

## ARTICLE 6 – SCRUTINY/SELECT COMMITTEES

### 6.1 Terms of reference

The Council will appoint overview and scrutiny committees, known as scrutiny or select committees, set out in the left hand column of the table below, to discharge the functions conferred by Section 21 of the Local Government Act 2000 or regulations under Section 32 of the Local Government Act 2000, in relation to the matters set out in the right hand column of the same table.

| <b>Committee</b>        | <b>Scope</b>   |
|-------------------------|--|
| Performance and Finance | Scrutiny of all of the Council's functions.  |
| External Partnerships   | Scrutiny of other agencies which affect the economic, social and environmental well-being of the Council's area, including the Health and Wellbeing Board and the Police and Crime Panel and to carry out the statutory crime and disorder function. |

### 6.2 General role

The general role of the scrutiny committees is to deliver measurable outcomes, which benefit the effectiveness of the Council and the community and within their terms of reference, scrutiny or select committees will as appropriate:

- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's executive functions;
- (ii) make reports and/or recommendations to the full Council and/or the Leader/Executive/Portfolio Holder in connection with the discharge of any functions;
- (iii) consider any matter within the scope of the committee affecting Surrey Heath or its inhabitants;
- (iv) undertake investigations into matters relating to the functions of the Council and/or external organisations operating in Surrey Heath as may be referred by the Leader/Executive/Portfolio Holder or the Council;
- (v) following requests for decisions to be scrutinised, consider decisions made by the Leader/Executive/Portfolio Holder or key

decisions taken by officers under the Scheme of Delegation to Officers;

- (vi) deal with any relevant councillor call-for-action in accordance with the protocol at Part 4, Section C of this Constitution; and
- (vii) appoint such Member Panels as they consider necessary to fulfil their overview and scrutiny functions.

### **6.3 Specific functions**

#### **(a) Policy development and review**

Scrutiny committees may:

- (i) assist the Council and the Leader/Executive/Portfolio Holders in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research; community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question members of the Executive and/or committees and the Chief Executive, Executive Heads of Service or Heads of Service about their views on issues and proposals affecting Surrey Heath; and
- (v) liaise with other external organisations operating in Surrey Heath, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

#### **(b) Scrutiny**

Scrutiny committees may:

- (i) review and scrutinise the decisions made by and performance of the Leader/Executive/Portfolio Holders and/or committees and council officers both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;

- (iii) question the Leader and members of the Executive and/or committees and the Chief Executive, Executive Heads of Service, or Heads of Service about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Leader/Executive/Portfolio Holders and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in Surrey Heath and invite reports from them by requesting them to address the scrutiny committees and local people about their activities and performance;
- (vi) question and gather evidence from any person (with their consent).

**(c) Finance**

Scrutiny committees may exercise overall responsibility for the finances made available to them.

**(d) Minutes**

The Committees will submit minutes of their meetings to the full Council for receipt.

**(e) Work Programme**

Scrutiny committees will decide their own work programme and working arrangements subject to any directions by the Council and/or inclusion of matters referred by the Leader/Executive/Portfolio Holders.

#### **6.4 Proceedings of overview and scrutiny committees**

Scrutiny committees will conduct their proceedings in accordance with the Scrutiny Committee Procedure Rules set out in Part 4 of this Constitution.