

# WEST NORTHAMPTONSHIRE SHADOW AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

30 June 2020

Report of the Interim Monitoring Officer

<b>Report Title</b>	<b>Terms of Reference for the Shadow Overview and Scrutiny Committee</b>
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## 1. Purpose

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- 1.1 The purpose of this report is to provide the Terms of Reference for the Shadow Overview and Scrutiny Committee to Members.

## 2. Recommendations

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- 2.1 It is recommended that the Shadow Overview and Scrutiny Committee:
- (i) Notes the approved Shadow Overview and Scrutiny Committee - Terms of Reference and Roles and Responsibilities as set out at Appendix 1.

## 3. Issues and Choices

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### 3.1 Report Background

- 3.1.1 At its meeting on 2 June 2020 the West Northamptonshire Shadow Authority approved its Constitution. Article 6 refers to the Shadow Overview and Scrutiny Committee and includes:

#### **Responsibilities of the Overview and Scrutiny Committee**

The Shadow Council shall have one Overview and Scrutiny Committee, which may commission task and finish panels to undertake scrutiny projects.

The Overview and Scrutiny Committee will specifically:

- (a) discharge the Shadow Council's functions under Section 9F of the Local Government Act 2000;
- (b) oversee the Shadow Council's overall overview and scrutiny function including the preparation, implementation, monitoring and review of an

annual work programme for overview and scrutiny;

(c) establish such task and finish panels, appointing the Chair with such membership as it sees fit, to undertake overview and scrutiny on a task and finish basis;

(d) ensure that officers discharge their responsibilities effectively and efficiently in relation to the overview and scrutiny function;

(e) scrutinise decisions of the Shadow Executive Committee, and offer advice or make recommendations on the matter under scrutiny once the Overview and Scrutiny Committee have considered the issues;

(f) refer to the Shadow Council, the Shadow Executive Committee or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Overview and Scrutiny Committee determines should be brought to the attention of the Shadow Council, Shadow Executive Committee or the Committee or Sub-Committee;

(g) if requested, offer any views or advice to the Shadow Executive Committee in relation to any matter referred to the Overview and Scrutiny Committee for consideration;

(h) undertake general policy reviews with a cross-service and multi organisational approach wherever possible and make recommendations to the Shadow Council or the Shadow Executive Committee to assist in the development of future policies and strategies;

(i) in performing its role, determine to consult and involve the local community and other local public, private and voluntary bodies or organisations;

(j) review the Shadow Council's response to its obligations in respect of the overall performance management regime and where appropriate advise the Shadow Executive Committee and the Shadow Council of its findings;

(k) scrutinise decisions after implementation to examine their effect and outcomes;

(l) develop, maintain and monitor policies and procedures for handling complaints made against the Shadow Council and monitor on a regular basis the level and nature of complaints received and ensure that advice is formulated regarding action to be taken to address areas of concern;

(m) monitor the level and nature of Local Government and Social Care Ombudsman complaints and advise the Shadow Executive Committee, Committees, Sub-Committees and officers on any actions appropriate; and

(n) ensure that the Shadow Council has in place appropriate mechanisms to protect organisational Integrity including the development of appropriate policies and guidance.

## **Membership of the Overview and Scrutiny Committee**

The Overview and Scrutiny Committee shall comprise 18 Shadow Councillors. The Chair of the Committee will be a member of the largest minority political group on the Shadow Council and who will be elected by the Shadow Council.

No member of the Shadow Executive Committee may be a member of the Overview and Scrutiny Committee or any of its Task and Finish Panels.

Any body established under these Scrutiny arrangements will be a politically proportionate body reflecting the overall political representation on the Shadow Council.

## **Task and Finish Groups**

The Overview and Scrutiny Committee may establish such Task and Finish Panels as it considers necessary after taking into account the availability of resources, the work programme and scope of the review.

The Committee will appoint the Chair (and Vice-Chair, if appropriate) of each Panel and agree the membership.

## **4. Implications (Including financial implications)**

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### **4.1 Financial**

4.1.1 None specifically.

### **4.2 Resources and Risk**

4.2.1 There are no specific policy implications arising directly from the recommendation. The recommendation only asks the Shadow Overview and Scrutiny Committee to note the Terms of Reference which have already been agreed.

4.2.2 There are no specific resource implications arising from this report. Resources for the work of the Committee to carry out the activities outlined in the Terms of Reference.

### **4.3 Legal**

4.3.1 The Governance Arrangements in the Structural Changes Order states that the Shadow Authority would have an Executive style governance arrangement. With Executive style arrangements there is normally no choice and normally statutory for at least one Overview and Scrutiny Committee to be appointed. One Overview and Scrutiny Committee was therefore included within the Governance Arrangements for the West Northamptonshire Shadow Authority.

#### **4.4 Equality and Health**

4.4.1 There are no equality and health implications arising directly from this report.

#### **5. Background Papers**

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5.1 The Northamptonshire (Structural Changes) Order 2020  
Constitution for the West Northants Shadow Authority

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