

TERMS OF REFERENCE: SCRUTINY PANELS – CORPORATE PLAN

Format	<p>Three separate Panels responsible for the monitoring of two corporate plan themes and any related matters each. Themes divided as follows:</p> <ul style="list-style-type: none">• Boosting Business Sustainability and Growth• Financial Sustainability and Growth • Climate, Coast and the Environment• Local Homes for Local Need • Customer Focus• Quality of Life
Membership	<p>Membership of each 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> <p>Delegation shall be given to Group Leaders to make appointments to the Panels.</p> <p>The Scrutiny Officer will provide the primary support to the Panels, with other officers (when required) in line with the Council's constitution and legislative provisions.</p>
Purpose	<ul style="list-style-type: none">• To monitor the ongoing implementation of key programmes/projects to ensure they are achieving expected outcomes as outlined in the Delivery Plan.• Monitoring outcomes in-line with the Council's performance framework.• Each Panel will establish its own work programme (subject to the agreement of OSC) to approach each CP theme/project and, in conjunction with the relevant Portfolio Holders, agree which priorities will be reviewed, and when.• Each 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
Meetings	<p>As and when required, in line with the implementation and monitoring of the 2019-2023 Corporate Plan.</p>