

Agenda Item D7

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'**