

# Performance, Finance and Customer Services Overview Scrutiny Committee

## Terms of Reference



### **I Overview and Scrutiny Functions**

1.1 The aims of the Overview and Scrutiny process are to-

- add value to Council business and decision-making;
- hold the Cabinet to account;
- monitor the budget and performance of services;
- assist the Council in the development of policy and review the effectiveness of the implementation of Council policy;
- review relevant central government policy development and legislation to assess the impact on the City and make recommendations to Cabinet.

### **2. Role of Overview and Scrutiny Committees**

2.1. The relevant scrutiny committee will –

- hear call-ins, Councillor's call for action and petitions;
- approve time limited select committees for issues within its remit;
- monitor performance against the relevant corporate priorities;
- receive finance and performance reports;
- agree recommendations to Cabinet, Council and partner organisations;
- agree appointments of co-opted representatives;
- monitor the forward plan;
- help Council and the Cabinet to develop policy by studying issues in detail through time limited Select Committees;
- review new and developing legislation to assess its impact on the city;
- consider and introduce schemes to involve the public in developing policy;
- work with national, regional and local organisations to promote the interest of local people.

### **3. Performance, Finance and Customer Services Overview and Scrutiny Panel**

3.1 Responsibility for -

- Relevant policies in the Plymouth Plan
- Corporate Performance Monitoring
- Financial Performance Monitoring
- Annual Budget Setting Process
- Medium Term Financial Strategy
- Revenues and benefits
- Homelessness
- Communications
- Human resources

- Audit and Risk
- Transformation
- Bereavement Services and Register Office
- Community Safety
- Customer Services
- Street scene and Waste
- Parking
- Hear call-ins relevant to the role of the committee

### 3.2 **Partnership links**

- Health and Wellbeing Board
- Safer Plymouth
- Police and Crime Panel

### 3.3 **Membership**

All members of the Committee will adhere to the general rules of Overview and Scrutiny. There are nine members of the Committee including the Chair and Vice Chair.

### 3.4 **Chair**

The Chair will be from the opposition group and will be a member of the Scrutiny Management Board.

### 3.5 **Vice Chair**

The Vice Chair will be from the group in administration and will act as substitute for the Chair on the Scrutiny Management Board.

### 3.6 **Urgent Decisions** – Urgent decisions will be reviewed by the Chair with relevant responsibilities