

# CO-OPERATIVE SCRUTINY BOARD

## Terms of Reference



### OUR MISSION STATEMENT

To manage scrutiny in a way that ensures that the work that is undertaken is undertaken with a view to improving services, reducing inequalities and improving outcomes for the people of Plymouth.

### ROLE OF THE CO-OPERATIVE SCRUTINY BOARD

- To hear call-ins, councillor call for action and petitions and to allocate work accordingly.
- To oversee workloads, including approval of work programmes, allocate work and the approval of co-operative scrutiny review requests
- To manage relationships between panels, cabinet members and partners to produce effective scrutiny
- To monitor performance against the relevant corporate priorities
- To receive finance and performance reports and to carry out the Annual Budget Scrutiny
- To agree recommendations to Cabinet, Council and partner organisations
- To produce an annual scrutiny report
- To agree appointments of co-opted representatives to panels
- Responsible for publicity and communications
- To monitor the forward plan
- To scrutinise corporate and cross cutting business

### LINKED TO THE CABINET MEMBER AND DEPARTMENT WITH RESPONSIBILITY FOR

- The Corporate Plan
- Corporate Policy Development
- Human Resources
- Business Continuity and Civil Protection
- Revenue Budget
- Capital Programme
- Strategic Procurement
- Corporate Property and Facilities Management
- Performance Management
- Transformation and Change Management

### MEMBERSHIP OF THE BOARD

The Co-operative Scrutiny Board will consist of the Chair and Vice-Chair of each of the Scrutiny Panels plus other Councillors appointed by Council at the annual meeting. Any Councillor who is not a member of the Cabinet can substitute on the Scrutiny Board. All members of the panel will adhere to the general rules of Overview and Scrutiny. There are 10 members of the panel including the Chair and Vice Chair. The Chair is from the opposition political group and is a vice chair of one of the panels.