

Overview and Scrutiny Board

1 Terms of Reference

To review and or scrutinise the functions of the Council relating in particular to the Budget, Medium Term Financial Plan, Corporate Business Plan, planning and performance arrangements, finance, property, information technology, facilities management, workforce strategy and development, law and governance, customer service and communications.

To review and or scrutinise the delivery of public services in Warwickshire through partnerships at countywide and local levels and the arrangements for partnerships within the county and the Coventry, Solihull and Warwickshire sub region **and**

To review and or scrutinise any other functions of the Council to the extent that they do not fall within the terms of reference of the Overview and Scrutiny Committees: **and**

To manage the overall overview and scrutiny work programme including the commissioning of scrutiny reviews and the appointment of task and finish groups.

2.1 Powers

Within its terms of reference the Overview and Scrutiny Board may exercise the general powers of an overview and scrutiny committee.

2.2 Membership

County councillors

12 county councillors appointed proportionately to the representation of groups and individual members on the Council.

8 Conservative: 2 Liberal Democrat: and 2 Labour.

* note: 3 of the above places to be allocated to the Chairs of the Overview and Scrutiny Committees.

Co-opted members:

The following co-opted members will be appointed to the Board for the consideration of Partnership matters only and would form part of the quorum and be invited to attend, speak and vote in relation to those matters

- one member from an overview and scrutiny committee of each district/borough council in Warwickshire and
- one independent member of the Warwickshire Police Authority and
- one non-executive representative of the Warwickshire PCT.

2.3 General Role

- (i) Managing and agreeing the overall overview and scrutiny work programme in accordance with the Overview and Scrutiny Strategy and the Council's priorities and cross-cutting themes identified in the Corporate Business Plan. Proactive oversight of the work programmes of the Committees and their contribution to the overall work programme.
- (ii) Holding the Executive and Partners to Account
- (iii) Receiving information about the performance of the Overview and Scrutiny function and reporting annually to the Council on the work of the overview and scrutiny function
- (iv) Commissioning and appointing Task and Finish Groups (including their Chairs) to carry out scrutiny reviews.
- (v) Dealing with petitions which call an officer to account or requests for a review of petition responses, Councillor calls for action and call-in.
- (vi) Providing a mechanism for discussion about the priority of referrals made by Overview and Scrutiny where the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of the Council business.
- (vii) Liaising with partners over their respective work programmes, to ensure that there is efficient use of the time, and that the potential for duplication of effort is minimised.
- (viii) Developing a protocol with the overview and scrutiny committees on how best to deal with partnership issues.
- (ix) Identifying the topics which should be subject to joint review and or scrutiny and nominate County Council representatives for this purpose.
- (x) Commissioning with partners the arrangements for the joint review and or scrutiny of the development, coordination and performance of partnership working in Warwickshire including the Public Service Board, the Community Safety Partnership and other significant partnerships.

2.4 Cycle of Meetings: Meets 6 times a year.

2.5 Management of the Work Programme

The business of the Overview and Scrutiny Board will be managed in two parts i.e. Council matters and Partnership Matters.

The agenda for the meeting will differentiate between the items of business and the different parts would be allocated individual start times to assist co-

opted members to manage their time. The co-opted members would only attend for Partnership matters.

Council matters would include the functions of the Council falling within the terms of reference of the Board which have not been designated by the Council as a Partnership Matter

Partnership matters include the following

- a) Identifying the topics which should be subject to joint review and or scrutiny and nominate County Council representatives for this purpose
- b) Commissioning with partners the arrangements for the joint review and or scrutiny of the development, coordination and performance of partnership working in Warwickshire including the Public Service Board, Community Safety Partnership, the local area agreement, and other significant partnerships.
- c) Receiving the reports and recommendations of joint scrutiny reviews
- d) Considering joint protocols between partner agencies on the arrangements for overview and scrutiny
- e) Liaising with partners over their respective work programmes, to ensure that there is efficient use of the time, and that the potential for duplication of effort is minimised.

3. Overview and Scrutiny Committee - General Powers

- i. assist the Council and the executive in the development of its budget and policy framework by considering policy issues;
- ii. review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions or matters of public interest affecting the delivery of public services in Warwickshire ;
- iii. make reports and/or recommendations to the full Council and/or the executive and/or other committees, including joint or area committees in connection with the discharge of any functions and to relevant outside bodies;
- iv. question members of the executive and other committees and chief officers about their views on issues and proposals affecting the area.

- v. exercise the right to call-in decisions made but not yet implemented by the executive, any area committees exercising executive functions and officers making key executive decisions;
- vi. exercising the powers of the council to request information from partners relating to local improvement targets;
- vii. consider any matter affecting the area or its inhabitants;
- viii. exercise the powers of the council in relation to petitions calling an officer to account or requests for review of petition responses.