

ARTICLE 6 - OVERVIEW AND SCRUTINY

1. TERMS OF REFERENCE OF OVERVIEW AND SCRUTINY PANELS

The Council will appoint the Overview and Scrutiny Panels 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 in relation to the matters set out in the right hand column of the same table.

OVERVIEW & SCRUTINY PANEL	SCOPE	EXECUTIVE PORTFOLIO
SOCIAL WELL-BEING	Private sector housing Disabled facilities grants Homelessness Housing grants Housing register/nominations Home Improvement Agency Housing providers/associations Housing strategy/policies Air quality/noise/pollution Animal welfare/pest control Caravan sites Commercial: health and safety promotion/food safety Community initiatives Community safety Corporate health and safety Infectious diseases Sport & Active Lifestyles Smoke free initiatives Diversity and Equalities Safeguarding CCTV Huntingdon/St Neots/ St Ives/Ramsey/Sawtry – One Leisure Sport & Active Lifestyles Licensing and Protection Communities and Voluntary Groups	Strategic Planning and Housing Strategic Economic Development, Legal and Healthy Communities Commercial Activities Strategic Economic Development, Legal and Healthy Communities

ENVIRONMENTAL WELL-BEING	<p>Abandoned vehicles Cleansing Emergency planning Grounds maintenance/grass cutting Parks and countryside Recycling Refuse collection Streetscene Vehicle fleet management Waste stream policy</p> <p>Building Control/dangerous structures/accesses for disabled people Business energy conservation Environmental Strategy Home energy conservation Land drainage Renewable energy Residual highways responsibilities/public utilities Street naming and numbering Water Strategy</p> <p>Neighbourhood Plans Planning Policy/Development Plans Planning studies/monitoring Site and area planning briefs/master plans</p> <p>Conservation/Listed Buildings Development Management/ Planning enforcement Transportation Trees and footpaths</p> <p>Car Parking (Operations and Policy)</p>	<p>Operations and Environment</p> <p>Strategic Planning and Housing</p> <p>Supported by Development Management Panel Chairman</p> <p>Commercial Activities</p>
ECONOMIC WELL-BEING	<p>Business analysis/improvement Freedom of Information ICT Network & Systems Local Land and Property Gazetteer Website/intranet</p> <p>Benefits assessments/payments/fraud Call Centre Customer Service Centre Local Taxation National Non Domestic Rates Revenue collection</p> <p>Economic Development</p>	<p>Customer Services</p>

	Contracts Conveyancing Data protection/Regulation of Investigatory Powers Land Charges Legal advice Planning advocacy Prosecutions and litigation Document Centre	Commercial Activities
	Audit Budget preparation and Debt recovery Final accounts/financial advice Financial forecasting monitoring Payment of creditors Procurement Risk management Treasury Management (borrowing and investments)	Resources
	Engineering and architectural design Facilities Management Corporate and Operational Estate Project /Contractual management Capital Projects	
	Communication & marketing Corporate performance Corporate policy/research Investment Estate Localism management Strategic and delivery Partnerships	Executive Leader & Deputy Executive Leader
	Democratic Services Elections/Electoral Registration Member Support	Strategic Economic Development Legal and Healthy Communities

2. GENERAL ROLE

Within their terms of reference, the Overview and Scrutiny Panels will:-

- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (ii) make reports and/or recommendations to the full Council and/or the Executive Leader and/or any joint committee in connection with the discharge of any functions;

- (iii) review the performance of the Council and the achievement of performance indicators and targets;
- (iv) consider any matter affecting the area or its inhabitants; and
- (v) exercise the right of call-in, for reconsideration, decisions made but not yet implemented by the Executive Leader, the Cabinet, an individual member of the Cabinet, a committee of the Cabinet or a key decision made by an officer.

3. SPECIFIC FUNCTIONS

(a) Policy Development and Review -

Overview and Scrutiny Panels may:-

- (i) assist the Council, the Executive Leader and the Cabinet 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 the Executive Leader, members of the Cabinet and/or committees and panels and senior officers* about their views on issues and proposals affecting the area; and
- (v) liaise with other external organisations operating within the area whether national, regional or local to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny

Overview and Scrutiny Panels may:-

- (i) scrutinise the decisions made by and performance of the Executive Leader, the Cabinet and/or committees and panels and senior officers* both in relation to individual decisions and over a period of 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 Executive Leader, members of the Cabinet and/or committees and panels and senior officers* 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 Executive Leader, the Cabinet and/or appropriate committees and panels and/or the Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Panels and local people about their activities and performance; and
- (vi) question and gather evidence from any person (with their consent).

(c) **Finance**

Overview and Scrutiny Panels may exercise overall responsibility for the finances made available to them.

(d) **Annual Report**

Overview and Scrutiny Panels must report at least annually to the full Council on their workings and working methods if appropriate.

4. PROCEEDINGS OF OVERVIEW AND SCRUTINY PANELS

Overview and Scrutiny Panels will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

5. CO-ORDINATION OF THE OVERVIEW AND SCRUTINY ARRANGEMENTS

An advisory group, comprising the Chairmen and Vice-Chairmen of the Overview and Scrutiny Panels shall co-ordinate and monitor the overview and scrutiny process and in particular shall determine the arrangements for matters within the remit of more than one overview and scrutiny panel in accordance with the Overview and Scrutiny Procedure Rules contained in Part 4 of this Constitution.

(* Note: *For the purposes of this Article, senior officer means the Head of Paid Service, Managing Director and Heads of Service as defined in Part 4 (Officer Employment Procedure Rules of this Constitution.)*