

## **Part 4.5    Annexe 1    Overview and Scrutiny Procedure Rules**

### **1.    Protocol for attendance by Executive members at Overview and Scrutiny**

- 1.1 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.
- 1.2 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 Chair of the Committee will specify in advance how the meeting will be managed and what their level of involvement will be.
- 1.3 The Executive Head of Legal and Democratic Services will notify the Executive Portfolio Holder at least 10 working days in advance of the meeting at which they are required to attend.

### **2.    Protocol for attendance by Overview and Scrutiny Chairman at the Executive**

- 2.1 The Chair 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.
- 2.2 If the Chair (or in their absence the Vice-Chair) 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.