

## EFFECTIVENESS OF THE OVERVIEW AND SCRUTINY COMMITTEE 2021-22

	ISSUE	YES	NO	N/A	Comment
1.	Does the authority have a dedicated Overview and Scrutiny Committee?	X			
2.	Do the terms of reference clearly set out the purpose of the Committee?	X			The Committee reviews its terms of reference annually at its first meeting. The terms of reference are also reviewed annually by Full Council.
3.	Does the committee fulfil the statutory requirements surrounding the local authority scrutiny arrangements?	X			
4.	Does the Overview and Scrutiny Committee report directly to Cabinet and/or Full Council?	X			The Annual Scrutiny Report is considered by Full Council at its Annual General Meeting. Recommendations are also made to Cabinet/Council as appropriate.
5.	Does the Overview and Scrutiny Committee provide support to the authority in meeting the requirements of good governance?	X			
6.	Does the Overview and Scrutiny Committee use that power to challenge the Executive/Committees?	X			Portfolio Holder reviews are part of the regular agenda for the Committee.
7.	Is an annual evaluation undertaken to assess whether the Committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?	X			This report fulfils this objective.
8.	Has an effective committee structure and composition of the committee been selected? This should include:-				
	i. separation from the Executive	X			
	ii. politically balanced membership	X			
	iii. an appropriate mix of knowledge and skills amongst the membership	X			

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	iv. size of committee that is not unwieldy	X			
	v. where co-opted members are used, that they have been appointed using an appropriate process.			X	
9.	Does the chair of the Committee have appropriate knowledge and skills?	X			The Chair continues to undertake training relevant to scrutiny.
10.	Are arrangements in place to support the committee with briefings and training?	X			Following the implementation of Customer Connect, the Legal, Governance and Democracy Lead Specialist (Monitoring Officer) is responsible for supporting the Committee with briefings and training sessions.
11.	Does the Committee have good working relationships with key people and organisations, including the executive and management team?	X			Regular attendance at committee meetings from both Executive Members and the Corporate Management Team. As well as internal relationships, the Committee has had good engagement with external partners including the Community Safety Partnership and Northern Rail.
12.	Does the Committee plan its work in order to ensure best value added?	X			The Work Programme and Forward Plan are considered at each meeting. The Committee's Work Programme for the forthcoming year is agreed annually and is line with the strategic priorities of the Council Plan.
13.	Does the Committee meet regularly to a planned timetable and work schedule	X			Four meetings were held including the March meeting.
14.	Are meetings free and open without political influences being displayed and are agenda papers available to members of the public?	X			Members are required to declare any party whip to which they are subject. The committee is politically balanced.
15.	Are decisions reached promptly?	X			All meetings of the Committee have been arranged to ensure that business can be transacted to schedule.
16.	Are agenda papers circulated in advance of meetings to allow	X			In accordance with legislative requirements.

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	adequate preparation by Members?				
17.	Does the Committee have the benefit of appropriate officers at its meetings?	X			For each report presented to the Committee
18.	Have all portfolio holders attended a meeting of the Overview and Scrutiny Committee in the past year?	X			At the time of writing, all Portfolio Holders have attended a committee meeting in the past 12 months.
19.	Does a member of the Corporate Management Team and a member of the Council's Executive attend all meetings?	X			Within the last 12 months at least one or more members of the Corporate Management Team has attended every meeting. This is the same case for the Executive.
20.	Does the committee take a role in:- <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Performance monitoring</li> <li>• Financial monitoring and budget scrutiny</li> <li>• Holding Portfolio Holders to account?</li> </ul>	X			The Committee scrutinises all four of these areas and regularly holds Portfolio Holders to account at meetings.
21.	Has the committee used pre-decision scrutiny?	X			The committee has scrutinised the Council Plan, the Medium Term Financial Plan, the Treasury Management Statement and the Procurement Strategy and a number of other policies.
22.	Have the relevant performance monitoring reports been considered promptly?	X			All monitoring reports have been received as scheduled.
23.	Has the committee been involved in early policy development?	X			The Committee has considered changes to policies, such as the Lake Encroachments Policy and the Management and Safety of Memorials Policy. The Committee will be considering the Licensing Policy for recommendation to Council after consideration of representations from the public consultation.
24.	Has the committee been provided with updates on the progress of its recommendations?	X			Update reports are presented to each meeting.
25.	Have the Committee's recommendations been accepted by Cabinet?	X			

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26.	Has the Committee evaluated whether and how it is adding value to the organisation.	X			Through its annual report and its annual review of effectiveness.
27.	Can the Committee access other committees and call officers to account as necessary?	X			
28.	Is the role and purpose of the Overview and Scrutiny Committee understood and accepted across the authority?	X			Training is offered on an annual basis to both Members and Officers.
29.	Is adequate secretarial and administrative support provided to the Committee?	X			Following the implementation of Customer Connect, the Legal, Governance and Democracy Lead Specialist (Monitoring Officer) is responsible for supporting the Committee. The Monitoring Officer work with the Committee is supported by a Case Management Officer. Relevant Lead Officers, also supported by the Case Management Officer, are responsible for task and finish groups or workshops considering topics that fall within the remit of their areas of work.