

## OVERVIEW & SCRUTINY PANEL TERMS OF REFERENCE

### Membership, Chairmanship and Quorum

Number of Members	Fourteen
Political Composition	6 Conservative; Labour 5 Labour 2 Thanet Independents 1 Green
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Council
Restrictions on Membership	Non Cabinet Members only
Restrictions on Chairmanship	Non Cabinet Members only
Quorum	Seven
Number of ordinary meetings per Council Year	Nine

### General role

Within their terms of reference, the Overview & Scrutiny Panel will:

- (a) Review and/or scrutinise the decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) Reviewing proposals by the executive regarding policy development matters affecting the delivery of services in Thanet;
- (c) Make reports and/or recommendations to the Cabinet, Council or any appropriate Committee in connection with the discharge of any functions;
- (d) Review matters relating to the Council budget;
- (e) Review the corporate performance of Thanet District Council and joint arrangements in delivering services to residents;
- (f) Consider matters relating community wellbeing and safer neighbourhoods;
- (g) Consider any matter affecting the area or its residents; and
- (h) Exercise the call-in function of the Council.

## **Specific functions**

### **Terms of Reference**

1. To review the Council budget process, budget proposals and budget performance (monitoring) and make recommendations to Cabinet;
2. To lead on overview and scrutiny policy matters having specific regard for developing new approaches to policy and making appropriate recommendations to assist the Cabinet and the Council in the development of its policy framework. This includes reviewing all the plans and strategies within the policy framework as set out in Article 4 of the Constitution.
3. Considering the Council's Forward Plan with regard to pre and post decision scrutiny;
4. To undertake a review of the delivery of the corporate plan and any action plans arising, including progress on their implementation;
5. To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Cabinet;
6. Consider petitions that require reviewing or rescinding of a Cabinet or Council decision and those that request for new services or requiring council action on an emerging matter affecting the local community;
7. To review external partnership working and the performance of external service providers;
8. To make reports or recommendations to the authority or the Cabinet (where appropriate) with respect to the discharge of any functions which are not the responsibility of the Cabinet;
9. 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;
10. Consider all valid Councillor Call for Action (CCfA) submissions made through the CCfA protocol in the Constitution;
11. Within the constraints of officer time and budgets, conduct research, community and other consultation in the analysis of policy issues and possible options;
12. Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

13. To make reports or recommendations to the authority or the Cabinet on matters which affect the authority's area or the inhabitants of the area.

**Annual Report**

The Overview & Scrutiny Panel will report annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.