

Overview and Scrutiny Co-ordinating Board Terms of Reference

1. To co-ordinate the overall Overview and Scrutiny work plan to avoid duplication and ensure joint working, or other suitable arrangements where overlaps occur;
2. To consider the overall workload of the Overview and Scrutiny committees and to agree the allocation of resources to each committee according to need on a fair and equal basis;
3. To agree the appointment of a Chairman and Vice Chairman when more than one Overview and Scrutiny Committee meet together as a Joint Committee;
4. To meet on a regular basis with the Executive and Directors to further the development of a productive working relationship;
5. To review arrangements for involving councillors or external parties in the Overview and Scrutiny process, such as by co-option, or setting up Task and Finish groups which include outside representatives and be responsible for agreeing appointments of external parties to relevant groups; and
6. To review the training needs of Overview and Scrutiny committee members, as well as councillors and officers generally, in relation to the Overview and Scrutiny process; and to consider the development of operational styles and techniques to aid the usefulness and effectiveness of the Overview and Scrutiny process.
7. To keep the Terms of Reference of the Overview and Scrutiny Committees under regular review, with delegated authority to revise them when necessary, subject to submitting an annual report to Council to endorse any changes and amend the constitution accordingly.

Membership

The regular membership of the Board will consist of the Chairman and Vice-Chairman of each of the four Overview and Scrutiny Committees (maximum of 8 in total).

The Board will appoint a Chairman at the first meeting of each Council year, and subject to the total number of opposition members on the Council reaching 10%, the Chairman of the Board will be nominated by the Leader of the Principal Opposition Group.

The Board may also meet on a regular basis with the Leader, Deputy Leader or relevant Portfolio Holder and members of the Management Board.

The Chairman and Vice-Chairman of the Audit Committee may be invited to attend the Board on an ad hoc basis when the subject matter is such that their contribution would assist with the allocation of items under the future work programme.