

Appendix 2

recommendations for future work programmes and amended working methods if appropriate.

- 6.11 The Chair of the main Overview and Scrutiny Committee shall as soon as possible after the Annual Meeting submit to Full Council for approval the proposed work programme for the committees and sub-committees for the forthcoming year together with an annual report on the work of the committee and sub-committees over the last year.

Proceedings of the Overview and Scrutiny Committees and sub-committees

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- 6.12 The Overview and Scrutiny Committees and sub-committees will conduct their proceedings in accordance with Standing Orders and the Access to Information Rules.
- 6.13 If the Overview and Scrutiny Committee or its sub-committees is intending to receive a report back from a task group of the committee or sub-committee as the case may be will allow an Executive member to address it at the meeting that receives the report and the time allowed will be determined by the Chair acting reasonably

Members' Rights to Request Scrutiny

- 6.14 *Any member of the overview and scrutiny committees and any member of any sub-committees thereof may, by giving written notice to the Democratic Services Manager, request that any matter which is relevant to the functions of the committee or sub-committee as the case may be is included in the agenda for, and is discussed at, a meeting of the committee or sub-committee such notice to be given at least 21 days prior to the date of the meeting at which the member wishes to raise the said matter.**

Councillor Call for Action

- 6.15 *Any member of the council may, by giving written notice to the Democratic Services Manager, request that any local government matter (as defined by section 21A of the Local Government Act 2000) which is relevant to the functions of an overview and scrutiny committee or sub-committee is included in the agenda for, and is discussed at, a meeting of the committee or sub-committee.*
- 6.16 *Any member of the council may, by giving written notice to the Democratic Services Manager, request that a local crime and disorder matter (as defined by the Police and Justice Act 2006) is included in the agenda for, and is discussed at, a meeting of the overview and scrutiny committee.*
- 6.17 The terms of reference of the Overview and Scrutiny Committee and its relevant sub-committees contain a power for the committee or sub-committee to consider a Councillor Call for Action in relation to a local government matter or a local crime and disorder matter.

6.18 Prior to referring a local government or local crime and disorder matter to Overview and Scrutiny a member should refer to the Council's Councillor Call for Action protocol which provides further information about the Call for Action process.