

<b>OVERVIEW &amp; SCRUTINY SUB-COMMITTEE</b>
<b>Functions</b>
<b>General</b>
<ul style="list-style-type: none"> <li>undertake the functions set out below together with such specific functions or tasks as are allocated from time to time by O&amp;S Committee</li> </ul>
<b>Scrutiny Task Groups (STGs) and Call-in</b>
<p><i>Where an urgent decision<sup>1</sup> is required and (1) the O&amp;S Committee chairman (or, in their absence, the vice-chairman or in their absence the Group Leaders acting collectively) agrees that the decision is urgent, and (2) it is not, in the view of the Proper Officer, practical to convene a quorate meeting of O&amp;S Committee -</i></p> <ul style="list-style-type: none"> <li>establish time limited STGs to carry out in-depth reviews of a particular issue, set the size and high level terms of reference and agree reporting lines (to the Sub-Committee, O&amp;S Committee or other appropriate body) for recommendations</li> <li>consider call-ins<sup>2</sup> and decide appropriate action (including the establishment of STGs)</li> <li>receive reports from STGs and make recommendations to Cabinet, Council, committee (including O&amp;S Committee) or other appropriate body (including commissioning boards)</li> </ul>
<b>Scrutiny processes</b>
<p><i>When considering call-ins and considering reports from STGs -</i></p> <ul style="list-style-type: none"> <li>question Cabinet Members, committees, the Chief Executive, Executive Directors, Directors or representatives under joint arrangements regarding decisions taken, service delivery, initiatives or projects</li> <li>question, call for and gather evidence from any external person or organisation (with their consent) in order to carry out the scrutiny process</li> <li>make reports and recommendations to Cabinet, Council, a committee or other appropriate body arising from the outcome of the scrutiny process</li> </ul>

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<sup>1</sup> Defined in Article 13

<sup>2</sup> Rule 14 Overview & Scrutiny Rules (see Part 4D)