

<b>Committee</b>	<b>Date</b>	<b>Classification</b>	<b>Report No.</b>
Overview & Scrutiny Committee	<b>8 July 2014</b>	Unrestricted	
<b>Report of:</b> Assistant Chief Executive (Legal Services)		<b>Title :</b> Overview & Scrutiny Committee Terms of Reference, Membership, Quorum, Dates of meetings, Protocols and Guidance	
<b>Originating Officer(s) :</b> Antonella Burgio, Committee Officer, Democratic Services		<b>Ward(s) affected: All</b>	

## 1. Summary

- 1.1 This report sets out the Terms of Reference, Membership, Quorum and Dates of meetings of the Overview & Scrutiny Committee (OSC) for the Municipal Year 2014/15;
- 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

The OSC is recommended to:-

- 2.1 Note its Terms of Reference, Membership, Quorum, and Dates of future meetings, as set out at Appendices 1, 2 and 3 to this report;
- 2.2 Consider and agree a start time for scheduled OSC meetings during the remainder of the Municipal Year 2014/15; and
- 2.3 Adopt the protocols as set out at Appendix 4 to this report
- 2.4 Note the guidance to facilitate the conduct of OSC 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 11 June 2014, the Authority approved the proportionality, establishment of the Committees and Panels of the Council and appointment of Members to these bodies.
- 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, 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 this report respectively.

### **4. Dates and Start Times**

- 4.1 The dates of OSC meetings for the remainder of the Municipal Year, agreed by the full Council AGM on 11 June 2014 (Calendar of Meetings for the 2014/15 Municipal Year) are set out in Appendix 3 to this report.
- 4.2 In general committee meetings are scheduled to take place at 7.30pm in accordance with the Council's Constitution and Calendar of Meetings agreed by the full Council. However, in recent years the OSC has met at 7.00pm, and former OSC Chairs / OSC members considered that this time had worked well for OSC members and others attending. OSC Members may therefore wish to consider if a start time other than the time stated in the Constitution would be appropriate and agree a start time for scheduled OSC meetings during the remainder of the Municipal Year.

### **5. Protocols for the conduct of business**

- 5.1 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.

### **6. Comments of the Chief Financial Officer**

- 6.1 This report describes the Terms of Reference, Membership, Quorum and Dates of meetings of the OSC for the Municipal Year 2014/15 for the information of members of the Committee.
- 6.2 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.

## **7. Legal Comments**

- 7.1 Section 9F 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.

## **8. One Tower Hamlets Considerations**

- 8.1 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.

## **10. Risk Management Implications**

- 10.1 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.

## **11. Crime and Disorder Reduction Implications**

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

## **12. Appendices**

Appendix 1 OSC Procedure Rules

Appendix 2 OSC Membership 2014/15

Appendix 3 OSC Scheduled Meeting Dates 2014/15

Appendix 4 OSC Protocols and guidance for conduct of business

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### **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

n/a