



Overview & Scrutiny Management Board

TERMS OF REFERENCE

JUNE 2013

MEMBERSHIP:

Membership of the Overview & Scrutiny Management Board will comprise of the Chair and Vice-Chairs of the Overview & Scrutiny Committees.

ROLE:

The role of the Board shall be to oversee the work of the Overview & Scrutiny Committees. The Board shall receive officer support led by the Democratic Services Manager.

1. To keep informed of current and forthcoming key strategic issues that are likely to impact on the work of the Council.
2. To receive and consider requests from the Cabinet and / or the full Council for reports from Overview & Scrutiny, and to allocate them to the appropriate Overview & Scrutiny Committee.
3. Where matters fall within the remit of more than one Overview & Scrutiny Committee, to determine which Committee will assume responsibility for any particular issue, and to resolve any issues of dispute between Overview and Scrutiny Committees.
4. To meet with relevant Cabinet Members twice a year to exchange information concerning work programmes.
5. To foster close working between appropriate Cabinet Members and Overview & Scrutiny Committees.
6. To monitor the progress of Working Groups established by each of the Overview and Scrutiny Committees, and in particular to ensure that the resources of Overview & Scrutiny are appropriately applied and there is no duplication of effort.

7. To monitor the progress of recommendations put forward by Overview & Scrutiny to the Cabinet and / or full Council.
8. To ensure continuous improvement in the Overview & Scrutiny systems and processes so as to maximise value to the authority.
9. The Board shall have power to establish time-limited Working Groups to consider a report on any priority issues or cross-cutting work. The membership of such groups need not be limited to the members of the Overview & Scrutiny Management Board.
10. To provide support in the development of tailored Personal Development Plans for Members participating within the Overview & Scrutiny function.
11. To be mindful of government guidance and respond to any guidance as appropriate.
12. To establish a formal mechanism for engaging Area Committees, and therefore the general public, with the work of Overview & Scrutiny.
13. To receive Councillor Calls for Action and determine whether they should be referred to the appropriate Overview & Scrutiny Committee for consideration.