

Terms of Reference for the Overview and Scrutiny Committee

- 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
- 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 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 12 months,
 - v) not be an decision dealt with by another Council committee (excluding cabinet).
- 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