

TERMS OF REFERENCE

Scrutiny Management Panel (Oversight Panel)

This Panel is a committee of the Council appointed by the Council under Section 102(1) of the Local Government Act 1972.

The Council has arranged under Section 101(1) of that Act for the discharge by the Panel of such of the Council's functions as are within the Panel's terms of reference (set out below).

The Council will have the standing scrutiny panels as set out in the constitution and will appoint members to them in such numbers in political proportionality as it considers appropriate from time to time.

This is a 9 member panel – it is recommended that membership includes the chairs of the other 6 scrutiny panels.

Meeting 6 times a year with additional meetings as required.

The role of the Scrutiny Management Panel:

- To have overall responsibility for setting and monitoring standards for scrutiny.
- To have overall management responsibility for the work programmes of the themed scrutiny panels.
- To co-ordinate the identification of topics for review including those suggested by any of the themed scrutiny panels in order to prioritise and allocate to the appropriate scrutiny panel and manage workloads.
- To engage partners and in particular appropriate members of the Portsmouth Strategic Partnership to identify potential topics that could be the subject of scrutiny inquiries early in the new municipal year.
- To exercise the right to call-in decisions made but not yet implemented, for reconsideration.
- To consider decisions that have been called-in for examination at the request of members.
- To review and monitor the policies of the City Council on corporate, economic and financial plans and programmes, including the revenue estimates and capital programme.
- To oversee the development and performance of the Local Area Agreement
- To oversee the development of the scrutiny function.
- To prepare and submit two reports in each municipal year to Full Council on the work of the scrutiny panels.
- To determine how instructions from the City Council or any other requests that may be received for the conduct of reviews of particular decisions outside the approved work programme are to

be dealt with and if appropriate to allocate the task to a scrutiny panel.

- To oversee the introduction of and to assume responsibility for formally responding to the Councillor Call for Action.
- To review specific topic areas that fall within the Panel's remit and make reports and/or recommendations to the Cabinet in connection with the discharge of any functions.
- To review and scrutinise decisions made by and performance of the Cabinet and Committees and to monitor the Forward Plan.
- To undertake responsibility for overseeing the output from themed scrutiny panels.
- To monitor the implementation of recommendations arising from completed scrutiny reviews.
- To consider referrals from the Governance & Audit Committee and if agreed to allocate these to the appropriate scrutiny panel.
- To consider and allocate reports on performance issues, which are outside the remit of the Governance & Audit Committee to the appropriate scrutiny panel.
- To allocate regular performance and budget monitoring reports to the appropriate themed scrutiny panel.
- To question members of the Cabinet and Committees and Chief Officers about their decisions and performance.
- To liaise with partners and external organisations as appropriate.
- To review and scrutinise the performance of the council in relation to its policy objectives and performance targets as referred from Governance & Audit Committee.
- To consider and advise the Council on reports issued in respect of Council Services by statutory agencies.

1. It is proposed that in order to increase public participation in scrutiny, items be added to agendas of resident associations meetings and letters be sent to the 500+ voluntary and community organisations with which the council has links.
2. The Scrutiny Management Panel should have a role in continuing to ensure that review topics are chosen that reflect the city's priorities and are focused on improvement.
3. It is proposed that meetings between the Chair of the Scrutiny Management Panel and the Leader should take place every three months.

Themed Scrutiny Panels

6-member panels meeting every six weeks or in accordance with a timetable set by the Chair in agreement with panel members.

The Role of The Scrutiny Themed Panels

- To suggest possible topics for review for coordination by the Scrutiny Management Panel.

Appendix 2

- To review specific topic areas that fall within the Panel's remit (as allocated by the Scrutiny Management Panel) and make reports and/or recommendations to the Cabinet in connection with the discharge of any functions and from there to Full Council as appropriate.
- To review and scrutinise decisions made by and performance of the Cabinet and Committees where allocated by the Scrutiny Management Panel.
- To agree its own scoping documents /project briefs for reviews it undertakes.
- To liaise with partners and external organisations as appropriate.
- To adopt a policy development role with competent evidence-based reports.
- To review and scrutinise the performance of the council in relation to its policy objectives and performance targets, where allocated by the Scrutiny Management Panel.
- To question members of the Cabinet and Committees and Chief Officers about their decision and performance where relevant to the work of the Panel.

Role of the Health Overview and Scrutiny Panel.

This Panel consists of 6 members and 6 co-optees from adjoining local authorities. The Panel's functions are to remain largely unchanged, although social care referrals are required under recent local government legislation to be submitted to the Health Overview & Scrutiny Panel. The Housing and Social Care Scrutiny Panel may also scrutinise an aspect of Social Care's work subject to the Scrutiny Management Panel's agreement.