

3.5E. Overview & Scrutiny Committee

Terms of Reference

This is a regulatory committee of the Combined County Authority; these are Committees that the Combined County Authority must have by law.

The function of the Overview & Scrutiny Committee is to:

- review or scrutinise any decision made, or other action taken, in connection with any Non-Mayoral Function or Mayoral Function of the Combined County Authority.
- make reports or recommendations to the Combined County Authority, with respect to any Non-Mayoral Function of the Combined Authority.
- make reports or recommendations to the Mayor, with respect to any Mayoral Function of the Combined County Authority.
- make reports or recommendations to the Combined County Authority or the Mayor on any matter that affects the Combined County Authority's Area or the inhabitants of the Combined County Authority's Area

The Combined County Authority must appoint one or more overview and scrutiny committees whose proceedings shall operate in accordance with these terms of reference and the Scrutiny Standing Orders detailed in **Part 4** of the Constitution.

The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.

Membership

The membership of the Overview & Scrutiny Committee shall consist of:

Voting Membership:

- 2 representatives from each Constituent Council

Non-Voting Membership

- District & Borough representatives appointed by D2 Strategic Leadership Board (nominating body) x 2
- District & Borough representatives appointed by N2 Economic Prosperity Committee (nominating body) x 2

In appointing members to the Overview and Scrutiny Committee the Combined County Authority must ensure that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the Constituent Councils when taken together.

For the purposes of political balance considerations, the members of the committee as a whole refer to the voting members of the Committee.

Chairing the Committee

The Combined County Authority will appoint the Chair of the Committee.

The Chair will be an 'appropriate person' (not of the same political party as the Mayor) in line with regulation 5 of the amended Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017

In the absence of the appointed Chair, the Committee will appoint a Chair for the meeting.

Quorum

The quorum will be two thirds of voting members of the Committee (5 voting members)

Voting

Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote.

Frequency

There will be a minimum of four Overview & Scrutiny Committee meetings each municipal year, meetings shall be held in public with provision for Public Forum.

Functions

The Overview & Scrutiny Committee has the following key tasks to deliver in fulfilling its functions:

- hold the Mayor, Lead Members and the Combined County Authority Board to account for the delivery of priority objectives
- hold the Mayor to account for delivery of Mayoral Priorities
- undertake pre-Scrutiny of Board decision-making
- utilise the Call-In power if decisions have not been taken in accordance with the principles of decision-making set out in the Constitution
- undertake policy review when approached to undertake or if gap/ issue identified through performance review and decision-making accountability
- undertake Strategic Performance Review of Corporate KPIs
- hold focused meetings on cross- cutting matters and/or issues of significant concern
- undertake focused budget scrutiny on MTFP alignment/ delivery and consultation
- undertake deep dives or establish scrutiny task and finish or working groups as and when required
- appoint Rapporteurs to shadow lead member portfolios and/ or advisory committees

Review

The terms of reference are to be reviewed on an annual basis by the Overview & Scrutiny Committee

The role and arrangements of the Overview & Scrutiny Committee will be reviewed on an annual basis by the Combined County Authority

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