

## **SCRUTINY REVIEW PANEL PROCEDURE RULES**

### **Report of the Deputy Chief Executive**

- **Chair of meeting**

Either the Chair or Vice-Chair of the Scrutiny Committee will be appointed "Lead Councillor" for the Review and will Chair meetings of the Panel. If he/she is not present the Members present shall elect a Chair from amongst their number for that meeting only.

- **Appointment of substitute members**

It has been accepted in the past that there is a need for consistency and therefore it is suggested that substitutes should not be permitted.

- **Business**

At each meeting, the following business will be conducted

- (1) to consider the accuracy of the minutes of the last meeting
- (2) to declare interests
- (3) to consider the matters set out in the agenda for the meeting

- **Quorum**

The membership of the Panel will be at least 4 members and the quorum shall be a minimum of 2.

- **Appointment of Co-opted/ Advisers**

The Panel may appoint non-voting co-optees/ advisers to assist during the Review.

### **Time and place of meetings**

The dates and times of meetings will be agreed at the first meeting of the Panel in accordance with the project plan. Meetings will be normally held in the town hall. The Chair may call additional meetings.

- **Form of minutes**

An officer from Democratic Services will be responsible for taking minutes at meetings of the Panel.

- **Voting**

Voting will be by show of hands and it will not normally be the practice to record how individual members have voted unless specifically requested to do so.

- **Attendance at meetings by members of the public**

All meetings of the Panel will be open to the press and public and copies of the agendas and reports will be available in libraries and information centres and sent to the press. No recording of the proceedings will be permitted without the consent of the Panel.

- **Exclusion of public**

Members of the public and press may only be excluded in accordance with the Access to Information Rules (PR7) as set out in the Constitution.

- **Public speaking at meetings**

No specific provision will be made for members of the public to speak or ask a question, but such invitations will be at the discretion of the Lead Councillor.

- **Notice and agendas for meetings**

Agenda and reports for meetings should be available 5 clear days prior to the meeting. Reports should only be marked to follow in exceptional circumstances and this should be agreed with the Lead Councillor prior to the item being included on the agenda. Any member of the Panel may request Democratic Services to make sure that an item is placed on the agenda for the next available meeting for consideration.

- **Consideration of Final Report**

Following completion of the Review, the Panel's Final Report will be submitted to the parent Scrutiny Committee for consideration and approval prior to being submitted to the Cabinet. The Lead Councillor for the Review will normally present the final report of that Panel to the Cabinet.