

Appendix 3

Operating Principles

Operating Principle	Comment
<p>10 meetings are provided during the year to fit with the City Executive Board cycle.</p>	<p>Meetings are provided in this way to allow Scrutiny to pre-scrutinise reports/issues on their way to the City Executive Board for decision.</p> <p>The committee does not have to meet on all occasions provided and is able to add meetings at different times if this proves necessary.</p>
<p>There will be a Chair and Vice Chair elected by the committee who will administer the work programme outside of committee meetings.</p>	<p>Committee members will be encouraged to take themed leads to reflect the priorities of the scrutiny programme.</p>
<p>Panels will be commissioned to conduct more detailed scrutiny work.</p> <p>Panels do not have to be politically balanced but the Committee will use the following guide for appointment:</p> <p>All Panels should have between 3 and 6 members:</p> <ul style="list-style-type: none"> • 3 member Panel – 1 from each party or 2 from the administration plus 1 other. If a party does not want to take a place then committee agree on the allocation of that place. • 4 member Panel – 1 from each party plus another administration member. If a party does not want to take a place then committee agree on the allocation of that place. • 5 member Panel – 1 from each party plus another administration member. Committee agree the 5th member. If a party does not wish to take a place the committee agrees on the allocation of that place. • 6 member Panel - 1 from each party plus another administration member and another opposition member. Committee agrees the 6th. 	<p>The Scrutiny Committee will continue to hold the Executive and Senior Officers to account publicly at committees but will also set Panels drawn from all non executive councillors to consider issues in more detail.</p> <p>Themed Lead Members will lead or actively engage with Panels within their area and report back to the Scrutiny Committee on progress and outcomes.</p>

<p>member. If a party does not wish to take a place the committee agrees the allocation of that place.</p>	
<p>Panels and Standing Panels may have a degree of autonomy from the Scrutiny Committee.</p>	<p>The general principle is that the Scrutiny Committee commissions and scopes the work of Panels and therefore has final agreement on their recommendations. On occasions this may not be possible so Panels will then report directly to decision makers. This is most likely if the Scrutiny Committee sets Standing Panels.</p> <p>Recommendations from all Panels that go directly to decision makers will be circulated to all committee members for comment.</p> <p>No substitutions will be allowed on Panels.</p>
<p>Residents and other specialists will be co-opted onto the Committee and Panels as the subject matter dictates. The Committee will actively consider the appointment of a resident to sit as part of the Committee on a non voting basis.</p>	<p>If the committee feel that a Panel or a Committee debate will benefit from the advice or views of a citizen or expert these will be appointed.</p> <p>For the year 2013/2014 the resident appointed to the Housing Panel will sit as part of the Committee (unless a Housing Panel is set)</p>
<p>The work programme will consist of a number of issues for consideration informed by consultation with all councillors. A points system will be used as a guide to prioritise consideration.</p>	<p>Items will be taken forward as resources allow and scoped before Panels are commissioned.</p> <p>As a first principle all scrutiny will be done in public.</p> <p>The only movement from this will be with the agreement of the Committee at the time of scoping.</p> <p>Consideration will be given by the Scrutiny Committee to the hosting of a scrutiny conference in an effort to engage a wider audience in the formation of topic lists.</p>

<p>The management of the work programme will be with the whole Committee with the Chair and Vice-Chair taking an “organisational role” between meetings.</p>	<p>The Forward Plan will continue to be used as a tool to select items for pre-scrutiny.</p> <p>Scrutiny Members or any 4 other members will be able to put an item on the agenda of a Scrutiny Committee and all Councillor Calls for Action and Call Ins will be considered at a public meeting of the Scrutiny Committee.</p>
<p>Communication</p>	<p>The Scrutiny Chair will report regularly to Council on the work of the Scrutiny Committee and officers will take a regular slot on the member briefing sessions to update members and seek views and comments.</p> <p>The Scrutiny Committee may want to give consideration to varying the venue of Committee meetings.</p>

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