

## Article 6 – Overview and Scrutiny Committees

### 6.01 Terms of reference

The Council will appoint the Overview and Scrutiny Committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000, the Police and Justice Act 2006, The Local Government and Public Involvement in Health Act 2007 and the Localism Act 2011 in relation to the matters set out in the right hand column of the same table.

Committee	Scope
Executive Overview and Scrutiny Committee	<ul style="list-style-type: none"> <li>• all functions undertaken within each Service, including all matters which are the responsibility of the Licensing and Appeals Committee and all matters which are the responsibility of the Planning Committee <b>insofar as</b> this involves post hoc and pre decision scrutiny, call in and policy and budget development tied to the Cabinet cycle</li> <li>• act as the co-ordinating committee for overview and scrutiny, to take an overall perspective on overview and scrutiny issues and resolve any issue about which body should deal with a particular matter where there is overlap.</li> </ul>
Corporate & Environmental Overview and Scrutiny Committee	<ul style="list-style-type: none"> <li>• all functions undertaken within each Service, including related external matters, <b>insofar as</b> this involves in depth review or policy development as set out in the Work Programme for the relevant year:-</li> <li>• Member items/(CCfA) (See Section 18.3 for Protocol)</li> <li>• Member update items related to decisions made by Portfolio Holders under delegated authority, officers under delegated authority, performance monitoring and general information. This also includes scrutiny of the One West Lancashire minutes and the LCC Health Scrutiny Committee Minutes.</li> <li>• Performance Management reports, including the Annual Reports from West Lancs Community Leisure/Serco and BT Lancashire Services Limited.</li> <li>• act as the Council's Crime and Disorder Committee (see section 18.1 for the 'Protocol – Arrangements for Crime and Disorder Scrutiny')</li> </ul>

## **Work Programme for Corporate and Environmental Overview and Scrutiny Committees**

(1) In relation to the Work Programme for the Corporate and Environmental Overview and Scrutiny Committee, the Committee will establish a Work Programme informed:

- By inviting all Members and the Directors (CMT) to submit topics.
- By inviting members of the public to submit topics via a press release and the inclusion of an article on the Council's web site.
- And if appropriate via a workshop session to which all Members be invited, including Key Stakeholders, the Press and members of the public, if determined by the Lead Officer, in consultation with the Chairman, Vice-Chairman and the Opposition Spokesperson.

Potential topics to be considered by the Committee for inclusion in its Work Programme, shall be included on the Council's web site with a request that any comments be forwarded to Member Services .

(2) In depth work 'a review' is usually undertaken by the Committee, however it may also be carried out by informal cross party member working groups called "Commissions" to contribute to and inform the Overview and Scrutiny process. These are informal bodies and cannot exercise the formal powers of overview and scrutiny. Members of the Commissions do not need to be members of the Overview and Scrutiny Committee and Membership can include Cabinet Members. However, if Cabinet Members are included they should not take a leading or dominant role.

(3) Each 'Review' will have a Lead Officer and will have a Project Plan comprising:-

- (a) Membership – The Committee or Commissions are encouraged to invite or co-opt, as appropriate, tenants, residents, stakeholders, County and Parish Councillors or representatives of other public sector organisations where this would assist them in their work
- (b) Clear well thought out Terms of Reference and objectives,
- (c) Methods of inquiry/investigative techniques/visits
- (d) Timescales
- (e) Officer support
- (f) Who is to be involved e.g. residents, stakeholders, tenants, other public sector organisations
- (g) Arrangements for reporting to Overview and Scrutiny Committee/Cabinet/Council

(h) A review of the lessons learned

(4) Committees, Commissions and Task Groups will meet as and when required, usually in venues other than the Council Chamber.

## **6.02 General role**

Within their terms of reference, Overview and Scrutiny Committees will:

- i) review and/or scrutinise decisions made or other actions taken in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to the Council and/or the Cabinet and/or any joint or Area Committee in connection with the discharge of any functions;
- iii) make reports or recommendations to the Council or the Cabinet on matters which affect the area or its inhabitants; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or any area committees.

## **6.03 Specific functions**

### **(a) Policy development and review**

Overview and Scrutiny Committees may:

- i) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question members of Cabinet and/or committees and chief officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

### **(b) Scrutiny**

Overview and Scrutiny Committees may:

- i) review and scrutinise the decisions made by and the performance of the Cabinet and/or committees save that they should not normally scrutinise individual decisions of committee except as part of wider policy reviews;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) question members of the Cabinet and/or committees and chief officers;
- iv) make recommendations to the Cabinet and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the relevant Overview and Scrutiny Committee and local people about their activities and performance; and
- vi) question and gather evidence from any person (with their consent).

(c) **Finance**

Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them (if any).

(d) **Annual report**

Overview and Scrutiny Committees may report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

(e) **Officers**

Overview and Scrutiny Committees may exercise overall responsibility for the work programme of any officers employed to support their work (if any).

#### 6.04 **Proceedings of Overview and Scrutiny Committees**

Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Committee Procedure Rules set out in Part 4 of this Constitution.