

## BABERGH OVERVIEW AND SCRUTINY COMMITTEE

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MEMBERS 6

QUORUM 2

### General Role

Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Cabinet functions.

Make reports and/or recommendations to the full Council or the Cabinet in connection with the discharge of any functions.

Make reports or recommendations to the full Council or the Cabinet with respect to matters affecting the area or its inhabitants.

This Committee will only seek to address matters that are pertinent only to a single Council area.

### Frequency of Meeting

Monthly

### Substitutes

Any member from the same political group except members of the Cabinet.

### Role and Function

The Scrutiny Committee will have the following roles and functions that remain the preserve of the Council:-

- (a) (i) **Performance monitoring and review.**
  - a) Question members of Cabinet and senior officers about their views on issues and proposals affecting the area;
  - b) Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.
- (ii) **Finance.** Exercise overall responsibility for the finances made available to it.
- (iii) **Annual report.** Submit an annual report to Council on its workings.
- (iv) **Officers.** Exercise overall responsibility for the work programme of the Officers employed to support the Committee's work.
- (v) **Task and Finish Panels.** To number 3 to 5 members. When established a clear remit should be set with defined outcomes, time span and reporting requirements.

**Conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in the Constitution.**

NOTE: Members of this Committee must not participate in the scrutiny of any previous decision that they may have had involvement in as a former Member of the Cabinet and the Chair will not be from the Administration unless there is a coalition administration or standing for the chair.

## **BABERGH AND MID SUFFOLK JOINT OVERVIEW AND SCRUTINY COMMITTEE**

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MEMBERS 12 (6 from each Council)

QUORUM 6 (3 from each Council)

### **General Role**

Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Cabinet functions.

Make reports and/or recommendations to the Full Council or the Cabinet in connection with the discharge of any functions.

Make reports or recommendations to the Full Council or the Cabinet with respect to matters affecting the area or its inhabitants.

### **Frequency of Meeting**

As and when convened by the Committee Chair.

### **Substitutes**

Any member from the same political group and Council. Members of the Cabinet may not substitute.

### **Role and Function**

The Scrutiny Committee will have the following roles and functions that remain the preserve of the Council:-

- (a) **Performance monitoring and review.**
  - i) Question members of the Cabinet and Senior Officers about their views on issues and proposals affecting the area;
  - ii) Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.
- (b) **Finance.** Exercise overall responsibility for the finances made available to it.
- (c) **Annual report.** Submit an annual report to Council on its workings.
- (d) **Officers.** Exercise overall responsibility for the work programme of the Officers employed to support the Committee's work.
- (e) **Task and Finish Panels.** To number 3 to 5 members. When established a clear remit should be set with defined outcomes, time span and reporting requirements.

**Conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 3 of the Constitution.**

NOTE: Members of this Committee must not participate in the scrutiny of any previous decision that they may have had involvement in as a former member of the Cabinet.