

# **THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

## **TERMS OF REFERENCE**

### **MEMBERSHIP OF THE MANAGEMENT BOARD**

The Overview and Scrutiny Management Board will be made up of the Chairs of the Panels plus two additional members from each political group plus one co-opted representative.

One substitute member may be nominated from each Panel provided they have received the required training.

### **AIMS OF THE OVERVIEW AND SCRUTINY PROCESS**

- To add value to Council business and decision-making
- To hold the Cabinet to account
- To monitor the budget and performance of services
- To assist the Council in the development of policy and review the effectiveness of the implementation of Council policy
- Work to outcomes, which can be measured and have a positive impact on the community
- To improve the quality of the scrutiny process
- To exercise effective scrutiny

### **ROLE OF THE MANAGEMENT BOARD**

- To oversee workloads, including approval of work programmes, allocate work (based on request from Panels and from the Forward Plan) and the approval of Task and Finish Groups\* and to monitor the performance of Panels and Chairs;
- To manage relationships between Panels, Cabinet Members, Theme Groups / Chairs and Partners and to produce relevant Protocols;
- To monitor performance against Inspection Action Plans, including Access to Services and Equality Standards, and to monitor performance of Partner Organisations through LAA targets and priorities;
- To monitor Call-ins, Councillor Call for Action and Petitions and to allocate work accordingly (Call-ins to be considered by a minimum of three Members to include the Chair of the Board and the Chair of the relevant Panel);
- To monitor performance against the relevant Corporate Improvement priorities,
- To receive quarterly Finance and Performance Reports and to carry out the Annual Budget Scrutiny;
- To agree recommendations to Cabinet / Council / LSP Board and to monitor progress, including presentation of a quarterly report to the Cabinet;
- To agree appointments of Co-optees to Panels and to approve an annual Scrutiny training programme;
- Responsible for publicity and communications

\*The purpose of Task and Finish Groups will be to undertake pieces of scrutiny work as required by the Management Board and will be time specific. These groups will be made up of Members who have expressed an interest in the particular issue. Once the Task and Finish Group has commenced work, no substitution for Members is allowed.

Overview & Scrutiny Management Board and Panels are subject to the rules of political proportionality. In the case of the Joint Health Panel, it is not, as agreed by the Council, subject to political proportionality relating to political groups.

### **Role of board members who do not chair panels**

Non-chair Overview and Scrutiny Management Board members will carry out a range of tasks to assist the development of the overview and scrutiny function. These tasks include, but are not limited to:

- Scrutiny improvement and development
- Research
- Best practice (including visits to other councils)
- How does the scrutiny process add value to the work of the council?
- Public relations - how to improve the profile of scrutiny with the media and other organizations
- Monitoring Councillor Calls for Action
- Production of a scrutiny handbook
- How the council consults and engages with local communities and local people and ward members

The Board will also have co-opted representatives whose tasks and duties will be determined by the Chair on a case by case basis.

### **Meetings of the Management Board**

The Overview and Scrutiny Management Board shall meet on a four-weekly basis with Shadow meetings on a two-weekly basis for the purpose of hearing call-ins. All meetings of the Management Board will be open to the public. Cabinet Members and directors will attend the Overview and Scrutiny Management Board when requested. The Leader and the Chief Executive will be asked to attend meetings on a quarterly basis.

### **Agenda Items**

Any Members or panels who would like to recommend an item for their work programme shall submit a completed Project Initiation Document (PID) for consideration by the Management Board.

### **Whipping**

In keeping with good practice, there will be no “whipping” of members exercising their responsibilities on the Overview and Scrutiny Management Board or its Panels.

## **Development and Training**

Every Member of the Management Board will be provided, where appropriate, with development and training in the areas that include but are not limited to:

- Overview and Scrutiny
- Role of chair/vice chair
- Performance Management Systems
- Partnership working
- Budget and finance
- The Corporate Plan