

TERMS OF REFERENCE FOR THE OVERVIEW & SCRUTINY CROSS-PARTY REVIEW GROUP

Role and function of the Review Group

- 1 The remit of the group is to review the existing structure and operation of Overview & Scrutiny, and to make any reports and recommendations to the Governance Committee for its consideration.
- 2 The group is required to submit its final report to Governance Committee by no later than March 2018.

Membership

3. The group will consist of six Members, appointed from each of the political groups.
4. The appointments shall be solely at the discretion of each of the political groups.
5. The Chairman will be appointed at the first meeting of the group.

Substitutes

6. A group may appoint a substitute to attend in the place of the named member provided that the relevant officer is notified prior to the commencement of the meeting.

Co-optees

7. The group shall be entitled to co-opt any non-voting Members as it thinks fit appropriate to assist in delivering its remit.

Meetings:

8. The group will meet at approximately monthly intervals with an agenda that will include monitoring progress against achievement of project objectives, any problems or issues encountered and examples of good practice.
9. An agenda will be produced and issued to members at least five working days before each meeting.
10. Members will be invited to contribute items to the agenda if they wish.
11. Notes of each meeting, including action points and owners, will be circulated to all participants no later than one week after the meeting.

12. Democratic Services will be responsible for producing and circulating the agenda and notes.

Quorum

13. The quorum for meeting do the Group shall be three.

Conduct of Meetings

14. The conduct of meetings shall be regulated by the Chairman (or other person chairing the meeting) in accordance with the general principles and conventions which apply to the conduct of local authority committee meetings.
15. In particular, however, where any person other than a full or co-opted member has been allowed or invited to address the meeting the Chairman (or other person chairing the meeting) may specify a time limit for their contribution, in advance of its commencement which shall not be less than five minutes. If someone making such a contribution exceeds the time limit given the Chairman (or other person chairing the meeting) may stop him or her.
16. The Chairman (or other person chairing the meeting) may also structure a discussion and limit the time allowed for questioning by members of the group.

Voting

17. Any matter will be decided by a simple majority of those members voting and present in the room at the time the motion was put. This will be by a show of hands or if no dissent, by the affirmation of the meeting. If there are equal votes for and against, the Chairman or other person chairing the meeting will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

Code of Conduct

18. Members of the Group must comply with the Code of Conduct applicable to Councillors under the Local Government Act 2000.