

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Committee Report

Public

**Date of
Meeting:**

27 September 2001

Title:

**TERMS OF REFERENCE OF OVERVIEW AND
SCRUTINY MANAGEMENT COMMITTEE**

Report of:

Town Clerk and Chief Executive

**Report
reference:**

TC.203/01

Summary: To note the Terms of Reference of the Overview and Scrutiny Management Committee, as set out in the Overview and Scrutiny Procedure Rules contained within the Council's Constitution.

Recommendations: That the Terms of Reference of the Overview and Scrutiny Management Committee be noted.

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Overview and Scrutiny Procedure Rules

1. What will be the number and arrangements for overview and scrutiny committees?

a) The Council will have the overview and scrutiny committees with the terms of reference and functions set out in Article 6 and whose scope is more particularly described in the Table to these Rules and will appoint to them as it considers appropriate from time to time. Such committees may appoint sub-committees. Overview and scrutiny committees may also be appointed for a fixed period, on the expiry of which they shall cease to exist.

b) Overview and Scrutiny Management Committee

The Council will have one overview and scrutiny management committee comprising of eight Members, politically balanced. The terms of reference of the overview and scrutiny management committee will be:

(i) To approve an annual overview and scrutiny work programme, including the programme of any sub-committees it appoints, to ensure that there is efficient use of the committees' and sub-committees' time, and that the potential for duplication of effort is minimised.

(ii) Where matters fall within the remit of more than one overview and scrutiny committee or sub-committee, to determine which of them will assume responsibility for any particular issue, and to resolve any issues of dispute between overview and scrutiny committees.

(iii) To receive requests from the executive and/or the full Council for reports from overview and scrutiny committees and to allocate them if appropriate to one or more overview and scrutiny committees.

(iv) To put in place and maintain a system to ensure that referrals from overview and scrutiny to the executive, either by way of report or for reconsideration are managed efficiently and do not exceed the limits set out in this Constitution.

(v) At the request of the executive, to make decisions about the priority of referrals made in the event of reports to the executive exceeding limits in this Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.