

PART 4C PROCEDURES FOR DEALING WITH MATTERS AT SCRUTINY COMMITTEE MEETINGS**32. PROCEEDINGS**

- 32.1 The following procedures apply to the Scrutiny Committee.
- 32.2 The Scrutiny Committee meeting will comply with the relevant sections of Parts 2, 3 and 4 of these Standing Orders as well as the following procedure rules.
- 32.3 The Scrutiny Committee is not a decision making committee but may make recommendations to Committees, Full Council or any other relevant authority.

Quorum

- 32.4 The quorum for scrutiny committee meetings is one quarter of the total membership, but not less than three.

Membership

- 32.5 Substitute members are permitted on the Scrutiny Committees.

Non-Councillor Representatives

- 32.6 Advisory, non-councillor representatives may be members of the Scrutiny Committee. Such members may participate at meetings but may not vote, unless they have statutory authority to do so.
- 32.7 ~~The Scrutiny Committee meetings~~ can request individuals from outside organisations to attend meetings but cannot compel them to do so.

Interests and Participation

- 32.8 A councillor may speak at a Scrutiny Committee meeting where a specific decision or proposal of a Local Committee of which s/he is a member is being scrutinised, but must then leave the meeting for the remainder of the debate on that item.
- 32.9 Where a Scrutiny Committee is reviewing policy generally, members should declare any interest before the relevant agenda item is reached.
- 32.10 Scrutiny Committee members may not scrutinise decisions they have made as a member of a Local or another Committee. In this case, they should declare an interest and leave the meeting room. If a member feels that there is a particular reason why he or she should participate, a dispensation must be sought from the Standards Committee or Monitoring Officer.

Business at Meetings

- 32.11 The business at each meeting of the Scrutiny Committee will be conducted as set out on the agenda for the meeting, subject to the Chair having discretion to change the order of the items to be discussed.
- 32.12 Any member of the Scrutiny Committee is entitled to give notice to the Proper Officer that s/he wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting. On receipt of such a request, the Proper Officer will ensure that it is included on the next available agenda.

Ways of Working

- 32.13 The Scrutiny Committees may adopt innovative ways of working. ~~It~~ They will operate more like a select committees, taking oral evidence through select committee style witness hearings.
- 32.14 The Scrutiny Committee can require members and officers to attend their meetings and answer questions. This power does not relate only to scrutiny of decisions but can also be used to ask a Councillor or officer about forthcoming issues.
- 32.15 When officers attend to answer questions, their evidence will be confined to questions of fact and explanation relating to policies and decisions. They may also be asked to explain and justify decisions they themselves have taken under the Scheme of Delegation where they fall within the terms of the matter under review.

Notice of Meetings

- 32.16 The agenda for the Scrutiny Committee will be sent out ten days before the meeting.

Officer Support

- 32.17 Officer support to the function will be provided to advise members in discharging their functions of monitoring, reviewing and scrutinising decisions and contributing to policy formulation.