

By: John Lynch, Head of Democratic Services  
To: Scrutiny Committee – 7 July 2017  
Subject: Select Committee – Work Programme

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Summary: The Scrutiny Committee is asked to note the Topic Review selection process and invite proposals from Members for Select Committee topics.

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## **1. Introduction**

- (1) One of the Scrutiny Committee's responsibilities is to co-ordinate the programme of Select Committee Reviews.
- (2) The Select Committee Work Programme co-ordinated by this Committee is subject to endorsement by Cabinet.
- (3) Members are invited to submit proposals for Select Committee topics (outside of the Scrutiny Committee meeting) which will then be considered by this Committee at a future meeting (see **Appendix 1**).

## **2. Resources to support the Select Committees**

- (1) The Research Officer resource sits within the Strategic Relationships and Corporate Assurance team. These resources will need to be diverted from current evaluation and transformation work and, therefore, Members are asked to consider timescales, the impact the reviews might have on limited resources and how best to prioritise the use of such resources.
- (2) Democratic Services will continue to provide support for Select Committees.
- (3) The available resources to support Select Committees will enable one Select Committee to be active at a time, with preparatory work being carried out on the next Select Committee as the active one reaches the end of its process.

## **3. Setting the Select Committee topic review work programme**

- (1) At a future meeting of the Scrutiny Committee the proposer of each of the Select Committee topic reviews, along with the relevant Cabinet Member and supporting officer, will be invited to attend and present on their proposed topic.
- (2) Once all presentations have been made, the Committee will be invited to consider which topics to include within the work programme for the coming year or longer and the order in which the reviews are to be carried out. If a programme longer than one year is agreed, this will be reviewed by the

Committee on an annual basis to consider if the topic is still relevant and appropriate.

#### **4. Timetable for Select Committee Reviews**

- (1) If Members are minded to include any of the Select Committee proposals onto the Work Programme an approximate timescale for the start and conclusion of each of these reviews will need to be agreed in principle.

#### **5. Select Committee Terms of Reference and Membership**

- (1) It is the responsibility of any Select Committee to agree its Terms of Reference.
- (2) As agreed by the County Council in July 2013 there will be 9 Members on each Select Committee, comprising 7 Conservative, 1 Liberal Democrat and 1 Labour. Additional non-voting co-optees are permissible with agreement from the Select Committee once established.

#### **6. Recommendation:**

The Scrutiny Committee is asked to note the Select Committee Topic Review process and invite proposals from Members for Select Committee topics.

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Background document - none