

7.0 Overview and Scrutiny Committees

Committee	Membership	Terms of Reference
Overview and Scrutiny	As elected at Annual Council/not including the Mayor or other members of the Executive	<ul style="list-style-type: none">○ Consult on the scrutiny work programme and agree its content. The work programme to be a rolling programme○ Hear Call-ins and Councillor Calls for Action○ Monitoring of the Council's performance○ Scrutinise outsourced services including all services included in the Three Rivers District Council and Watford Borough Council Shared Service○ To monitor performance and outcomes of outsourced services including all the services included in the Three Rivers District Council and Watford Borough Council Shared Service○ To invite any members of Three Rivers District Council to participate in any scrutiny of any aspect of the Three Rivers District council and Watford Borough council Shared Service provided those members have not been involved in any decision making in respect of the services being scrutinised○ Regular review of the Cabinet's Forward Plan○ Regular liaison and regular discussion of future policy issues with the Cabinet○ Require the Cabinet to submit a report to the next Full Council meeting if the Committee is of the opinion that a decision made by the Cabinet was a key decision, as defined in the Access to Information Rules in Part 4 of the Constitution, but was not dealt with by Cabinet as a key decision○ To review and scrutinise decisions made, or other action taken, in connection with

Committee Membership

Terms of Reference

- the discharge by the responsible authorities of their crime and disorder functions
- To make reports or recommendation to the Council with respect to the discharge of those functions
 - Respond to requests from the Cabinet and /or Council to undertake scrutiny reviews as it sees fit.
 - Agree the scope of task group scrutiny reviews and appoint members to task groups. [Numbers of task groups will be dependent upon the availability of members and officer support (direct and departmental)].
 - When agreeing a scrutiny topic for task group investigation the committee will follow the set of criteria set out below to ensure its suitability for a scrutiny review. In order to qualify for consideration, submissions for topics to review must conform to at least one and numbers iv and v of the following:
 - i) affect a group or community of people (scrutiny will not normally look at service complaints) that either live or work or study in Watford and relates to Watford,
 - ii) be an issue of significant public concern,
 - iii) relate to a service, event or issue in which the Council has a significant stake,
 - iv) not be an issue which scrutiny has considered during the past 24 months,
 - v) not be an issue dealt with by another Council committee (excluding cabinet).

Committee	Membership	Terms of Reference
Financial Scrutiny Committee	As elected at Annual Council. Not including the Mayor or other members of the Executive	<ul style="list-style-type: none"> ○ Manage and co-ordinate task group work by checking that progress is according to timetable and testing the soundness of recommendations against scopes. ○ Together with the task group chairs, formally present task group reports to Cabinet or Council or other appropriate groups and organisations. ○ Follow up progress on all agreed recommendations (by Cabinet or Council as appropriate) of review work on a regular basis. ○ Publicise the work programme and the outcome of review work at the beginning and throughout the year. ○ Engage stakeholders and members of the public generally. ○ Produce an annual report to Council. ○ Produce an annual scrutiny plan and be responsible for the performance and development of scrutiny. ○ Consider representations from petition organisers that their petition has not been dealt with properly in accordance with the Council’s Petitions Scheme <ul style="list-style-type: none"> ○ To examine the Medium Term Financial Plan ○ To examine the budget strategy for the relevant financial year ○ To review the service spending priorities for the relevant financial year ○ To challenge, question and test those strategies and plans ○ To examine the draft proposals for the following financial years budget

Committee**Membership****Terms of Reference**

- To challenge if the proposals match the strategy and priorities
- To forward comments on the budget proposals to Cabinet in time for it's January budget meeting