

REVIEW OF SCRUTINY PANELS TASK AND FINISH PANEL: TERMS OF REFERENCE

Origin

At its meeting on 25 February 2014, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Scrutiny Panel to review the structure of the Council's existing framework of overview and scrutiny standing panels, and to make recommendations for how any new structure could best complement the new management structure of the Council.

Draft Terms of Reference

To review the current structure of the overview and scrutiny panel framework, taking into consideration the report of the recent overview and scrutiny review and how any future panel framework would best fit the management structure of the Council;

(1) To specifically consider whether the Council should:

- retain the current five-panel structure; or
- move to a panel structure based around the new directorate responsibilities (i.e. have four panels instead of five); or
- move towards a commissioning model based upon a work programme;

(2) To consider options for any other panel structure deemed appropriate;

(3) To review the workload and terms of reference of each of the existing scrutiny panels for relevance and consider how their processes could be improved;

(4) To consider how any future scrutiny panel established to review relevant functions of the Governance Directorate would interrelate with the terms of reference of the Audit and Governance Committee and the Standards Committee; and

(5) To report to the Overview and Scrutiny Committee on options for a new scrutiny panel framework to be implemented from the 2014/15 municipal year.

Aims and Objectives

- (a) To report findings to the Overview and Scrutiny Committee and to submit a final report for consideration by the Committee and the Council by the end of March 2015;
- (b) To gather evidence and information in relation to the review through the receipt of appropriate data, presentations and by participation in fact-finding visits to other authorities if necessary;
- (c) To have due regard to relevant legislation and the Council's procedures;
- (d) To consult political groups and independent Councillors during the review process;

TIMESCALE

ESTIMATED

ACTUAL

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Commencement:	First meeting to be held on 29 September 2014	
<u>Finish</u>	End of year 31 March 2015	