

Article 6 – Overview and Scrutiny

6.01 Introduction

- (a) Overview and Scrutiny is an important element of the Council's Constitution. The Overview and Scrutiny Committee, Joint Overview and Scrutiny Committee, Sub-Committees and/or panels which may be established from time to time to carry out overview and scrutiny represent powerful public forums through which Councillors can monitor the implementation of the Council's policies and the quality of its services; make recommendations on the discharge of the Council's functions and/or other matters affecting the District of Adur and hold the Cabinet to account for their decisions and actions;
- (b) Overview and Scrutiny is concerned with the overall wellbeing of the District and all factors affecting this, including not only Council services but those of other agencies and other matters. Overview and Scrutiny is an important mechanism for community Councillors to represent their Wards and are a focus for stakeholder and community involvement;
- (c) This Article outlines the basic elements of the Overview and Scrutiny function. It should be read in conjunction with the Overview and Scrutiny Procedure Rules, which appear at Part 4 of the Constitution and provide a more detailed framework for the operation of Overview and Scrutiny.

6.02 The Council has appointed an Overview and Scrutiny Committee and jointly with the Borough Council of Worthing, a Joint Overview and Scrutiny Committee to discharge the functions conferred by Section 21 of the Local Government Act 2000 and regulations under Section 32 of the Local Government Act 2000.

6.03 General Role

Within their Terms of Reference, the Overview and Scrutiny Committee and the Joint Overview and Scrutiny Committee may:

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) make reports and/or recommendations to the Full Council, the Cabinet or any Committee in connection with the discharge of any functions;
- (c) consider and make reports or recommendations to the Full Council, the Cabinet or a Committee on any matters affecting the Council's area or its inhabitants;
- (d) exercise the right, following a Call-In, to ask for reconsideration of decisions made but not yet implemented by the Cabinet;
- ~~(d)~~(e) [perform scrutiny functions relating to crime and disorder and to scrutinise the Adur & Worthing Safer Communities Partnership¹](#)

The Overview and Scrutiny Committee has 8 Members appointed by the Council and its membership will reflect the political balance on the Council.

The Joint Overview and Scrutiny Committee has 16 Members. The Council appoints 8 Members and the Borough Council of Worthing appoints 8 Members.

[All councillors \(except members of the Cabinet\) may be members of the Overview and Scrutiny Committee and Joint Overview and Scrutiny Committee. However, no member may be involved in scrutinising a decision with which they have been directly](#)

¹ s.19 Police and Justice Act 2006 and Crime and Disorder (Overview and Scrutiny) Regulations 2009

involved, or in which they have pecuniary or personal interest, or any other actual or perceived conflict of interest, e.g. a close relationship with a decision-maker.

6.04 Co-opted Members

The Overview and Scrutiny Committee and the Joint Overview and Scrutiny Committee, their Sub Committees or Working Groups, may, from time to time, co-opt up to two non-voting Members to assist them with a particular matter. A co-opted Member may not sit as a Co-opted Member on both a Cabinet and a Scrutiny Committee when considering the same matter.

Where the matter relates to the Adur Housing Revenue Account, terms and conditions of tenancies or leaseholds, leasehold service charges and any other matter directly affecting housing tenants or leaseholders which do not have a general effect on other residents, the Adur Consultative Forum appointed co-optee shall be co-opted onto the Committee, Sub-Committee, or Working Group.

6.05 Specific Functions

a) Policy development and review

The Overview and Scrutiny Committee and the Joint Overview and Scrutiny Committee may:

- (i) assist the Council and the Cabinet on all issues, including the development of new policies and the review of existing policies and services;
- (ii) assist the Council and the Cabinet in the development of its budget and Policy Framework by in-depth analysis of policy issues;
- (iii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iv) consider all performance, resources and corporate governance issues;
- (v) question Members of the Cabinet about their views on issues and proposals affecting the area; and appoint Panels to assist it with its work;
- (vi) set and monitor the annual scrutiny work programme.

b) Scrutiny

The Overview and Scrutiny Committee and Joint Overview and Scrutiny Committee may:

- (i) review and scrutinise the decisions made by the Cabinet and Council Officers, both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question Members of the Cabinet and Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Cabinet and/or Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
- (vi) question and gather evidence from any person (with their consent).

c) Finance

The Overview and Scrutiny Committee and Joint Overview and Scrutiny Committee may exercise overall responsibility for any finances made available to it.

d) **Annual report**

The Overview and Scrutiny Committee and Joint Overview and Scrutiny Committee must report annually to Full Council on its workings and make recommendations for future work programmes and amended working methods, if appropriate.

e) **Officers**

The Overview and Scrutiny Committee and Joint Overview and Scrutiny Committee may exercise overall responsibility for the work programme of any Officers employed to support their work.

6.06 Proceedings of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules, or jointly with the Borough Council of Worthing in accordance with the Joint Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.07 Greater Brighton Economic Board (Joint Committee) Call-in Panel

The Overview and Scrutiny Committee will appoint one of its Members to be a Member of the Greater Brighton Economic Board (Joint Committee) Call-in Panel, who is not a Member, nor a substitute Member, of the Greater Brighton Economic Board (Joint Committee). The function of this Panel will be to consider decisions made, but not yet implemented, by Greater Brighton Economic Board (Joint Committee), when challenged by a Member of the Board referring such a decision to the Panel.

Overview and Scrutiny Procedure Rules

Arrangements for the Adur Overview and Scrutiny Committee

- 1.1 The Council will have an Overview and Scrutiny Committee, as set out in Article 6, and will appoint Members to it on an annual basis.
- 1.2 The Committee may appoint such Sub-Committees or Working Groups as it sees fit.

Terms of Reference

- 2.1 The general terms of reference of the Overview and Scrutiny Committee are as set out in Part 3 of the Council's Constitution. The Adur District Council Overview and Scrutiny Committee shall exercise the scrutiny functions of the Council in relation to all matters reserved to Adur District Council, as opposed to those included within the remit of the Joint Committee Agreement which are scrutinised by the Adur and Worthing Joint Overview and Scrutiny Committee.

Membership

- 3.1 The Overview and Scrutiny Committee will comprise 8 Elected Members from Adur District Council and shall not include Members of the Cabinet. ~~Any Member (except Members of the Cabinet) may be a Member of the Overview and Scrutiny Committee.~~ However, no Member may be involved in scrutinising a decision in which they have been directly involved or closely connected, for example as a decision-maker, or in which they have pecuniary or personal interest, or any other actual or perceived conflict of interest, e.g. a close relationship with a decision-maker.
- 3.2 When selecting members to serve on scrutiny committees, consideration should be given to a member's experience, expertise, interests, ability to act impartially, ability to work as part of a group and capacity to serve. What should be considered when forming the committee is that, as a group, it possesses the requisite expertise, commitment and ability to act impartially to fulfil its functions.
- 3.3 The Chair of the Overview and Scrutiny Committee shall be appointed by the Council. In addition to consideration of experience, expertise, interests and the ability to act impartially, the Chair should have the ability to work as part of a group, to lead and build a sense of teamwork and consensus among committee members.

Co-Opted Members

- 4.1 Co-opted Elected Members

Subject to 10.2 below, the Overview and Scrutiny Committee shall be entitled to co-opt non-voting Elected Members to the membership of the Committee, to assist on a particular matter. A Co-opted Member may not sit as a Co-opted Member on both a Cabinet and a Scrutiny Committee when considering the same matter. The Overview and Scrutiny Committee may appoint no more than two non-voting Co-opted Elected Members to any particular meeting.

- 4.2 Co-opted Unelected Members

Subject to 10.2 below, the Overview and Scrutiny Committee shall be entitled to co-opt non-voting unelected persons to the membership of the Committee, to assist on a particular matter. A Co-opted Member may not sit as a Co-opted Member on both a Cabinet and a Scrutiny Committee when considering the same matter. The Overview and Scrutiny Committee may appoint no more than two non-voting Co-opted Elected Members to any particular meeting. A Working Group is not limited to these numbers.

Meetings

- 5.1 The Committee will meet to consider Call-Ins relating to decisions of the Adur Cabinet in relation to a matter reserved to the Cabinet of Adur District Council.
- 5.2 In addition, Extraordinary meetings may be called from time to time as and when appropriate. An Extraordinary meeting of the Adur Overview and Scrutiny Committee may be called by the Chair, requesting in writing that the Director for Communities call an Extraordinary meeting; or by any four Committee Members, signing a requisition, and presenting it to the Chair, who if they have failed to call a meeting within 7 calendar days, may provide notice in writing to the Director for Communities, who shall then call such an Extraordinary meeting.

Working Groups

- 6.1 Working Groups may be established as:
- (a) A standing Working Group for a particular topic - for example budget monitoring or holding the Cabinet to account.
 - (b) As a task and finish Working Group based on an agreed scoping report, likely to involve external attendees, site visits or gathering evidence over time.
 - (c) A time-limited Working Group based on an agreed scoping report, likely to be a review of an internal Council service.

6.2 Membership

Working Groups shall consist of at least four Members of the Adur Overview and Scrutiny Committee selected when establishing the Terms of Reference under paragraph 6.1 above.

The overriding criteria shall be the following:

- (a) The subject under discussion;
- (b) The skill set of the Members selected;
- (c) The location in the District of the matter under review;
- (d) As resolved by the Overview and Scrutiny Committee;
- (e) Availability and time commitment as outlined in the scoping report.

6.3 Officer Attendance at Working Groups

Working Groups may invite Officers of the Council to attend meetings of the Working Group as consultees or specialist advisors.

6.4 Quorum

There is quorum of two for a Working Group meeting or site visit.

6.5 Chairing

Each Working Group will select its own Chair.

6.6 Substitutes

Substitutes are not allowed, although the Working Group may invite other Members from the Adur Overview and Scrutiny Committee to assist it for a particular meeting. Any change to the permanent membership of a Working Group should be approved by the Adur Overview and Scrutiny Committee.

Quorum

- 7.1 The quorum for the Overview and Scrutiny Committee shall be determined in accordance with Council Procedure Rule 9.

Work Programme

- 8.1 The Overview and Scrutiny Committee will be responsible for determining its own annual work programme and in doing so they shall take into account the wishes of all Members on that Committee, regardless of Political Group. It will be reported to Council for noting at the April meeting every year, for the following municipal year.
- 8.2 When determining whether to include an item on the Overview and Scrutiny draft Work Programme, Members should be guided by:
- (a) The Council's Strategic objectives;
 - (b) the ability of the Committee to have influence and/or add value on the subject;
 - (c) the PAPER criteria: Public Interest (P), Ability to Change (A), Performance (P), Extent (E) and Replication (R).
- 8.3 During the municipal year, items may be added to the Overview and Scrutiny Committee Work Programme, where appropriate. Requests for additional matters to be included in the Work Programme will initially be considered by the Chair in accordance with the criteria set out in paragraph 9.2 above, who will make their recommendations to the next Overview and Scrutiny Committee for consideration and determination, following receipt of an Officer report. Consideration should also be given to capacity of the Committee and resources available. Any changes to the Work Programme should be reported to Council mid-municipal year for noting.
- 8.4 The Director for Digital, Sustainability and Resources will consult with the Chair of the Overview and Scrutiny Committee throughout the year to monitor the Work Programme, and will report to the Committee on a regular basis.
- 8.5 After consideration of an Officer report, the Overview and Scrutiny Committee will be responsible for setting the scope of the work of any Working Group established to assist the Overview and Scrutiny Committee in carrying out its functions and responsibilities. The scope of the work should include timeframes, objectives, membership, resources and final reporting.

Agenda Items

- 9.1 Agendas will be published in accordance with the Access to Information Procedure Rules in Part 4 of the Constitution by the Director for Communities, in consultation with the Chair of the Committee.

- 9.2 A Member of the Overview and Scrutiny Committee shall be entitled to request that an item be added to the Work Programme in accordance with the provisions of paragraph 9.3 below. Should the Chair fail to include the item on the agenda, at the next available meeting (in accordance with the Access to Information Procedure Rules), the Member may give written notice to the Director for Communities that they wish an item relevant to the functions of the Committee to be considered by the Committee. On receipt of such a request, the Director for Communities will include the item in an agenda to be discussed at a meeting of the Committee (unless the matter is an Excluded Matter as defined in Regulation 3 of the Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012). An excluded matter is a local crime and disorder matter within the meaning of the Police and Justice Act 2006 or any matter relating to a planning or licensing decision, or where a person has a right of recourse to a review or appeal, or where the matter is vexatious, discriminatory or not reasonable.
- 9.3 Any Member of the Council who is not a Member of the Overview and Scrutiny Committee may, on a maximum of four occasions in any municipal year, give written notice to the Director for Communities that they wish an item to be included on the agenda for the Committee. If the Director for Communities receives such a notification, then they will consult with the Chair of the Committee who will follow the procedure set out in paragraph 9.2 above. Should the Chair fail to put the item on the agenda for the next available meeting (in accordance with Access to Information Procedure Rules) then the Member may ask the Director for Communities to put it on the agenda and they shall do so. The Committee will then consider the agenda item and determine whether or not it will be included on the Work Programme of the Overview and Scrutiny Committee. If the Committee decides not to include the item in the Work Programme, the Member will be notified of the reasons. This procedure rule is to be taken in conjunction with the Council's Protocol on Councillor Call for Action in Part 5 of this Constitution.
- 9.4 The Council, the Cabinet or any Committee may request that the Overview and Scrutiny Committee undertake scrutiny or policy development work on their behalf. The Overview and Scrutiny Committee shall respond, as soon as its Work Programme permits, to such requests. Where the Overview and Scrutiny Committee does so, it shall report its findings and any recommendations back to the commissioning body. The commissioning body shall consider the report of the Overview and Scrutiny Committee at its next available (in accordance with Access to Information Procedure Rules) meeting.
- 9.5 A member of the public may request that an item be added to the agenda of the Overview and Scrutiny Committee. Any such request shall be considered by the Chair and, unless inappropriate to do so, shall be dealt with in accordance with paragraph 9.3 above.

Policy Review and Development

- 10.1 The Overview and Scrutiny Committee may make proposals to the Council, its Committees or the Cabinet for policy development, in so far as they relate to matters within that body's terms of reference.
- 10.2 The Overview and Scrutiny Committee may hold inquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. Such advisors may or may not be appointed as Co-opted Members, subject to the provisions of paragraph 4.0 above.

The Committee may go on site visits, conduct public meetings, commission research and do all things that it reasonably considers necessary to inform their deliberations. It may ask witnesses to attend (see below) to address it on any matter under consideration and may, subject to available resources, pay to any advisors, assessors and witnesses a reasonable fee to cover their expenses for doing so.

Reports from the Overview and Scrutiny Committee

- 11.1 Once it has formed recommendations, the Director for Digital, Sustainability and Resources will prepare a formal report incorporating the views of the Overview and Scrutiny Committee and submit it to the relevant body.
- 11.2 The Council, the Cabinet or the Committee shall consider any report of the Director for Digital, Sustainability and Resources submitting the views of Overview and Scrutiny Committee at their next Ordinary meeting (subject to Access to Information Rules), after it has been submitted to the Director for Communities for placing on the Agenda.
- 11.3 Alternatively, the minute from a meeting of Overview and Scrutiny Committee may be referred to the Council, its Cabinet or a Committee. In cases where the minutes of the previous meeting have not been agreed by the Overview and Scrutiny Committee a draft minute shall be prepared by the Director for Communities in consultation with the Chair prior to the meeting of the Council, Committee or Cabinet.

Minority Reports

- 12.1 Where the Adur Overview and Scrutiny Committee cannot agree on a single, final report to the Council, its Cabinet or a Committee, then one minority report may be submitted with the majority report. In order for a minority report to be produced, no fewer than three voting members of the Committee must support such a proposal.
- 12.2 In order that a minority opinion can be expressed where the Overview and Scrutiny Committee does not achieve a consensus on an issue, these rules make provision for minority reports to be produced by Members of such a committee. This means that although a majority report is issued representing the Overview and Scrutiny Committee's majority view, any Member of the Committee may propose an alternative view which may then be published in a minority report. In order for a minority report to be produced, no fewer than three voting Members of the Committee must support such a proposal.

Procedure for dealing with Minority Reports

- 12.3 At the conclusion of an inquiry and at the point of agreeing a final report detailing the Adur Overview and Scrutiny Committee's conclusions and recommendations, Members may be unable to reach a general consensus. Members in the minority may wish to express a view different from that of the majority. In these circumstances, Members with a minority view may choose to submit a minority report.
- 12.4 The intention to submit a minority report must be declared within the Overview and Scrutiny Committee meeting at the time the majority report is agreed. Such an intention must be recorded in the minutes of the meeting and referred to in the final report as part of the Overview and Scrutiny Committee's resolutions. Where the Overview and Scrutiny Committee has agreed its final report and there has been no

declared intention to produce a minority report, a minority report cannot then be subsequently submitted.

- 12.5 Where the intention to produce a minority report has been recorded in the minutes, Democratic Services will contact the appropriate Members to confirm submission dates. The minority report should be delivered to the Democratic Services within 5 working days after the Overview and Scrutiny Committee meeting.
- 12.6 In order that a minority report is given the opportunity to be noted in context by the Council, Cabinet or Committee, where it has been produced within the agreed timescale it will be attached as an appendix to the majority report.
- 12.7 The Director of Communities will determine if a minority report should be exempt from publication, in which case the usual procedures for the publication of exempt reports apply.
- 12.8 The drafting and submission of the minority report remains the responsibility of the Members who have proposed it and not Democratic Services. The report will include details of the Members who have submitted the minority report, as well as its issues and any alternative recommendations.
- 12.9 It is normally expected that the Overview and Scrutiny Committee will have taken into account all the relevant information available and as such a minority report will be based on the same evidence as a majority report.

Rights of Overview and Scrutiny Committee Members to Documents

- 13.1 In addition to their rights as Councillors, Members of the Overview and Scrutiny Committee have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

Members and Officers Giving Account

- 14.1 As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member, Head of Paid Service, Chief or Deputy Chief Officer to attend before it to explain in relation to matters within their remit in connection to a Call-In of a decision and it is the duty of those persons to attend if so required. Questions for those being requested to attend should be pre-submitted no later than two working days in advance of the meeting.
- 14.2 When requesting Officers and Members of the Council to attend, sufficient notice of the meeting should be provided to them as referred below.
- 14.3 Where any Member or Officer is required to attend the Overview and Scrutiny Committee under this provision, the Chair of the Committee will inform the Director for Digital, Sustainability and Resources, who shall inform the Member or Officer in writing, giving at least 5 working days' notice of the meeting at which they are required to attend. The notice will state the nature of the Call-In on which they are required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.

- 14.4 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Overview and Scrutiny Committee shall, in consultation with the Member or Officer, arrange an alternative date for attendance.

Attendance by Others

- 15.1 The Overview and Scrutiny Committee may invite people (other than those referred to in paragraph 14 above) to address it, discuss issues of local concern and/or answer questions in connection with the Call-In relevant to the meeting. It may, for example, wish to hear from residents, stakeholders, Members and Officers in other parts of the public sector and may invite such people to attend.

Party Whip

- 16.1 Applying the party whip is defined as any instruction given by or on behalf of a Political Group to any councillor who is a member of that group as to how that councillor shall speak or vote on any matter before the council, or any committee or sub-committee, or the application or threat to apply any sanction by the group in respect of that councillor should they speak or vote in any particular manner.

- 16.2 When considering any matter in respect of which a member of the Overview and Scrutiny Committee is subject to a party whip, the member must declare the existence of the whip and the nature of it before the commencement of the committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

Call-In of a Decision

- 17.1 An Executive decision (if not yet implemented) is subject to Call-In when it is made by:
- (a) Adur's Cabinet as a whole body;
 - (b) an Individual Cabinet Member; or
 - (c) an Officer or Ward Member with delegated authority from the Cabinet;
- and the decision has been published on the Council's website and made available at the main offices of the Council, as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

- 17.2 The Record of Decision will bear the date on which it is published and, subject to general exceptions, will specify the date on which the decision will come into force, and may then be implemented unless the decision is called in.

~~15.3—A decision may be called in:~~

- ~~(a) if it conflicts with Council policy;~~
- ~~(b) If it conflicts with the Council's Budget Strategy;~~
- ~~(c) where there is evidence to suggest the principles of decision-making (as set out in Article 12 of this Constitution) have not been complied with, for example the absence of appropriate consultation.~~

~~No decisions other than Executive decisions may be called in.~~

- 17.3 During the period between the decision being made and coming into force:
- (a) The Monitoring Officer shall Call-In a decision for scrutiny if any three Members of Adur District Council submit to the Monitoring Officer in writing, by email to

monitoringofficer@adur-worthing.gov.uk, a request for a matter to be called-in. Such a request is to be made by 5.00pm on the fifth clear working day, from the day on which the Record of Decision is published. The request must include the [detailed](#) reasons for the Call-In.

- (b) Upon receipt of the request, the Monitoring Officer shall consult with the Chair, or Vice-Chair in their absence, and shall determine whether or not the Call-In is in accordance with the requirement of these rules. The Monitoring Officer shall notify the Members who made the request, the Director for Communities, and the decision-maker, or Chair of the decision-making body, of the determination, within 2 clear working days of the request being received.
- (c) If the Call-In is accepted, the decision will be put on hold pending referral to the Overview and Scrutiny Committee.
- (d) The Director for Communities shall, within 10 clear working days of the Call-In being accepted, after consultation with the Chair, call a meeting of the Overview and Scrutiny Committee. Such meeting is to be held on such date as the Director for Communities shall determine, but to be held as soon as is reasonably practicable.

17.4 The Monitoring Officer will provide a report for the meeting in respect of the Call-In which will include the procedure for the Call-In hearing.

Prevention of Exemption from Call-in Procedure

17.5 [A matter may not be called-in if it has already been considered by the Scrutiny Committee or if the decision is urgent and any delay would prejudice the interest of the council or the public in the opinion of the Monitoring Officer. The call-in procedure set out above shall not apply where the decision relates to a matter which is urgent and cannot reasonably be deferred.](#) A decision will relate to a matter which is urgent if any delay caused by the Call-In process would:

- (a) be highly likely to result in the Council incurring significant additional expenditure or loss of significant additional income; or
- (b) be highly likely to result in significant damage to the Council's reputation; or
- (c) prevent the Council from meeting its legal obligations.

17.6 The agreement of the Chair of the Overview and Scrutiny Committee must be obtained in writing in advance of making the decision, by way of completion of a Notice by the Director for Communities, that it is reasonable in all the circumstances to treat the decision to be made as one which is urgent and therefore not subject to Call-In. In the absence of the Chair of the Overview and Scrutiny Committee, the Vice-Chair's consent shall be required. In the absence of the Chair and Vice Chair, the consent of the Chair of the Council [or, in their absence the Vice](#) Chair, shall be required.

17.7 The Record of Decision and Notice that the decision is exempt from Call-In, shall state that in the opinion of the Chair of the Overview and Scrutiny Committee the decision is one which is urgent, with reasons, and therefore not subject to Call-In.

17.8 Decisions taken in accordance with this Procedure Rule must be reported to the next available meeting of Full Council.

Call-In Procedure

17.9 Having considered the decision, the Overview and Scrutiny Committee may refer the decision back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns, [or refer the matter to Full Council](#). The decision-

making person or body must reconsider the decision within a further 5 clear working days and may or may not amend the decision before making a final decision and implementing it.

- 17.10 Once the reconsidered decision is published following the Call-In procedure, the decision cannot be called in again and may be implemented immediately.
- 17.11 If the matter was referred to Full Council and the Council does not object to a decision that has been made, then no further action is necessary, and the decision will be effective in accordance with the provision below. However, if Full Council does object, it will refer the decision back to the decision-maker, together with its views on the decision. The decision-maker shall then reconsider the matter as soon as possible, amending the decision or not, before making a final decision and implementing it. If Full Council does not meet, or if it does but does not refer the decision back to the decision-maker, the decision will become effective on the date of the council meeting or expiry of the period in which the council meeting should have been held, whichever is the earlier. Once a decision-maker has reconsidered the matter following Call-In, no further Call-In of that matter will be allowed.

Joint Overview and Scrutiny Procedure Rules

Arrangements for the Joint Overview and Scrutiny Committee

- 1.1 The Councils will have a Joint Overview and Scrutiny Committee, as set out in Article 6, and will appoint Members to it on an annual basis.
- 1.2 The Committee may appoint such Sub-Committees or Working Groups as it sees fit.

Terms of Reference

- 2.1 The general terms of reference of the Joint Overview and Scrutiny Committee are as set out in the Joint Committee Agreement, which says that the Joint Overview and Scrutiny Committee shall exercise the Scrutiny function of both Councils in relation to all matters except those to be determined by the individual Cabinets. (Separate arrangements are in place for the scrutiny function relating to those matters determined by the individual Cabinets and reference should be made to the Adur District Council Overview and Scrutiny Procedure Rules).

Membership

- 3.1 The Joint Overview and Scrutiny Committee will comprise 8 Elected Members from Adur District Council and 8 Elected Members from Worthing Borough Council and shall not include Members of either Cabinet. No Member may be involved in scrutinising a decision in which they have been directly involved, for example as a decision-maker or advisor.

3.2 When selecting members to serve on scrutiny committees, consideration should be given to a member's experience, expertise, interests, ability to act impartially, ability to work as part of a group and capacity to serve. What should be considered when forming the committee is that, as a group, it possesses the requisite expertise, commitment and ability to act impartially to fulfil its functions.

3.3 The Adur Chair of the Joint Overview and Scrutiny Committee shall be appointed by the Council. In addition to consideration of experience, expertise, interests and the ability to act impartially, the Chair should have the ability to work as part of a group, to lead and build a sense of teamwork and consensus among committee members.

Co-Opted Members

Co-opted Elected Members

- 4.1 Subject to 4.3 below, the Joint Overview and Scrutiny Committee, its Sub-Committee or Working Group, shall be entitled to co-opt non-voting Elected Members to the membership of the Committee, to assist on a particular matter. A Co-opted Elected Member may not sit as a Co-opted Member on both a Cabinet and a Scrutiny Committee when considering the same matter. A Committee or Sub-Committee of the Joint Overview and Scrutiny Committee may appoint no more than two non-voting Co-opted Elected Members to any particular meeting. A Working Group is not limited to these numbers.

Co-opted Unelected Members

- 4.2 Subject to 4.3 below, the Joint Overview and Scrutiny Committee, or its Sub-Committee or Working Group, shall be entitled to co-opt non-voting unelected persons to the membership of the Committee, to assist on a particular matter. A Co-opted Unelected Member may not sit as a Co-opted Member on both a Cabinet and a Scrutiny Committee when considering the same matter. A Committee or Sub-Committee of the Joint Overview and Scrutiny Committee may appoint no more than two non-voting Co-opted Unelected Members to any particular meeting. A Working Group is not limited to these numbers.
- 4.3 Where the matter relates to the Adur Housing Revenue Account, terms and conditions of tenancies or leaseholds, leasehold service charges and any other matter directly affecting housing tenants or leaseholders which do not have a general effect on other residents, the Adur Consultative Forum appointed co-optee shall be co-opted onto the Committee, Sub-Committee, or Working Group.

Meetings

- 5.1 There shall be at least four Ordinary meetings of the Joint Overview and Scrutiny Committee in each municipal year.
- 5.2 In addition, Extraordinary meetings may be called from time to time as and when appropriate. An Extraordinary meeting of the Joint Overview and Scrutiny Committee may be called by the Joint Chairs, in agreement, requesting in writing that the Director for Communities call an Extraordinary meeting; or by any four Committee Members, being at least one from each Authority, signing a requisition, and presenting it to the Joint Chairs, who if they have failed to call a meeting within 7 calendar days, may provide notice in writing to the Director for Communities, who shall then call such an Extraordinary meeting.

Working Groups

- 6.1 Working Groups may be established as:
- (a) A standing Working Group for a particular topic - for example budget monitoring or holding the Cabinet to account.
 - (b) As a task and finish Working Group based on an agreed scoping report, likely to involve external attendees, site visits or gathering evidence over time.
 - (c) A time-limited Working Group based on an agreed scoping report, likely to be a review of an internal Council service.
- 6.2 Working Groups may go on site visits, carry out evidence gathering, investigations and write reports, for the approval of Joint Overview and Scrutiny Committee or any Sub-Committee. Reports of a Working Group shall be submitted under cover of an Officer report and will be included in the Agenda for the meeting and must comply with the Access to Information Procedure Rules.
- 6.3 Meetings of Working Groups do not have to meet in public as they are informal non-decision making meetings, unlike meetings of the Joint Overview and Scrutiny Committee or any Sub-Committee.

Membership

- 6.4 The Working Group shall consist of at least four Members of the Joint Overview and Scrutiny Committee selected when establishing the Terms of Reference under paragraph 6.1 above.

- 6.5 Membership can be a mixture of Members from both Councils with a preference of at least one Member from each Council. The overriding criterion shall be the following:
- (a) The subject under discussion;
 - (b) The skill set of the Members selected;
 - (c) The location in the District or Borough of the matter under review;
 - (d) As resolved by the Joint Overview and Scrutiny Committee;
 - (e) Availability and time commitment as outlined in the scoping report.

Officer Attendance at Working Groups

- 6.6 The Working Group may invite Officers of the Councils to attend meetings of the Working Group as consultees or specialist advisors.

Quorum

- 6.7 There is quorum of two for a Working Group meeting or site visit.

Chairing

- 6.8 Each Working Group will select its own Chair.

Substitutes

- 6.9 Substitutes are not allowed, although the Working Group may invite other Members of Joint Overview and Scrutiny to assist it for a particular meeting. Any change to the permanent membership of a Working Group should be approved by the Joint Overview and Scrutiny Committee.

Quorum

- 7.1 The quorum for the Joint Overview and Scrutiny Committee shall be determined in accordance with the Joint Committee Agreement.

Chairing

- 8.1 The Chairs and Vice-Chairs of the Joint Overview and Scrutiny Committee are appointed by each Annual Council each year.
- 8.2 It is for each Sub-Committee or Working Group to decide who should Chair those meetings. In the event of a dispute, reference should be made to Council Procedure Rule 8.

Work Programme

- 9.1 The Joint Overview and Scrutiny Committee will be responsible for proposing its own draft work programme and in doing so it shall take into account the wishes of all Members on that Committee, regardless of Political Group.
- 9.2 When determining whether to include an item on the Joint Overview and Scrutiny draft Work Programme, Members should be guided by:
- (a) The Councils' Strategic objectives;
 - (b) the ability of the Committee to have influence and/or add value on the subject;
 - (c) the PAPER criteria: Public Interest (P), Ability to Change (A), Performance (P),

Extent (E) and Replication (R).

- 9.3 Approval of the Joint Overview and Scrutiny Work Programme is the responsibility of each Council. It will be considered and determined by each Council at the April meeting every year, for the following municipal year.
- 9.4 During the municipal year, items may be added to the Joint Overview and Scrutiny Committee Work Programme, where appropriate. Requests for additional matters to be included in the Work Programme will initially be considered by the Joint Chairs in accordance with the criteria set out in paragraph 9.2 above, who will make their recommendations to the next Joint Overview and Scrutiny Committee for consideration and determination, following receipt of an Officer report. Consideration should also be given to capacity of the Committee and resources available. Any changes to the Work Programme should be reported to Council mid-municipal year for noting.
- 9.5 The Director for Digital, Sustainability and Resources will consult with the Joint Chairs of the Joint Overview and Scrutiny Committee throughout the year to monitor the Work Programme and will report to the Committee on a regular basis.
- 9.6 After consideration of an Officer report, the Joint Overview and Scrutiny Committee will be responsible for setting the scope of the work of any Working Group established to assist the Joint Overview and Scrutiny Committee in carrying out its functions and responsibilities. The scope of the work should include timeframes, objectives, membership, resources and final reporting.

Agenda Items

- 10.1 A Member of the Joint Overview and Scrutiny Committee shall be entitled to request that an item be added to the Work Programme in accordance with the provisions of paragraph 9.3 above. Should the Chairs fail to include the item on the agenda, at the next available meeting (in accordance with the Access to Information Procedure Rules), the Member may give written notice to the Director for Communities that they wish an item relevant to the functions of the Committee to be considered by the Committee. On receipt of such a request, the Director for Communities will include the item in an agenda to be discussed at a meeting of the Committee (unless the matter is an Excluded Matter as defined in Regulation 3 of the Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012). An excluded matter is a local crime and disorder matter within the meaning of the Police and Justice Act or any matter relating to a planning or licensing decision, or where a person has a right of recourse to a review or appeal, or where the matter is vexatious, discriminatory or not reasonable.

- 10.2 Any Member of the Council who is not a Member of the Joint Overview and Scrutiny Committee may, on a maximum of four occasions in any municipal year, give written notice to the Director for Communities that they wish an item to be included on the agenda for the Committee. If the Director for Communities receives such a notification, then they will consult with the Joint Chairs of the Committee who will follow the procedure set out in paragraph 9.2 above. Should the Chairs fail to put the item on the agenda for the next available meeting (in accordance with Access to Information Procedure Rules), then the Member may ask the Director for Communities to put it on the agenda and they shall do so. The Committee will then consider the agenda item and determine whether or not it will be included on the Work Programme of the Joint Overview and Scrutiny Committee. If the Committee decides not to include the item in its Work Programme, the Member will be notified of the reasons. This procedure rule is to be taken in conjunction with the Council's Protocol on Councillor Call for Action in Part 5 of this Constitution.
- 10.3 The Council, their Cabinets or any of their Committees may request that the Joint Overview and Scrutiny Committee undertake scrutiny or development work on their behalf. The Joint Overview and Scrutiny Committee shall respond, as soon as their Work Programme permits, to such requests. Where the Joint Overview and Scrutiny Committee does so, it shall report its findings and any recommendations back to the commissioning body. The commissioning body shall consider the report of the Joint Overview and Scrutiny Committee at its next available (in accordance with Access to Information Procedure Rules) meeting.
- 10.4 A member of the public may request that an item be added to the agenda of the Joint Overview and Scrutiny Committee. Any such request shall be considered by the Joint Chairs, and unless inappropriate to do so, shall be dealt with in accordance with paragraph 9.4 above.

Policy Review and Development

- 11.1 The Joint Overview and Scrutiny Committee or any Sub-Committees may make proposals to the Council, its Committees or the Cabinet for policy development, in so far as they relate to matters within that body's terms of reference.
- 11.2 The Joint Overview and Scrutiny Committee may hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. Such advisers may or may not be appointed as Co-opted Members, subject to the provisions of paragraph 4.0 above. The Committee may go on site visits, conduct public meetings, commission research and do all things that it reasonably considers necessary to inform their deliberations. It may ask witnesses to attend (see below) to address it on any matter under consideration and may, subject to available resources, pay to any advisers, assessors and witnesses a reasonable fee to cover their expenses for doing so.

Reports from the Joint Overview and Scrutiny Committee

- 12.1 Once it has formed recommendations, the Director for Digital, Sustainability and Resources will prepare a formal report incorporating the views of the Joint Overview and Scrutiny Committee and submit it to the relevant body.
- 12.2 The Council(s), the Cabinet(s) or the Committee shall consider any report of the Director for Digital, Sustainability and Resources submitting the views of Joint Overview and Scrutiny Committee at their next Ordinary meeting (subject to Access

to Information Rules), after it has been submitted to the Director for Communities for placing on the Agenda.

- 12.3 Alternatively the minute from a meeting of Joint Overview and Scrutiny Committee may be referred to the Council, its Cabinet or a Committee. In cases where the minutes of the previous meeting have not been agreed by the Joint Overview and Scrutiny Committee, a draft minute shall be prepared by the Director for Communities in consultation with the relevant Joint Chair prior to the meeting of the Cabinet(s), Committee(s) or Council(s).

Minority Reports

12.4 Where the Joint Overview and Scrutiny Committee cannot agree on a single, final report to the Council, its Cabinet or a Committee, then one minority report may be submitted with the majority report. In order for a minority report to be produced, no fewer than three voting members of the Joint Committee must support such a proposal.

12.5 In order that a minority opinion can be expressed where the Joint Overview and Scrutiny Committee does not achieve a consensus on an issue, these rules make provision for minority reports to be produced by Members of the Joint Committee. This means that although a majority report is issued representing the Joint Overview and Scrutiny Committee's majority view, any Member of the Joint Committee may propose an alternative view which may then be published in a minority report. In order for a minority report to be produced, no fewer than three voting Members of the Joint Committee must support such a proposal.

Procedure for dealing with Minority Reports

12.6 At the conclusion of an inquiry and at the point of agreeing a final report detailing the Joint Overview and Scrutiny Committee's conclusions and recommendations, Members may be unable to reach a general consensus. Members in the minority may wish to express a view different from that of the majority. In these circumstances, Members with a minority view may choose to submit a minority report.

12.7 The intention to submit a minority report must be declared within the Joint Overview and Scrutiny Committee meeting at the time the majority report is agreed. Such an intention must be recorded in the minutes of the meeting and referred to in the final report as part of the Joint Overview and Scrutiny Committee's resolutions. Where the Joint Overview and Scrutiny Committee has agreed its final report and there has been no declared intention to produce a minority report, a minority report cannot then be subsequently submitted.

12.8 Where the intention to produce a minority report has been recorded in the minutes, Democratic Services will contact the appropriate Members to confirm submission dates. The minority report should be delivered to the Democratic Services within 5 working days after the Joint Overview and Scrutiny Committee meeting.

12.9 In order that a minority report is given the opportunity to be noted in context by the Council, Cabinet or Committee, where it has been produced within the agreed timescale it will be attached as an appendix to the majority report.

12.10 The Director of Communities will determine if a minority report should be exempt from publication, in which case the usual procedures for the publication of exempt reports apply.

12.11 The drafting and submission of the minority report remains the responsibility of the Members who have proposed it and not Democratic Services. The report will include details of the Members who have submitted the minority report, as well as its issues and any alternative recommendations.

12.12 It is normally expected that the Joint Overview and Scrutiny Committee will have taken into account all the relevant information available and as such a minority report will be based on the same evidence as a majority report.

Consideration of Joint Overview and Scrutiny reports

13.1 The Joint Overview and Scrutiny Committee will take advice from the Director for Communities as to the appropriate body to consider recommendations.

Rights of Joint Overview and Scrutiny Committee Members to Documents

14.1 In addition to their rights as Councillors, Members of the Joint Overview and Scrutiny Committee have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

Members and Officers Giving Account

15.1 Subject to paragraph 10.1 above, the Joint Overview and Scrutiny Committee or any Working Group may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions, unless prohibited elsewhere in this Constitution or by statute, for example in relation to quasi-judicial matters. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member, Head of Paid Service, Chief or Deputy Chief Officer to attend before it to explain in relation to matters within their remit:

(a) any particular decision or series of decisions;

(b) the extent to which the actions taken implement Council policy;

and it is the duty of those persons to attend if so required. Questions for those being requested to attend should be pre-submitted no later than two working days in advance of the meeting.

15.2 When requesting Officers and Members of the Council to attend, the Joint Overview and Scrutiny Committee should have regard to the extent/number of the requests and the capacity of Officers and Members to attend. Sufficient notice of the meeting should be provided to them as referred below.

15.3 Where any Member or Officer is required to attend the Joint Overview and Scrutiny Committee under this provision, the Joint Chairs of the Committee will inform the Director for Digital, Sustainability and Resources, who shall inform the Member or Officer in writing, giving at least 5 working days' notice of the meeting at which they are required to attend. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.

- 15.4 Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Joint Overview and Scrutiny Committee shall in consultation with the Member or Officer arrange an alternative date for attendance.

Attendance by Others

- 16.1 The Joint Overview and Scrutiny Committee may invite people other than those people referred to in paragraph 15 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and Officers in other parts of the public sector and may invite such people to attend.

Call-In of a Decision

- 17.1 A decision is subject to Call-In when it is a:
- (a) a decision of the Joint Strategic Committee or sub-committee;
 - (b) a Joint Individual Cabinet Member decision; or
 - (c) a decision made by an Officer or Ward Member with delegated authority from the Cabinet in relation to a joint service;

and the decision has been published on the Councils' website and made available at the main offices of the Council, as set out in the Access to Information Procedure Rules in Part 4 of this Constitution, but not yet implemented.

(In respect of a decision made by:

- (a) an Individual Cabinet;
- (b) an Individual Cabinet Member in respect of a single service; or
- (c) an Officer with delegated authority from the Cabinet in relation to a single service;

a separate Call-In procedure exists and is set out in the Overview and Scrutiny Procedure Rules for ADC and WBC).

- 17.2 The Record of Decision will bear the date on which it is published and, subject to general exceptions, will specify the date on which the decision will come into force, and may then be implemented unless the decision is called in.

~~17.3 A decision may be called in:~~

- ~~(a) if it conflicts with Council policy;~~
- ~~(b) If it conflicts with the Council's Budget Strategy;~~
- ~~— where there is evidence to suggest the principles of decision-making (as set out in Article 12 of this Constitution) have not been complied with, for example the absence of appropriate consultation.~~

~~No decisions other than Executive decisions may be called in.~~

~~17.4~~ 17.3 During the period between the decision being made and coming into force:

- (a) The Monitoring Officer shall Call-In a decision for scrutiny if any three Members in total, being of either Council, submit to the Monitoring Officer in writing, by email to monitoringofficer@adur-worthing.gov.uk, a request for a matter to be called in. Such a request is to be made by 5.00pm on the fifth clear working day, from the day on which the Record of Decision is published. The request must include the reasons for the Call-In.

- (b) Upon receipt of the request, the Monitoring Officer shall consult with both Chairs, or Vice-Chairs in their absence, and shall determine whether or not the Call-In is in accordance with the requirement of these rules. The Monitoring Officer shall notify the Members who made the request, the Director for Communities, and the Decision-maker, or Chair of decision-making body, of the determination, within 2 clear working days of the request being received.
- (c) If the Call-In is accepted, the decision will be put on hold pending referral to the Joint Overview and Scrutiny Committee.
- (d) The Director for Communities shall, within 10 clear working days of the Call-In being accepted, after consultation with the Joint Chairs, call a meeting of the Joint Overview and Scrutiny Committee. Such meeting is to be held on such date as the Director for Communities shall determine, but to be held as soon as is reasonably practicable.
- (e) If the Monitoring Officer, following consultation with the Joint Chairs of the Joint Overview and Scrutiny Committee, rejects the request for Call-In, they shall provide a report to the Joint Overview and Scrutiny Committee providing details of the request for Call-In of a decision and reasons given for the request being rejected. Such report will be received by the next Joint Overview and Scrutiny Committee meeting, following the determination of the request for Call-In, or if that is impracticable, then to the following meeting.

~~17.5~~ 17.4 The Monitoring Officer will provide a report for the meeting in respect of the Call-In which will include the procedure for the Call-In hearing.

Prevention ~~Exemption from~~ Call-in Procedure

17.5 ~~A matter may not be called-in if it has already been considered by the Joint Scrutiny Committee or if the decision is urgent and any delay would prejudice the interest of the council or the public in the opinion of the Monitoring Officer. The call-in procedure set out above shall not apply where the decision relates to a matter which is urgent and cannot reasonably be deferred.~~

~~_____ A decision will relate to a matter which is urgent if any delay caused by the Call-In process would:~~

- ~~(a) be highly likely to result in either or both Councils incurring significant additional expenditure or loss of significant additional income; or~~
- ~~(b) be highly likely to result in significant damage to either or both Councils' reputation; or~~
- ~~(c) prevent either or both Councils from meeting their legal obligations.~~

~~The call-in procedure set out above shall not apply where the decision relates to a matter which is urgent and cannot reasonably be deferred.~~

17.6 The agreement of a Chair of the Joint Overview and Scrutiny Committee must be obtained in writing in advance of making the decision, by way of completion of a Notice by the Director for Communities, that it is reasonable in all the circumstances to treat the decision to be made as one which is urgent and therefore not subject to Call-In. In the absence of both Chairs of the Joint Overview and Scrutiny Committee, a Vice-Chair's consent shall be required. In the absence of both Chairs and Vice Chairs, the consent of the Chair or, in their absence the Vice Chair, shall be required.

17.7 The Record of Decision and Notice that the decision is exempt from Call-In, shall state that in the opinion of the Joint Chairs of Joint Overview and Scrutiny Committee the decision is one which is urgent, with reasons, and therefore not subject to Call-In.

- 17.8 Decisions taken in accordance with this Procedural Rule must be reported to the next available meeting of each Full Council.

Call-In Procedure

- 17.9 Having considered the decision, the Joint Overview and Scrutiny Committee may refer the decision back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns, or refer the matter to the Full Council of either or both Councils. The decision-making person or body must reconsider the decision within a further 5 clear working days and may or may not amend the decision before making a final decision and implementing it.
- 17.10 Once the reconsidered decision is published following the Call-In procedure, the decision cannot be called in again and may be implemented immediately.
- 17.11 If the matter was referred to a Full Council and that Council does not object to a decision that has been made, then no further action is necessary, and the decision will be effective in accordance with the provision below. However, if the Full Council does object, it will refer the decision back to the decision-maker, together with its views on the decision. The decision-maker shall then reconsider the matter as soon as possible, amending the decision or not, before making a final decision and implementing it. If the Full Council does not meet, or if it does but does not refer the decision back to the decision-maker, the decision will become effective on the date of the council meeting or expiry of the period in which the council meeting should have been held, whichever is the earlier. Once a decision-maker has reconsidered the matter following Call-In, no further Call-In of that matter will be allowed.

Procedure at Meetings

- 18.1 The Joint Overview and Scrutiny Committee and Sub-Committees shall consider the following business:
- (a) Declarations of disclosable pecuniary and personal interests;
 - (b) Substitute Members;
 - (c) Public questions in accordance with Council Procedure Rule 11;
 - (d) Minutes of the last meeting;
 - (e) Agreement of any procedure relevant for the meeting;
 - (f) Consideration of any matter referred to the Committee for a decision in relation to Call-In of a decision;
 - (g) Response of the Cabinets to reports of the Joint Overview and Scrutiny Committee;
 - (h) Any business otherwise set out on the Agenda for the meeting.
- 18.2 Joint Overview and Scrutiny Committee meetings are to be conducted in accordance with the following principles:
- (a) That the scrutiny be conducted fairly and all Members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
 - (b) That those assisting the meeting by giving evidence be treated with respect and courtesy; and
 - (c) That the meeting be conducted so as to maximise efficiency.
 - (d) to be constructive and positive, adopting non-confrontational and inquisitorial techniques.

- 18.3 Following any meeting, the Committee or Sub-Committee shall prepare recommendations for the Officer report, to be submitted to the Cabinet, Council or Committee as appropriate, and shall make its findings public, subject to Access to Information Procedure Rules.

Communications Strategy

- 19.1 Subject to Access to Information Procedure Rules, for each meeting of the Joint Overview and Scrutiny Committee, an appropriate communications strategy should be developed in consultation with the Joint Chairs and Head of Communications to promote the Work Programme of Joint Overview and Scrutiny, the meeting itself and to explain the function and purpose of Scrutiny.