

Appendix C

SCRUTINY COMMITTEE

The Scrutiny Committee supports the work of the Cabinet and the Council as a whole. The Scrutiny Committee has no decision-making powers and cannot scrutinise individual regulatory or quasi-judicial issues. Its function is to raise issues for consideration, to examine and scrutinise matters of community interest, to hold the Cabinet to account, and to represent the interests and views of the public. Where appropriate, joint reviews will be undertaken with other organisations.

Terms of reference

1. To provide the main forum for the Council's internal and external scrutiny work, focusing on activities that improve outcomes for local people.
2. To approve an annual overview and scrutiny work programme, including the programme of any task and finish groups appointed so as to ensure that the Committee's and task and finish groups' time is effectively and efficiently utilised.
3. To ensure that referrals from the Scrutiny Committee to the Cabinet, either by way of report or for reconsideration, are managed efficiently.
4. At the request of the Cabinet to make recommendations about the priority of referrals if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business.
5. To receive and action requests from the Cabinet and/or the Council for reports.
6. To have the powers in relation to Cabinet decisions made but not implemented as set out in Section 21(3) of the Local Government Act 2000 (as amended).
7. To have the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Cabinet or any other Committee or Sub-Committee of the Council as it sees fit.
8. To provide an annual report to Full Council setting out the work completed by the Committee in the previous year. This report will be considered at the first ordinary Full Council meeting after Annual Council.

Chairing

1. Full Council shall appoint the Chair and the Vice Chair of the Committee.
2. The Chair shall be a member of the Administration and the Vice Chair a member of the Opposition.

The Scrutiny Committee has one permanent Sub-Committee (the Call-In Sub-Committee) which will carry out the internal scrutiny functions of the Scrutiny Committee. This Sub-Committee will be chaired by the Vice Chair of the Scrutiny Committee:

CALL IN SUB-COMMITTEE

Terms of reference

1. To review and scrutinise decisions made or other action taken, in connection with the discharge of any functions of the Council making recommendations to the Scrutiny Committee.
2. To call in, review or scrutinise any decision made but not implemented and to recommend that the decision be reconsidered by the person or body who made it.
3. To have power to require any Harlow District Council Councillor and/or Officer to attend before it and to answer questions; it being the duty of any such Councillor or Officer to comply with any such requirement.
4. To consider matters referred by individual Councillors.

Chairing

1. Full Council shall appoint the Vice Chair of the Sub-Committee.
2. The Chair shall be the Vice Chair of the Scrutiny Committee.

In the absence of the Chair the Vice Chair shall preside.