

OVERVIEW AND SCRUTINY COMMITTEE

To perform a broad based overview and scrutiny role across all areas of the Council, while discharging the functions conferred by the Local Government Act 2000 as amended and any associated regulations, including -

(i) Holding Decision-Makers to Account

- Review and scrutinise decisions made, or other action taken, by the Cabinet collectively or by individual Cabinet Members
- Where appropriate, exercise the right to call in, for reconsideration, decisions (not recommendations) made, but not yet implemented, by the Cabinet or individual Cabinet Members (N.B. the Committee can review the process by which recommendations are made)
- Review and scrutinise decisions made, or other action taken, by the Council and other Committees of the Council (N.B. This does not apply to decisions made on quasi-judicial matters but can apply to the process by which such decisions are made)
- Make reports or recommendations to the Council/the Cabinet/other Committees with respect to the discharge of any function(s) and/or on matters which affect the authority's area or the inhabitants of the area
- Monitor that actions required arising out of decisions made are implemented
- Evaluate the impact of decisions made

- Monitor conformity of decisions made with the policies and strategies of the Council.

(ii) Supporting the Development of Effective Policies that Benefit the Community

- Overview the development of policies and strategies within the Council
- Scrutinise the effectiveness of the Council's policies and strategies, in particular in achieving defined outcomes or objectives
- Ensure consistency and compatibility between the policies and strategies of the Council
- Produce special interest reports following topic reviews
- Assist in the development of new policies and strategies, or the review of existing ones
- Consider and comment on the draft Corporate/Community Strategy; and the draft Medium Term Financial Plan/Budget Strategy.

(iii) Contributing to the Continuous Improvement of Public Services

- Review and assess the Council's overall performance in relation to its policy objectives, performance targets and budgets and/or particular service areas, and make recommendations thereon to the Cabinet and/or the Council

- Review and assess the quality of service delivery, performance and efficiency across the Council, identify and promote best practice and make recommendations thereon to the Cabinet and/or the Council
- Produce special interest reports following topic reviews
- Consider and comment on service reviews/transformation.

(iv) Positively Influencing the Work of External Agencies

- Participate in county-wide joint scrutiny arrangements
- Review and scrutinise the performance of other public bodies in the area (inviting reports from them by requesting them to address the Committee and local people about their activities and performance)
- Liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the interests of local people are protected or enhanced by collaborative working.

(v) General

- Act as the Council's Crime and Disorder Committee, having all the powers and functions, powers and duties conferred by Section 19 of the Crime and Justice Act 2006
- Give consideration to matters referred to the Committee through the Councillor Call for Action process
- Give consideration to matters referred to the Committee through the petitions process.

AUDIT COMMITTEE

To provide a broad based audit role across all areas of the Council, while promoting and ensuring effective internal control and independent assurance mechanisms, including -

(i) Internal Audit

- Approval of internal audit plans (ensuring that internal audit work is planned with due regard to risk, materiality and coverage)
- Review of internal audit performance
- Monitoring and review of actions required arising out of audit recommendations

(ii) External Audit

- Consideration and review of external audit management letter, annual audit findings report, and other external audit documents
- Consideration and review of external audit reports
- Monitoring and review of actions required arising out of external audit recommendations
- Contributing to the forward work plans of the Council's external auditors (insofar as they relate to the Council)

- Review of all matters relating to external audit, including audit planning, action points and reports
- Ensuring effective liaison between external and internal audit

(iii) Risk Management

- Ensuring that an appropriate corporate risk management strategy is in place
- Ensuring that risk management procedures are satisfactorily carried out
- On-going monitoring and review of the risk management strategy

(iv) Annual Statement of Accounts

- Approval of the Council's Statement of Accounts
- Review of the annual report to Members from the external auditor
- Monitoring and review of actions required arising out of audit recommendations
- Ensuring that issues raised in previous financial years have been addressed

(v) Treasury Management

- Monitor and review treasury management activity
- To commend the Treasury Management Strategy to the Council

(vi) Counter Fraud

- Approval of Counter Fraud work plan
- Monitoring performance of the Counter Fraud Unit

(vii) Corporate Governance Framework

- Approval of Code of Corporate Governance
- Ensuring systematic appraisal of the Council's control environment and framework of internal control to provide reasonable assurance of effective and efficient operations
- Ensuring that the highest standards of probity and public accountability are demonstrated
- Review of external reports and assessments
- Identification of areas for scrutiny

(viii) Conduct of Members

- Keep under review a code of conduct to promote high ethical standards amongst Members and to do anything that is calculated to promote and maintain high standards of conduct by Members.
- Promote maintain and assist the achievement of high standards of conduct by Members in accordance with the Council's Code of Conduct for Members
- To monitor the operation of the Code of Conduct for Members
- To advise the Council on any amendment or revision of the Code
- To secure adequate and appropriate training of Members on the Code of Conduct for Members.
- To conduct hearings following any formal investigation into an allegation that a Member of the Council has failed or may have failed to comply with the Council's Code of Conduct for Members; and assist the Monitoring Officer to determine, in consultation with an independent person, if this is the case and whether, in the case of a breach, any sanction(s) should be imposed
- To participate in the selection of candidates for the role of Independent Person; and to recommend successful candidates to the Council to be chosen by a majority of Councillors

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