

REPORT OF THE SERVICE DIRECTOR, CUSTOMERS, GOVERNANCE AND EMPLOYEES

TERMS OF REFERENCE AND MEMBERSHIP

Purpose of the Report

1. To set out the membership and terms of reference of Overview Committee.

Information

2. The Chairman and Vice-Chairman of Overview Committee, Councillors Boyd Elliott and Glynn Gilfoyle, were appointed at Full Council on 12 May 2022, with the following Committee membership reported to the same meeting:

Jim Creamer
Kate Foale
Eric Kerry
Nigel Moxon
John Ogle
Francis Purdue-Horan
Mike Quigley
Sam Smith
Jason Zadrozny

3. At its meeting on Thursday 31 March 2022, the Council agreed the terms of reference for the Overview Committee, as set out below:

OVERVIEW COMMITTEE – TERMS OF REFERENCE	
	The Overview Committee will discharge the functions below:
a.	Scrutinise and review any matter under the remit of the Chief Executive’s Department;
b.	Oversee and co-ordinate the work of overview and scrutiny and its committees including an annual overview and scrutiny work programme, including for any sub-committees, so as to ensure the time of select committees is effectively and efficiently used
c.	Ensure effective liaison across the work of the Overview, Select and Health Scrutiny Committees re: cross cutting issues including establishing cross Committee working groups where appropriate

d.	Be a strategic driver of the overview and scrutiny function and may issue guidance, procedures and best practice to be followed by the Select Committees in undertaking their work
e.	Establish appropriate liaison with the Executive in the interests of achieving common aims and continuous improvement for the Council
f.	Encourage appropriate community involvement in the overview and scrutiny role
g.	Consider the Council Plan ambitions and associated objectives and any annual plans and to monitor performance and delivery against these plans
h.	Consider the Council's annual budget having assisted the Executive in the development of the Council's Budget and Policy Framework and to review and scrutinise budgetary management and any relevant policy issues
i.	Assist the Executive in ensuring the provision of efficient and effective corporate management and support arrangements
j.	Consider Call-in requests in accordance with agreed procedures
k.	Consider Councillor Calls For Action (CCfA) within the remit of Overview Committee in accordance with agreed procedures
l.	Make reports and/or recommendations to Full Council/Cabinet/Committee or appropriate agencies in connection with the discharge of any functions
m.	May establish sub committees or working groups to undertake reviews where an issue merits in-depth scrutiny
n.	Approving all Councillor attendance at conferences, seminars and training events within the UK mainland in relation to scrutiny for which a fee is payable including expenditure incurred, within available budgets
o.	Report at least annually to Full Council on the workings of the overview and scrutiny function and any other matters of a general nature which it wishes to bring to the attention of Council

Other Options Considered

4. None.

Reason/s for Recommendation/s

5. To inform the Overview Committee of its membership and terms of reference.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That the Committee membership and terms of reference are noted.

Marjorie Toward
Service Director, Customers, Governance and Employees

For any enquiries about this report please contact:

Noel McMenamin, Democratic Services Email: noel.mcmenamin@nottsc.gov.uk
Tel: 0115 993 2670

Constitutional Comments (CEH 11/05/22)

7. The report is for noting purposes only.

Financial Comments (SES 11/05/2022)

8. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Reports to full Council on 31 March 2022 and 12 May 2022 (published)

Electoral Division(s) and Member(s) Affected

- All