

Overview and Scrutiny Committee

Terms of Reference

Overview & Scrutiny Committee

1. The Overview and Scrutiny Committee is made up of 11 Councillors, politically balanced with representatives from each political group on the Council. Each member of the committee has a vote. Members of the Executive Board may not be Members of Overview and Scrutiny Committee.
2. The Committee is responsible for:-
 - Reviewing the work of the Executive Board
 - “calling in” decisions of the Executive Board which have been made but not carried out, so that the decision may be looked at again; this will be done by either the Council and/or the Executive Board. (A decision not called-in by the Committee can be implemented 5 working days after the Board made it)
 - Reviewing all areas of the Council’s work (although the Committee cannot change a decision made by another Committee or the Executive Board)
 - Monitoring and co-ordinating the work of the Scrutiny Teams and considering their reports before passing them on to the Executive Board or external bodies.
 - Carrying out work on any “one-off” projects that the Executive Board or Council asks it to do, or it identifies itself.
 - Considering any matter affecting Wychavon or its inhabitants, including reviewing and scrutinising the performance of other public bodies operating in the area.
 - Considering Councillor Calls for Action raised in accordance with the procedures agreed by the Committee from time to time.
 - Acting as the Crime and Disorder Committee to consider Calls for Action raised in accordance with procedures agreed by the Committee from time to time.
 - Working with other Local Authorities where appropriate, to review services jointly.
 - Making recommendations to the Executive/appropriate Committee/Council arising from the outcome of the overview and scrutiny process, including issuing public reports.

3. In carrying out its work, the Committee may ask Members of the Executive Board and Officers of the Council to appear before it and answer questions on particular subjects.
4. The Committee may also ask other people to help it in its work. For example, undertaking public consultation, inviting other individuals/organisations to advise on and contribute to issues. None of these people will be able to vote.
5. The Committee must make a report annually to the Council on what it has done, which may include recommendations for future working if appropriate. It may make reports to the Executive Board or Council on specific items. These will then be dealt with as outlined in paragraph 2 of the Overview and Scrutiny Committee Procedure rules (see later in this chapter) and paragraph 10 of Chapter 12 (Access to Information) procedure rules.
6. The Committee usually holds its meetings in public at 6.15 pm in the Civic Centre, Pershore. On occasions it may meet elsewhere in Wychavon. For details of meetings please contact:

The Member Support Team
The Civic Centre
Queen Elizabeth Drive
Pershore
Worcs
WR12 1PT

01386 565428;
the Council's website www.wychavon.gov.uk or call in at our One-Stop Shops in Droitwich and Evesham.

Reviewed by Council 3.12.2002
Reviewed by Overview and Scrutiny Committee 13.02.2007
Updated by Council 22.05.2007
Reviewed by Overview and Scrutiny Committee 21.04.2009
Updated by Council 12.05.2009