

## Scrutiny Committee Operating Principles 2017/18

Operating Principle	Comment
<p>10 Committee meetings are provided during the year to fit with the City Executive Board cycle.</p>	<p>Meetings are provided in this way to allow pre-decision scrutiny of City Executive Board decisions.</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>Standing Panels and Review Groups will be commissioned to conduct more detailed scrutiny work.</p>	<p>The Scrutiny Committee will hold the Executive and Senior Officers to account publicly at committee meetings but will also set Standing Panels and Review Groups to consider selected issues in more detail.</p> <p>Standing Panels will be set each year and will meet up to 5 times to consider items and decisions that fall within a specified remit. Review Groups will be established to consider a specific topic or issue over a series of meetings before reporting back to the Committee.</p> <p>The organisation has capacity to support either:</p> <ul style="list-style-type: none"> <li>• 2 Standing Panels and 3 Review Groups; or</li> <li>• 3 Standing Panels and 2 Review Groups</li> </ul>
<p>Standing Panels and Review Groups do not have to be politically balanced but the Committee will use the following guide for appointment.</p> <p>All Standing Panels and Review Groups should have between 3 and 6 elected members:</p> <ul style="list-style-type: none"> <li>• 3 members – 1 from each political group or 2 from the administration plus 1 other.</li> <li>• 4 members – 1 from each political group plus another administration member.</li> <li>• 5 members – 1 from each political group plus another administration member.</li> </ul> <p>Committee agree the 5<sup>th</sup> member.</p>	<p>The membership of Standing Panels and Review Groups will be set by the Scrutiny Committee and drawn from all non-executive members.</p> <p>No substitutions will be allowed on Standing Panels or Review Groups.</p>

<ul style="list-style-type: none"> <li>• 6 members - 1 from each political group plus another administration member and another opposition member. Committee agrees the 6<sup>th</sup> member.</li> </ul> <p>If a political group does not wish to take up a place the Scrutiny Committee will agree the allocation of that place.</p>	
<p>Detailed scrutiny work will be led by committee members.</p>	<p>Chairs of Standing Panels will be elected at the first meeting of the Standing Panel in the municipal year and must be a member of the Scrutiny Committee. In the event that a Standing Panel is unable to elect a Chair, this decision will be referred to the next meeting of the Scrutiny Committee.</p> <p>The Scrutiny Committee will appoint Chairs of Review Groups and where possible, these should also be members of the Scrutiny Committee.</p> <p>Chairs of Standing Panels, Review Groups and any other themed Lead Members appointed by the Scrutiny Committee will report back to the Committee on progress and outcomes.</p> <p>Scrutiny Chairs will be invited to present their reports and recommendations to the City Executive Board.</p>
<p>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 Standing Panels and Review Groups and therefore has final agreement on their recommendations. There may be occasions where this is not possible and Standing Panel reports will go directly to decision makers, e.g. reports that relate to a City Executive Board decision.</p> <p>All scrutiny reports to the City Executive Board that do not relate to a decision on the Council's Forward Plan and are not time critical will go to the Scrutiny Committee for final approval first, unless the Committee agrees otherwise.</p>

<p>As a first principle all scrutiny will be done in public.</p>	<p>Standing Panel meetings will be open to the public.</p> <p>Review Groups will meet in public or private as the subject matter dictates.</p>
<p>The scrutiny work plan will consist of a number of issues for consideration informed by consultation with all councillors and Senior Officers. A criteria agreed by the Committee will be used as a guide to prioritise consideration.</p>	<p>Items will be taken forward as resources allow and scoped before Review Groups are commissioned.</p> <p>The scrutiny work plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest Forward Plan.</p>
<p>The management of the scrutiny work plan 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-decision scrutiny.</p> <p>Scrutiny Members or any 4 other members will be able to put an item on the agenda of a Scrutiny Committee. All Councillor Calls for Action and Call Ins will be considered at a public meeting of the Scrutiny Committee.</p> <p>Members of the public can also suggest a topic for inclusion in the scrutiny work plan.</p> <p>Scrutiny will provide as much notice as possible (min. 6 weeks) when commissioning reports from the organisation.</p>
<p>Residents and other specialists will be co-opted onto the Committee, Standing Panels and Review Groups as the subject matter dictates.</p>	<p>If the Committee feel that a Standing Panel, Review Group or Committee debate will benefit from the advice or views of a citizen or expert these individuals can be appointed as non-voting members.</p> <p>Residents and experts can also be invited to provide evidence to scrutiny.</p>
<p>Communication</p>	<p>The Scrutiny Chair will report regularly to Council on the work of the Scrutiny Committee. The Committee may also wish to produce an annual report.</p>

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