

Agenda Item No 6(4)

Terms of Reference of the Scrutiny Management Board

1. To develop and approve a 4 year Work Plan for the Sustainable Communities Scrutiny Committee, the Improvement Scrutiny Committee and the Safe and Inclusive Scrutiny Committee, such work plan to cover the 4 year term of office following the District Council elections.
2. In developing the 4 year Work Plans, the Scrutiny Management Board will focus on the following:-
 - The Council's Corporate Plan and priorities
 - The Council's budget setting process
 - Areas of poor performance identified within service provision
 - Policy Development activity at the earliest possible opportunity
3. To develop an Annual Work Plan for each Scrutiny Committee and to prioritise the reviews.
4. To develop and approve the scope of each review, including the initial list of interviewees and the outcome required.
5. To organise and hold an Annual Scrutiny Conference to consider proposals for the 3 Scrutiny Committees Annual Work Plans for the forthcoming corporate year.
6. To recommend to Council the inclusion of additional reviews in the 4 year Work Plan of any of the Scrutiny Committees mid year.
7. Regularly to review progress of each of the Scrutiny Committees against the 4 year and Annual Work Plans.
8. In the event of a called in item or a Councillor Call for Action relating to more than 1 Scrutiny Committee, to determine which is the most relevant Scrutiny Committee for the called in item or Councillor Call of Action to go to.
9. To receive annual reports from the Chairs of the 3 Scrutiny Committees on the work of the Committees through the previous year and of each of the Scrutiny Committees against the Annual and 4 year Work Plans.
10. Membership of this Committee will be the Chair and Vice Chairs of the 3 Scrutiny Committees and the Leader of the Council as a non voting member of the Board. In the Leader's absence the Deputy Leader will attend as a non voting member.