

Appendix 2

H - Overview & Scrutiny Terms of Reference

H.1 The Council has a two-Panel model to fulfil its Overview & Scrutiny function; an internally focused scrutiny Panel titled the '*Corporate Performance Scrutiny Panel*' and an externally focused scrutiny and policy development Panel titled '*Strategic Policy and Stakeholder Review Panel*'.

Panel 1: Corporate Performance Scrutiny Panel

Purpose

H.2 The Corporate Performance Scrutiny Panel scrutinises the Council's internal performance and undertakes selective pre-decision scrutiny of executive decisions before they are taken and post-decision scrutiny of executive decisions via the 'call-in' process.

H.3 The Corporate Performance Scrutiny Panel's role is to hold the Executive to account, ensuring that it strategically applies the time and resources available to it in order to effectively hold the Executive to account.

Core Functions

H.4 The Corporate Performance Scrutiny Panel will:

- a) Scrutinise performance of the Council in relation to the Corporate Strategy, policy framework, service delivery and the Performance Framework.
- b) Annually scrutinise the draft Budget and Associated Budget Items as part of the Council's budget setting process (the budget definitions have the meanings ascribed in section 6 of the Council Procedure Rules).
- c) Monitor performance against the Budget and Associated Budget Items, to include scrutiny of budget monitoring.
- d) Undertake selective pre-decision scrutiny of proposed executive decisions to be assessed on the strategic added value and impact that scrutiny can provide.
- e) Consider any matter referred to it by Cabinet, Council or the Monitoring Officer relating to corporate performance.
- f) In accordance with Standing Order 12 consider all 'called in' decisions or recommendations within thirty days as the means of post-decision scrutiny of executive decisions.
- g) Conduct implementation reviews of Major Projects delivered via the Capital Programme.
- h) Be the lead Panel for any cross-cutting issues which could potentially fall within the remit of both Panels.
- i) Report annually to Full Council on the work that they have completed during the preceding 12 months.

Ways of Working

- H.5 The Panel may establish Task Groups or Informal Working Groups in accordance with the Articles in Part 2 of the Constitution to conduct specified areas of the Panel's work and will approve the Terms of Reference for any such constituted body.
- H.6 The Panel shall comply with the 'Scrutiny and Executive Protocol' adopted into the Constitution.
- H.7 Meetings will be held in public except where confidential or exempt information is considered.
- H.8 The Panel may question and gather evidence from any willing person as part of these Terms of Reference.
- H.9 The Panel may make reports and/or recommendations to Full Council and/or to the Executive, including individual Portfolio Holders, in connection with the discharge of any of the Panel's functions.

Membership and Support

- H.10 Membership will comprise of up to 12 elected Members of the Council and will be politically proportional. No Councillor shall be appointed who is a member of the Cabinet.
- H.11 Relevant officers and Cabinet Members will be required to attend for specific agenda items to provide evidence or advice.
- H.12 Democratic Services will provide dedicated officer support, including agenda planning, report coordination, and follow-up on recommendations.
- H.13 The Chair is appointed by Annual/Full Council with the Vice-Chair appointed by the Panel.

Panel 2: Strategic Policy and Stakeholder Performance Panel

Purpose

- H.14 The Strategic Policy and Stakeholder Performance Panel leads the Council's external-facing scrutiny and policy development role.
- H.15 A Stakeholder, for the purposes of this Panel, means any external agency, partner or body which delivers, commissions or influences services and outcomes which directly affect the Borough's residents, and with which the Council has a strategic, contractual or collaborative relationship.
- H.16 The Panel contributes to strategic policy formation, development and review and ensures that external Stakeholders are reviewed for outcomes affecting the

Borough's residents and communities. It shapes and scrutinises strategic policy to add value and high impact to delivery of the Council's functions. It scrutinises Stakeholder performance, providing constructive challenge and evidence-based recommendations that improve outcomes for residents and supports delivery of the Corporate Strategy.

Core Functions

H.17 The Strategic Policy and Stakeholder Performance Panel will:

- a) Contribute to the formation, development and review of strategic policies before adoption by Cabinet or Full Council (i.e. those that will shape the long-term direction of the Borough and the delivery of its Corporate Strategy; not operational level policies unless directly connected to an identified strategic purpose).
- b) Scrutinise and review the effectiveness, impact and performance of Stakeholders, which may include inviting reports from them about their activities and performance
- c) Examine issues of community concern to support policy strategic policy development, working with residents and Stakeholders to gather evidence and insight.
- d) To discharge crime and disorder scrutiny functions to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions under Section 19 of the Police and Justice Act 2006 and associated regulations, including reviewing Community Safety Partnership strategies, holding at least one dedicated meeting per year, and noting the role of the Norfolk Police and Crime Panel in overseeing the Police and Crime Commissioner for Norfolk, and to liaise as appropriate.
- e) Review emerging national or regional policy changes and their implications for the Council and communities.
- f) Conduct implementation reviews of significant strategic policy changes and/or the introduction of new strategic policies.
- g) Report annually to Full Council on the work that they have completed during the preceding 12 months.

Ways of Working

- H.18 The Panel may establish Task Groups or Informal Working Groups in accordance with the Articles in Part 2 of the Constitution to conduct specified areas of the Panel's work and will approve the Terms of Reference for any such constituted body.
- H.19 The Panel shall comply with the 'Scrutiny and Executive Protocol' adopted into the Constitution.

- H.20 Meetings will be held in public except where confidential or exempt information is considered.
- H.21 The Panel may question and gather evidence from any willing person as part of these Terms of Reference.
- H.22 The Panel may make reports and/or recommendations to Full Council and/or to the Executive, including individual Portfolio Holders, in connection with the discharge of any of the Panel's functions.
- H.23 The Panel will aim to add strategic value, not duplicate operational oversight delivered elsewhere.

Membership and Support

- H.24 Membership will comprise of up to 12 elected Members of the Council and will be politically proportional. No Councillor shall be appointed who is a member of the Cabinet.
- H.25 Relevant officers and Cabinet Members will be required to attend for specific agenda items to provide evidence or advice.
- H.26 Democratic Services will provide dedicated officer support, including agenda planning, report coordination, and follow-up on recommendations.
- H.13 The Chair is appointed by Annual/Full Council with the Vice-Chair appointed by the Panel.