

Overview and Scrutiny Procedure Rules – Annexe 1a

Protocol for attendance by Executive members at Overview and Scrutiny

An Executive Portfolio Holder can attend a meeting of an Overview and Scrutiny Committee to **observe**, and may **speak** if the required notice has been given in accordance with the Council's Constitution.

If an Executive Portfolio Holder is **invited** to attend an Overview and Scrutiny Committee, either to provide an update on their portfolio, to assist with work programming or to be questioned on matters within their remit, the Chairman of the Committee will specify in advance how the meeting will be managed and what their level of involvement will be.

The Head of Policy and Governance will notify the Executive Portfolio Holder at least 10 working days in advance of the meeting at which he/she is required to attend.

Overview and Scrutiny Procedure Rules – Annexe 1b

Protocol for attendance by Overview and Scrutiny Chairman at the Executive

A Chairman of an Overview and Scrutiny Committee can attend a meeting of the Executive to **observe**, and may **speak** if the required notice has been given in accordance with the Council's Constitution.

If the Chairman (or in his or her absence the Vice-Chairman) is **invited** to attend an Executive meeting, perhaps to present the findings of the Committee following an in-depth review, or to explain the observations of the Committee made on a particular report, the Leader of the Council will specify in advance how the meeting will be managed and what their level of involvement will be.