TERMS OF REFERENCE - CORPORATE SCRUTINY COMMITTEE

- To consider any scrutiny forms that are received and determine the appropriate course of action
- To consider work programme requests and agree the work programme
- To conduct research, undertake community and other consultation in the analysis of policy issues and possible options
- To question and gather evidence from any person (with his or her consent)
- To receive consultation documents as appropriate and agree a small response group to reply to specific documents, as necessary
- To make recommendations to the Cabinet, Council and other organisations where appropriate
- To produce an Annual Report
- To develop and review such policy matters as it sees fit
- To consider and implement mechanisms to encourage and enhance community participation in the development of policy options
- To question members of the Cabinet and/or Committees and or Officers about their views on issues and proposals affecting the area
- To monitor existing Council policies to ensure recommendations are being implemented
- To monitor the Forward Plan and agree those policies to be scrutinised prior to decision by Cabinet/Full Council
- To monitor complaints handling
- To monitor Ombudsman Complaints
- To monitor and scrutinise National Indicators and other performance targets, Service Improvement Plans and policy objectives
- To consider and monitor the performance of the Cabinet and other Council Committees and Officers, as appropriate
• To assist the Council and the Cabinet in the Budget and Policy Frameworks
• To consider budget options as part of the budget consultation process
• To consider the Corporate Plan and make recommendations on the plan to the Cabinet
• To scrutinise decisions made by the Cabinet and other Council Committees and Officers
• To question members of the Cabinet and Chairs of Committees, Chief Officers and Head of Service about their decisions and performance
• To set up Task and Finish Groups; with a maximum of two such groups operating at any one time; and to agree terms of reference and project plans before work starts
• To consider final reports from the Task and Finish Groups
• To deal with any relevant Councillor Call for Action requests and determine the appropriate course of action
• Scrutinise decisions referred to it under the ‘Call-in Procedure’