

Scrutiny Committee

Terms of Reference for Portfolio Holder Annual Reports

1. Each Portfolio Holder will be invited to present an Annual Report once during the Council year.
2. Portfolio Holders are requested to send their report to the supporting Democratic Services Officer at least two weeks prior to the meeting.
3. The Annual Report should summarise the work undertaken during the year, and since the previous report, and outline plans for the remainder of the year.
4. To assist the Portfolio Holder, members of the Committee should submit any questions on the portfolio to the supporting Democratic Services Officer in advance. This will assist the Portfolio Holder in providing the relevant information.
5. The Portfolio Holder will present the report, after which the Committee will have the opportunity to ask any further questions. The purpose of the questions is to clarify points and to scrutinise the report and the work of the portfolio in more depth. Questions will be put with courtesy and respect at all times.
6. Each Portfolio Holder will have up to 10 minutes to present and it will be assumed that all members of the Committee have read the report in advance. A total of 35 minutes will be allowed for questions.
7. Interested members of the public who wish to put questions to the Portfolio Holder will be invited to speak during the public question time at the start of the meeting and their questions will be put by the Chair to the Portfolio Holder at the appropriate time.
8. Where Portfolio Holders do not have the answer to a question and further research is needed, a response will be provided within seven working days of the meeting.
9. Outside of the Annual Report, if a Portfolio Holder wishes to present a specific issue to the Scrutiny Committee, or there is an urgent request from the Scrutiny Committee, this will be agreed subject to the workload on the forward plan.

Agreed:

For review: