

## **APPENDIX 2 - EXTRACT FROM THE SHADOW AUTHORITY CONSTITUTION**

### **PART 3 - RESPONSIBILITY FOR FUNCTIONS**

#### **7 Responsibility of the Overview and Scrutiny Committee**

- 7.1 The Shadow Authority shall have one Overview and Scrutiny Committee, which may commission task and finish groups to undertake scrutiny projects. The Overview and Scrutiny Committee will specifically:
- (a) discharge the Shadow Authority's functions under Section 9F of the Local Government Act 2000;
  - (b) oversee the Shadow Authority's overall overview and scrutiny function including the preparation, implementation, monitoring and review of an annual work programme for overview and scrutiny;
  - (c) establish such task and finish groups, appointing the Chairman with such membership as it sees fit, to undertake overview and scrutiny on a task and finish basis;
  - (d) ensure that officers discharge their responsibilities effectively and efficiently in relation to the overview and scrutiny function;
  - (e) scrutinise decisions of the Shadow Executive Committee, and offer advice or make recommendations on the matter under scrutiny once the Overview and Scrutiny Committee have considered the issues;
  - (f) refer to the Shadow Authority, the Shadow Executive Committee or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Overview and Scrutiny Committee determines should be brought to the attention of the Shadow Authority, Shadow Executive Committee or the Committee or Sub-Committee.
  - (g) if requested, offer any views or advice to the Shadow Executive Committee in relation to any matter referred to the Overview and Scrutiny Committee for consideration;
  - (h) undertake general policy reviews with a cross-service and multi-organisational approach wherever possible and make recommendations to the Shadow Authority or the Shadow Executive Committee to assist in the development of future policies and strategies;
  - (i) in performing its role, the Committee may consult and involve the local community and other public, private and voluntary bodies or organisations;
  - (j) review the Shadow Authority's response to its obligations in respect of the overall performance management regime and where appropriate advise the Shadow Executive Committee and the Shadow Authority of its findings;
  - (k) scrutinise decisions after implementation to examine their effect and outcomes;
  - (l) contribute to ensuring that the Shadow Authority develops and maintains effective policies and procedures for handling complaints and other customer feedback to the Shadow Authority; monitor the overall level and nature of complaints and other customer feedback received and make recommendations regarding actions to address identified issues as appropriate;

- (m) monitor the level and nature of Local Government and Social Care Ombudsman complaints and make recommendations regarding actions to address identified issues as appropriate to the Shadow Executive, Committees, Sub-Committees and officers; and
- (n) contribute to ensuring that the Shadow Authority has in place appropriate mechanisms to protect organisational integrity including the development of appropriate policies and guidance.