

3.6 Committee Terms of Reference

(1) Scrutiny Management Board

1. To develop and approve an Annual Work Plan for the Sustainable Communities Scrutiny Committee, the Improvement Scrutiny Committee and the Safe and Inclusive Scrutiny Committee, plus any reviews for the Scrutiny Management Board.

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2. In developing the Annual Work Plan, the Scrutiny Management Board will focus on the following:-

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- ✓ 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 organise and hold an Annual Overview and Scrutiny Conference to consider proposals for the 3 Overview and Scrutiny Committees' Annual Work Plans for the forthcoming corporate year.

4. To agree the inclusion of additional reviews in the Annual Work Plan of any of the Scrutiny Committees mid year.

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5. To agree that any reviews on the new Annual Work Plan may be commenced prior to the start of the new corporate year to which the Annual Work Plan relates but following the Annual Overview and Scrutiny Conference.

5. Regularly to review progress of each of the Scrutiny Committees against the Annual Work Plans.

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6. To carry out the Scrutiny Review of Health.

7. To receive annual reports from the Chairs of the 3 Overview and Scrutiny Committees on the work of the Committees through the previous year and of each of the Scrutiny Committees against the Annual Work Plans.

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8. Membership of the Scrutiny Management Board will include the Leader of the Council as a non voting member of the Board with the Deputy Leader as substitute.

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9. The Chief Executive Officer may be in attendance.