

## **OVERVIEW AND SCRUTINY COMMITTEE**

### **Terms of Reference**

- (1) The Overview and Scrutiny Committee has overall responsibility for the performance of all Overview and Scrutiny functions (under Local Government Act 2000) on behalf of the Council and ensuring its effectiveness.
- (2) To consider and call in decisions relating to the discharge of Cabinet functions before those are put into effect. The Overview and Scrutiny Committee can ask the Cabinet to reconsider any such decision (or, exceptionally, refer it to Council).
- (3) To consider decisions relating to the discharge of the Cabinet functions after they are put into effect.
- (4) To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions (before they are taken by the Cabinet).
- (5) To conduct reviews of policy, services and aspects of services where there is an identifiable need, by itself or through setting up a Task Group.
- (6) To make suggestions on the development of policies and suggest new policies where appropriate.
- (7) To work with or appoint representatives to work with other local authorities and organisations to carry out joint scrutiny.
- (8) To gain an overview of and scrutinise issues of mutual interest pertaining to the Lancaster District with Members of the County Council as and when appropriate. To be effected by way of a standing item of business entitled "locality working".
- (9) To assist the Cabinet in the development of the Budget and Policy Framework.
- (10) To scrutinise the Council's arrangements and performance in relation to treasury management and financial planning, including budget / target setting. e.g. items within the Budget Framework.
- (11) To review the management of resources by scrutinising the Council's financial performance in year against agreed budgets or other targets.
- (12) To monitor and review by exception reporting within the PRTs the performance of the Council's services and contractual arrangements in delivering specific strategic and operational objectives and outcomes.
- (13) To review the effectiveness of the Council's overall performance management arrangements in relation to partnership working and to scrutinise the performance of the Council's major partnerships.
- (14) To scrutinise the Council's policies and procedures and other supporting arrangements for securing value for money (i.e. economy, efficiency, effectiveness).
- (15) To consider risk management issues in reviewing and scrutinising performance.

- (16) To make recommendations as appropriate in respect of (9)-(14) above.
- (17) To receive and consider recommendations from the Area Forums on issues requiring scrutiny and, where appropriate, establishing Task Groups for scrutiny.
- (18) To receive and consider the Cabinet's work in response to external inspection and review reports. The Committee may refer a particular external review or inspection to a Task Group for consideration.
- (19) To create Task Groups and set their Terms of Reference, in order to fulfil the Overview and Scrutiny requirements of the authority and the annual Overview and Scrutiny Work Programme.
- (20) To receive reports, presentations and updates in order to scrutinise the Cabinet's priorities for and its performance in the year.
- (21) To review and scrutinise the performance of the Cabinet, Cabinet Committees and appropriate Officers both in relation to individual decisions and over time.
- (22) To approve an annual Overview and Scrutiny Work Programme.
- (23) To produce a unified annual report for the whole scrutiny process, with sections provided by each of the Task Groups.
- (24) To allocate money from approved Overview and Scrutiny budgets for its own use, and upon request to Task Groups to support them in meeting their objectives and further the Overview and Scrutiny work programme and development.
- (25) To consider matters arising from a Councillor Call for Action (CCfA) under Section 119 of the Local Government and Public Involvement in Health Act 2007 and Regulations thereunder.
- (26) To undertake the functions of the Council's crime and disorder committee for the purposes of Section 19 of the Police and Justice Act, including consideration of a CCfA relating to crime and disorder matters.