

## TERMS OF REFERENCE

NAME	CORPORATE OVERVIEW AND SCRUTINY COMMITTEE
<b>PURPOSE</b>	The Corporate Overview and Scrutiny Committee will review and scrutinise corporate functions and support services.
<b>ROLE &amp; FUNCTION</b>	<p>To have oversight of the overall strategic direction, policies, plans and priorities of the Cabinet and Council (post-decision) and to monitor the implementation of such as appropriate.</p> <p>To refer areas of specific concern arising from its scrutiny to the Services Overview and Scrutiny Committee as appropriate.</p> <p>To have oversight of the Public Services Board (PSB) and Community Safety Partnership (CSP) through a standing Partnerships Panel.</p> <p>To scrutinise corporate support services through the development of a risk-based approach utilising relevant management information such as:</p> <ul style="list-style-type: none"> <li>• service improvement plans</li> <li>• financial information</li> <li>• performance measures</li> <li>• business risk</li> <li>• self-assessment</li> <li>• customer feedback / surveys</li> <li>• external inspection / regulatory reports</li> </ul>
<b>REMIT &amp; SCOPE</b>	<p>Corporate functions:</p> <ul style="list-style-type: none"> <li>• Office of the Leader</li> <li>• Cabinet Member annual reports</li> <li>• Chief Executive</li> <li>• Budget monitoring (half yearly)</li> <li>• Corporate performance monitoring (quarterly)</li> <li>• Corporate Improvement Plan and Review</li> <li>• Compliance with Well-being of Future Generations Act</li> <li>• WAO corporate reports</li> <li>• Welsh Language</li> <li>• Risk Management</li> <li>• Corporate Safeguarding</li> <li>• Whistleblowing</li> <li>• Transformation programme management</li> <li>• City Deal programme management</li> </ul> <p>Corporate services:</p> <ul style="list-style-type: none"> <li>• Financial Services</li> <li>• Information Technology</li> <li>• Audit, Risk and Information Services</li> <li>• Customer Services</li> <li>• Human Resources</li> <li>• Legal and Committee Services</li> <li>• Procurement</li> <li>• Corporate Policy</li> <li>• Partnership + Scrutiny Support</li> </ul>

	<ul style="list-style-type: none"> <li>• Corporate communications, Press, PR + Marketing</li> <li>• Electoral Services</li> </ul>
<b>PROCEDURE</b>	The Committee will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Section 7 of the Council's Constitution.
<b>MEMBERSHIP</b>	There will be 13 Members on the Committee.
<b>FREQUENCY OF MEETINGS</b>	The Corporate Overview and Scrutiny Committee will meet at least 5 times per municipal year.