplication of effort is minimised and managing any changes in year (ie between annual meetings).
4. To undertake appropriate liaison with the Scrutiny Liaison Forum on policy development issues and future review topics.
5. To receive and respond to requests from Cabinet and/or the full Council for policy development advice and new priority review areas, allocating them if appropriate to one or more of the relevant thematic Select Committees.
6. Within this context, to be responsible for the prioritisation, co-ordination and monitoring of scrutiny work programmes and activities, advising on timescales, liaising as appropriate with each thematic Select Committee and determining how scrutiny reviews will be resourced.
7. Where matters fall within the remit of more than one Select Committee, to determine which of them will assume responsibility for any particular issue, or whether there is a need for joint working, and to resolve any issues of dispute between Select Committees.
8. To maintain an overview of, and to monitor performance information to inform the scrutiny work programme.
9. To "call-in", scrutinise and comment on the Cabinet's executive decisions; the key decisions of the Council's Officers and executive joint arrangements key decisions.
10. To identify the need for and to support and co-ordinate the delivery of overview and scrutiny training for members and co-opted members.

## **Membership of Committee**

A Chair, plus the Chairs of the six thematic Select Committees together with such other Members as are necessary to achieve political balance.

Two diocesan representatives and two parent governor representatives will be entitled to attend as voting members of the Committee when it is dealing with education matters. The presence of such members on the Committee has no implications insofar as achieving political balance is concerned.

