

### OVERVIEW AND SCRUTINY PROCEDURE RULES

#### AGENDA ITEMS AND COUNCILLOR CALLS FOR ACTION

The Chairman or any ~~member of the relevant Overview and Scrutiny Committee~~ **Councillor** shall be entitled to give notice to the Head of Democratic Services that he/she wishes an item relevant to the functions of **any Overview and Scrutiny Committee** ~~the committee or sub-committee~~ to be included on the agenda for the next available meeting of the committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda. This does not, however, give any rights to an individual member to commission reports. **The member raising the call for action will have the right to attend the meeting to explain their reasons for the call for action.**

If a Chairman, or any other ~~member of an Overview and Scrutiny Committee~~ **Councillor** asks for an item to be included on an agenda, the item will be included as a heading only, and the Committee then has to agree ~~that~~ **how** they would like to see the item added to the work programme **the call for action dealt with**. Officers can then proceed with producing a detailed report on the issue for the next appropriate meeting of the Committee.  
**(n.b. The detailed arrangements for dealing with councillor calls for action will be the subject of reports)**

The Overview and Scrutiny Committees shall also respond, at the earliest occasion consistent with due notice, to requests from the Council and the Executive to review particular areas of Council activity. Where they do so, the Overview and Scrutiny Committee shall report their findings and any recommendations back to the Executive and/or Council. The Council and/or the Executive shall consider the report of the Overview and Scrutiny Committee at the earliest opportunity.

It is intended that Overview and Scrutiny Committees will be involved from an early stage in the decision-making process, examining issues before decisions are taken by the Executive, rather than only after a decision is taken by operating the call-in procedure. Accordingly, matters relating to the budget or policy framework will normally be considered by the appropriate Overview and Scrutiny Committee before they are submitted to the Executive. In addition, the Overview and Scrutiny Committees may identify any item from the rolling programme for overview. The comments of the appropriate Committee will be reported to the Executive.

The Chairmen and Vice-Chairmen will hold a briefing meeting with the appropriate officers to finalise the committee agenda.

Overview and Scrutiny Committees will be serviced by the ~~Committee~~ **Democratic** Services Team.

*(Page 94 – Section 7 WBC Constitution)*