



REPORT TO: Scrutiny and Overview Committee

12 July 2018

Scrutiny and Overview Committee Outline Working Agreement

Purpose

1. For the Scrutiny and Overview Committee to agree its Outline Working Agreement.

Recommendations

2. It is recommended that the Scrutiny and Overview Committee agrees the Outline Working Agreement set out below.

3. **Scrutiny and Overview Committee Outline Working Agreement**

- Monthly meetings in accordance with draft timetable.
- Aim to conduct business within 2 hours.
- To be decided day time or evening meetings? Vote to be taken on this
 - Evening meetings more convenient for working councillors and public to attend.
- Completely non-political – working together for the benefit of SCDC residents.
- Chair and Vice Chair available for discussions between meetings.
- 3 minutes maximum time to speak.
- Sequence of speakers recorded by Vice Chairman.
- Please refrain from using jargon or acronyms.
- Prior to vote Chairman will summarise debate.
- Pre-meet for all members 1 hour prior to start of meeting:
 - Democratic Services in attendance
- Key lines of enquiry established.
- Sequence of questions determined.
- Evaluation of outcomes and recommendations.
- Chairman or Vice Chairman to report to Cabinet.
- At least 1 meeting per year in a suitable Parish facility.

Cllr Grenville Chamberlain
Chairman, Overview and Scrutiny Committee