

OVERVIEW & SCRUTINY SELECT COMMITTEE FRAMEWORK TASK & FINISH PANEL

DRAFT TERMS OF REFERENCE

Origin

At its meeting on 18 December 2018, the Overview and Scrutiny Committee agreed that a Task and Finish Panel be constituted to consider the future structure of the overview and scrutiny select committee framework and its alignment with the new executive portfolio and management structure of the Council.

Draft Terms of Reference

- (1) That the Panel consider the future structure of the select committee framework to ensure that it complements the new executive portfolio and management structure of the Council, taking into consideration the options presented to the Committee at its meeting held on 29 October 2018;
- (2) The Panel should consider:
 - (a) the retention of the existing framework of four select committees;
 - (b) the introduction of an alternative framework of four select committees aligned with the new portfolio and service structure and the responsibilities of each select committee, to present opportunities for increased efficiency and effectiveness in scrutiny activity;
 - (c) the introduction of an alternative framework of two or three select committees aligned with the new portfolio and service structure. and the responsibilities of each select committee, to present opportunities for increased efficiency and effectiveness in scrutiny activity; and
 - (d) any other structure arrangement considered appropriate; and
- (3) That the Panel review the terms of reference of the existing select committees in terms of relevance and consider whether these could be improved.

Aims and Objectives:

- (1) To report findings to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee at its meeting on 16 April 2019;
- (2) To gather evidence and information in relation to the review of the select committee framework through the receipt of data, presentations and other means considered necessary;
- (3) To have due regard to relevant legislation and the Overview and Scrutiny rules of the Constitution (Article 6);
- (4) To consult political groups and independent members at the final stage of the review; and

- (5) To consider how to ensure that the Performance Indicators' quarterly reports brought to select committees are provided as close to the end of the relevant quarter as possible, and how best they can be presented to assist members in scrutinising performance against target, to include any financial and resource implications for the Council.

Timescales

Commencement:

The work of the Task and Finish Panel should commence as soon as possible.

Completion:

The final recommendations of the Task and Finish Panel with regard to the future structure of the overview and scrutiny select committee framework should be presented to the Overview and Scrutiny Committee at its meeting to be held on 16 April 2019.