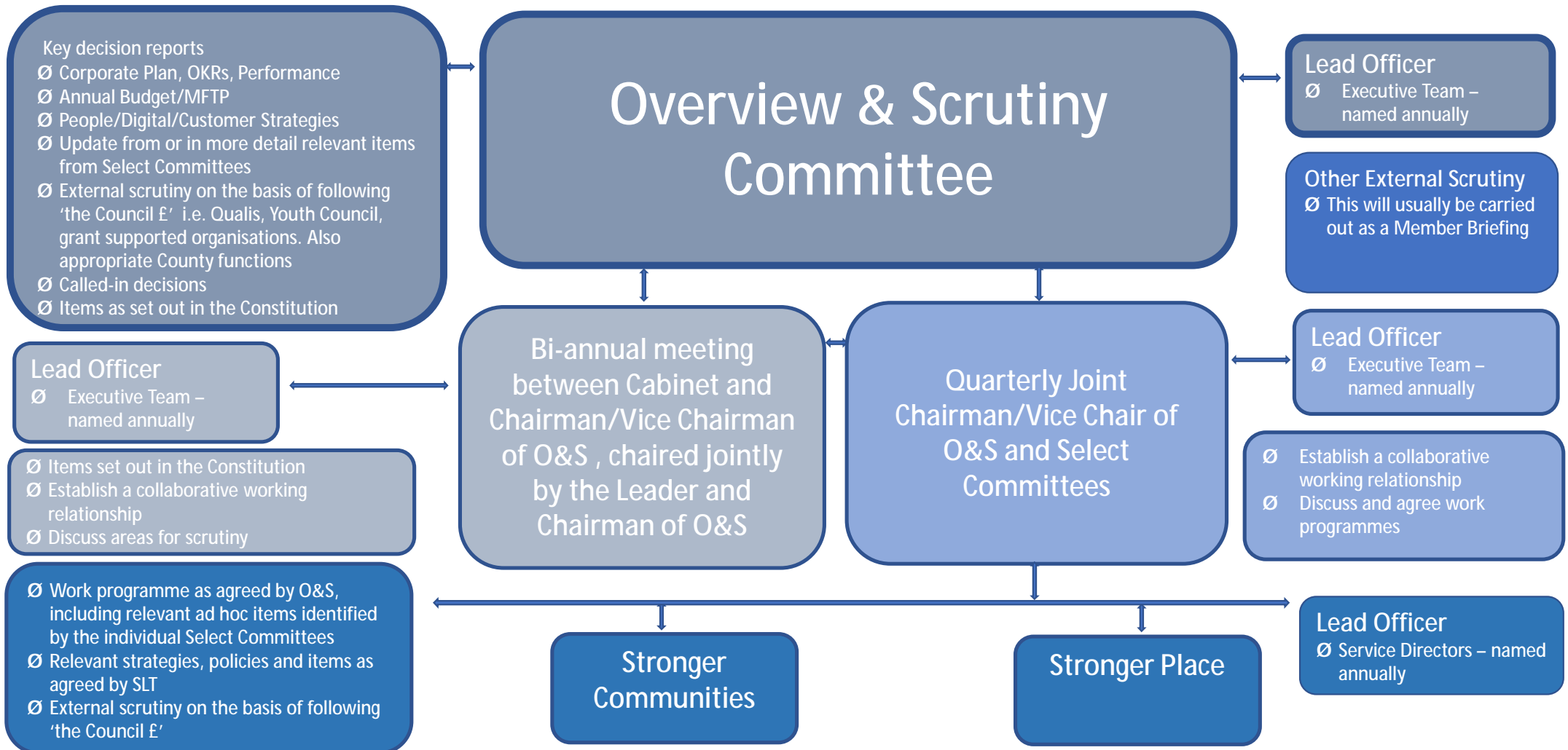


Overview and Scrutiny Function Framework – Discussion Paper Option 1



Overview and Scrutiny Function Framework Discussion Paper - Option 1

What does Overview mean? It focuses on the development of policy and strategy

What does Scrutiny mean? It looks at decisions that are about to be made or have been made to ensure they are fit for purpose

The **purpose** of O&S is to improve the lives of our residents through improved services

The **aims** of the Overview and Scrutiny function at the Council are to;

- § Assist the Council to better understand the view and concerns of our residents
- § Support the proportionate and productive review of performance & finance information
- § Assist in the development of major, strategic policies
- § Challenge the accepted ways of doing things and act as a champion for developing a culture of improvement

How?

- § The O&S Committee is the 'parent' body, the Select Committees are sub-committees of O&S
- § The O&S function will be pro-rata across all political groups
- § All the Scrutiny Chairmen will be an opposition member
- § Quarterly Joint Chairman/Vice Chair of O&S and Select Committees will take place to manage the O&S function's work programme
- § Chairman Briefings will take place prior to all O&S committees to ensure Chairmen/Vice Chairmen are fully prepared for the Committee
- § Regular Joint meetings will take place both with the executive and Select committee chair/vice chairmen
- § Scrutiny function Chairmen should have the ability to challenge, lead and build a sense of teamwork & consensus among their Committee members.
- § Members of the Executive cannot be members of an O&S committee

Role of O&S Members

- § Understand the purpose and role of the O&S function
- § Participate fully in the O&S function including delivery of the work programme
- § Constructively challenge and improve performance – have an independent mindset
- § Bring their knowledge of local communities, issues and expectations into the discussion
- § Participate in meetings, including being prepared, effectively listening, questioning, challenging and speaking
- § Keep full Council informed of work being carried out by the O&S function

Role of officers

- § Have a named Lead Officer for each Committee
- § To support the O&S function, assist with work programmes, identifying support, resources and prioritisation. Provide impartial, timely, relevant and high quality advice, including access to relevant internal/external information
- § Communicate to the organisation, including members, the role of O&S, the powers it has and outcomes it can deliver
- § Arrange appropriate training for officers and members
- § Senior Leadership Team will ensure the appropriate decisions are directed through the O&S function to the correct committee.
- § Ensure their reports are submitted on time without exception.