

Committee	Date	Classification	Report No.	Agenda Item No.
Overview & Scrutiny Committee	7 June 2011	Unrestricted		7.1
Report of: Assistant Chief Executive		Title : Overview & Scrutiny Committee Terms of Reference, Membership, Quorum, Dates of meetings, Protocols and Guidance		
Originating Officer(s) : Amanda Thompson, Team Leader Democratic Services		Ward(s) affected: All		

1. Summary

- 1.1 This report sets out the Terms of Reference, Membership, Quorum and Dates of meetings of the Overview & Scrutiny Committee for the Municipal Year 2011/12.
- 1.2 The report also sets out suggested protocols and guidance to facilitate the conduct of the Committee's business and thereby meet its statutory and constitutional requirements.

2. Recommendation

- 2.1 That the Overview & Scrutiny Committee note its Terms of Reference, Membership, Quorum, Dates of future meetings and timing thereof, as set out in Appendices 1, 2 and 3 to this report;
- 2.2 That the Overview & Scrutiny Committee adopt the protocols and note the guidance to facilitate the conduct of the Committee's business, in line with statutory and constitutional requirements, as set out at Appendix 4 to this report.

3. Background

- 3.1 At the Annual General Meeting of the full Council held on 18 May 2011, the Authority approved the proportionality, establishment of the Committees and Panels of the Council and appointment of Members thereto.
- 3.2 It is traditional that following the Annual General Meeting of the Council at the start of the Municipal Year, at which various committees are established, that those committees note their terms of reference, Membership and Quorum for the forthcoming Municipal Year. These are set out in Appendix 1 and 2 to the report respectively.

3.3 The Committee's meetings for the remainder of the year, confirmed by the Council (new membership) on 18 May 2011 are as set out in Appendix 3 to this report.

3.4 Meetings are scheduled to take place at 7.00pm in accordance with the programme of meetings.

4. Protocols for the conduct of business

4.1 The protocols and guidance attached at Appendix 4 to this report have been prepared with the intention of assisting the Committee to carry out its Constitutional and statutory obligations. They provide a viable framework for the practical functioning of the Committee and outline how the Committee will manage its work.

5. Comments of the Chief Financial Officer

5.1 This report describes the Terms of Reference, Membership, Quorum and Dates of meetings of the Overview & Scrutiny Committee for the Municipal Year 2011/12 for the information of members of the Committee.

5.2 There are no specific financial implications arising from the reports recommendations however in the event that the Council agrees further action in response to this report's recommendations then officers will be obliged to seek the appropriate financial approval before further financial commitments are made.

6. Concurrent report of the Assistant Chief Executive (Legal)

6.1 Section 21 of the Local Government Act 2000 requires authorities to set up an Overview and Scrutiny Committee. The report properly informs the Committee of the Constitutional arrangements and proposes protocols and guidance for adoption by the Committee to supplement the implementation of those arrangements.

7. One Tower Hamlets Considerations

7.1 Equal opportunities and reducing poverty will be central to the work of the OSC. The report will allow the Committee and its members to function well over the coming year and work towards reducing poverty in the borough and improve equal opportunities.

8. Sustainable Action for a Greener Environment

8.1 There are no specific SAGE implications arising from the recommendations in the report.

9. Risk Management Implications

9.1 The adoption of the protocols and guidance set out in Appendix 1 will assist in the effective and efficient functioning of the OSC and therefore reduce the risk of poor delivery of the Council's Overview and Scrutiny function.

10. Crime and Disorder Reduction Implications

10.1 The report indicates for Member's information that the Overview and Scrutiny Committee has within its Terms of Reference the discharge of functions required of the Authority under the provisions of the Police and Justice Act 2006.

11. Appendices

Appendix 1 Overview and Scrutiny Procedure Rules

Appendix 2 Overview and Scrutiny Committee Membership 2011/12

Appendix 3 Overview and Scrutiny Committee Meeting Dates 2011/12

Appendix 4 Overview and Scrutiny Committee Protocols and guidance for conduct of business

LOCAL GOVERNMENT ACT, 1972 SECTION 100D (AS AMENDED) LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

If not supplied
Name and telephone
number of holder

n/a