

SCRUTINY PANEL - TERMS OF REFERENCE:

Format	<p>The Scrutiny Panel is responsible for undertaking additional scrutiny and/or investigatory work at the request of the Overview & Scrutiny Committee. It is intended to add capacity for more detailed discussion of complex issues relating to Corporate Plan themes and/or specific issues that have been raised for investigation by the Committee.</p>
Membership	<p>Membership of the Panel will consist of 5 politically balanced members. The Chairperson shall be a member of the Overview & Scrutiny Committee, voted on and appointed by the Committee. Cabinet portfolio holders will be required to attend during discussion of reports and/or items relevant to their portfolio.</p> <ul style="list-style-type: none">• Delegation shall be given to Group Leaders to make appointments to the Panel.• The Scrutiny Officer will provide the primary support to the Panel, with other officers (when required), in-line with the Council's constitution and legislative provisions.
Purpose	<ul style="list-style-type: none">• To monitor the ongoing implementation of key programmes/projects of the Corporate Plan to ensure that they are achieving the expected outcomes as outlined in the Corporate Plan/Delivery Plan.• To undertake investigations on key issues of concern to the Council or residents and provide a summary report of findings with potential recommendations for consideration.• To monitor outcomes in-line with the Council's performance framework.• The Panel will establish its own work programme (subject to the agreement of OSC), in conjunction with relevant Portfolio Holders to agree which priorities will be reviewed, and when.• Panels will not be required to maintain oversight of <i>all</i> projects, as the wider Committee may choose to oversee specific projects.• The Panel will provide update reports to the Overview & Scrutiny Committee no less than once every six months, and will provide specific reports to the Committee when recommendations are made.
Administration	<ul style="list-style-type: none">• Scheduling of meetings• Agenda preparation• Minute taking• Formulation of recommendations• Investigatory and review work
Meetings	<p>As and when required to meet the requirements of the Panel's work programme, but will not exceed more than one meeting per calendar month, unless agreed by the officer responsible for administering meetings.</p>