

## **SELECT COMMITTEE CHAIRMEN AND VICE-CHAIRMEN'S GROUP**

### **DRAFT TERMS OF REFERENCE**

#### **Purpose**

To exercise oversight of the Council's Select Committees and to set the overall direction for the overview & scrutiny function ensuring that scrutiny focuses on key strategic issues, adds value, holds decision-makers to account, and contributes effectively to policy development.

The Group will be a forum for sharing good practice, collective problem solving and the identification of training needs. The group will further act as the liaison point between overview & scrutiny and the executive.

#### **Membership of the Group**

- The Chairmen of the four select committees;
- The Vice-Chairmen of the four select committees; and
- The Chairman of the Audit & Governance Committee

There will be no deputies.

#### **Roles/Functions**

1. To facilitate liaison between the Select Committees, by sharing information, good practice and innovative approaches, and to generally oversee improvements to scrutiny practices and procedures.
2. To develop effective links with the Cabinet and Corporate Leadership Team, including ensuring appropriate and timely input in budget-setting and policy development processes.
3. To champion the role of scrutiny and raise the profile of Select Committee work, both internally and externally and sign-off the annual report presented to Council.
4. To evaluate the effectiveness and impact of select committees individually and collectively against objectives identified in committee forward work programmes and task group scoping documents.
5. To explore issues or difficulties in relation to the provision of information to overview and scrutiny, or with the implementation of recommendations from their work.
6. To critically assess the skills and knowledge of Committee members to identify gaps and training solutions including making recommendations for inclusion of topics on the Member Seminar programme.
7. To monitor the availability of staff and financial resources for Select Committee work.
8. To serve as a support group for Chairmen and/or Vice-Chairman wishing to share issues of concern or difficulty.

## **Frequency of Meetings and Chairing Arrangements**

The Group will meet six times a year, including six-monthly meetings with the Leader and Chief Executive.

The Chairman of the Group will be an opposition group member and will serve until the end of the Council or until such time that they are no longer in post.

Officer support will be provided by the Committee Business Manager from Democratic Services.

NOTE: The Select Committee Chairman's Group is not a formally constituted group, and therefore the functions listed above do not take precedence over any conflicting provisions contained in the Constitution.