

<b>Scrutiny Committees</b>													
<b>Total number of Councillors on the LA</b>													
Darlington	Durham	Gateshead	Hartlepool	Middlesbro'	Newcastle	NECA	N Tyneside	Northumb'd	Redcar	S Tyneside	Stockton	Sunderland	TVCA
50	126	66		46 + 1 Elected Mayor	78					54	56	75	
<b>Number of Councillors on Cabinet</b>													
Darlington	Durham	Gateshead	Hartlepool	Middlesbro'	Newcastle	NECA	N Tyneside	Northumb'd	Redcar	S Tyneside	Stockton	Sunderland	TVCA
8	10	10		6 + 1 Elected Mayor	10					9	7	7	
<b>Total number of Councillors able to sit on overview and scrutiny committees (not including Executive Members)</b>													
Darlington	Durham	Gateshead	Hartlepool	Middlesbro'	Newcastle	NECA	N Tyneside	Northumb'd	Redcar	S Tyneside	Stockton	Sunderland	TVCA
42	115	56	10	40	58	?		67	59	45	49	68	15
<b>Names of overview and scrutiny committees (inc. number of seats) and frequency of meetings</b>													
<b>Darlington</b>							<b>North Tyneside</b>						
<ul style="list-style-type: none"> <li>Adults Scrutiny Committee (10 seats) – every 6/8 weeks (in line with the cycle of Council Meetings)</li> <li>Children and Young People Scrutiny Committee (10 seats)* – every 6/8 weeks</li> <li>Communities and Local Services Scrutiny Committee (10 seats) – every 6/8 weeks</li> <li>Economy and Resources Scrutiny Committee (10 seats) – every 6/8 weeks</li> <li>Health and Housing Scrutiny Committee (10 seats) – every 6/8 weeks</li> </ul> <p>* In addition to the above figure, the Children and Young People Scrutiny Committee also has seats for voting and non-voting co-optees, as follows:</p> <ul style="list-style-type: none"> <li>1 x Church of England Diocese representative (voting rights)</li> <li>1 x Roman Catholic Diocese representative (voting rights)</li> <li>3 x Parent Governor representatives (voting rights)</li> <li>3 x Community representatives (non-voting)</li> <li>1 x Secondary Teaching representative (non-voting)</li> <li>1 x Primary Teaching representative (non-voting)</li> <li>1 x Further Education representative (non-voting)</li> <li>1 x 11-19 Partnerships representative (non-voting)</li> <li>1 x Primary Schools Forum representative (non-voting)</li> </ul>													
<b>Durham</b>							<b>Northumberland</b>						
<ul style="list-style-type: none"> <li>Corporate Overview and Scrutiny Management Board (26 Members) – at least 6 meetings per year</li> <li>Safer and Stronger Communities OSC (21 Members) – at least 4 meetings per year</li> <li>Economy and Enterprise OSC (21 Members) – at least 4 meetings per year</li> </ul>							<ul style="list-style-type: none"> <li>Communities and Place OSC (10) – monthly</li> <li>Corporate Services and Economic Growth OSC (10) – bi-monthly</li> <li>Family and Children's Services (10 + up to 9 co-opted)</li> </ul>						

<ul style="list-style-type: none"> <li>Children and Young Peoples' OSC (21 Members) – at least 4 meetings per year</li> <li>Adults Wellbeing and Health OSC (21 Members) – at least 4 meetings per year</li> <li>Environment and Sustainable Communities OSC (21 Members) – at least 4 meetings per year</li> </ul>	<ul style="list-style-type: none"> <li>Health and Wellbeing (10)</li> </ul>
<p><b>Gateshead</b></p>	<p><b>Redcar &amp; Cleveland</b></p>
<ul style="list-style-type: none"> <li>Care, Health and Wellbeing (18 seats) – 8 per year</li> <li>Corporate Resources (18 seats) – 7 per year</li> <li>Families (18 seats) – 7 per year</li> <li>Housing, Environment and Healthy Communities (18 seats) – 7 per year</li> </ul>	<ul style="list-style-type: none"> <li>Adults, Wellbeing and Health Scrutiny and Improvement Committee (13 Members) – includes Health Scrutiny function</li> <li>Children and Families Scrutiny and Improvement Committee (13 Members)</li> <li>Corporate Resources and Governance Scrutiny and Improvement Committee (15 Members)</li> <li>Growth Scrutiny and Improvement Committee (13 Members)</li> <li>Climate and Environment Scrutiny and Improvement Committee (13 Members) – includes Crime and Disorder Scrutiny function</li> </ul> <p>All Committees meet once every cycle, usually around 6-7 weeks. Corporate Resources and Governance Scrutiny and Improvement Committee includes the function for Call-in.</p>
<p><b>Hartlepool</b></p>	<p><b>South Tyneside</b></p>
<ul style="list-style-type: none"> <li>Audit and Governance Committee</li> </ul>	<ul style="list-style-type: none"> <li>Overview and Scrutiny Co-ordinating and Call-in Committee (12 Members) – approx. 6 weekly (6 per municipal year)</li> <li>Adult Safeguarding, Health and Wellbeing Scrutiny Committee (12 Members) – approx. 6 weekly (6 per municipal year)</li> <li>Children Safeguarding and Young People Scrutiny Committee (12 Members) – approx. 6 weekly (6 per municipal year)</li> <li>Our Place Scrutiny Committee (12 Members) – approx. 6 weekly (6 per municipal year)</li> <li>Education and Skills Scrutiny Committee (12 Members) – approx. 6 weekly (6 per municipal year)</li> <li>Contracts and Commissioning Scrutiny Committee (12 Members) – approx. 6 weekly (6 per municipal year)</li> <li>Housing and Environment Scrutiny Committee (12 Members) - approx. 6 weekly (6 per municipal year)</li> </ul>
<p><b>Middlesbrough</b></p>	<p><b>Stockton-on-Tees</b></p>
<ul style="list-style-type: none"> <li>Overview and Scrutiny Board (15 seats) – every four weeks</li> <li>People Scrutiny Panel (13 seats) – every four weeks</li> <li>Place Scrutiny Panel (13 seats) – every four weeks</li> </ul>	<ul style="list-style-type: none"> <li>Executive Scrutiny Committee (13 Members) – every two months</li> <li>Adult Social Care and Health Select Committee (9 Members) – monthly</li> <li>Children and Young People Select Committee (9 Members) – monthly</li> <li>Community Safety Select Committee (9 Members) – monthly</li> <li>People Select Committee (9 Members) – monthly</li> <li>Place Select Committee (9 Members) – monthly</li> </ul>
<p><b>Newcastle</b></p>	<p><b>Sunderland</b></p>
<ul style="list-style-type: none"> <li>Overview &amp; Scrutiny Coordination Committee (13 Members + 4 co-optees) – monthly (exc. May &amp; Aug)</li> <li>Finance and Budget Monitoring Scrutiny Committee (10 Members) – monthly (exc. May and Aug)</li> <li>Economy, Jobs and Skills Scrutiny Committee Finance and Budget Monitoring Scrutiny Committee (10 Members) – monthly (exc. May and Aug)</li> <li>Health and Social Care Scrutiny Committee (10 Members) – monthly (exc. Aug)</li> </ul>	<ul style="list-style-type: none"> <li>Scrutiny Coordinating Committee (14 Members) – monthly</li> <li>Health and Wellbeing Scrutiny Committee (12 Members) – monthly</li> <li>Economic Prosperity Scrutiny Committee (12 Members) – monthly</li> <li>Children, Education and Skills Scrutiny Committee (12 Members) – monthly</li> </ul>
<p><b>NECA</b></p>	<p><b>TVCA</b></p>
<p>Given the CA is so different and still very much in its infancy we don't yet have much information to share on studies and structures.</p>	<ul style="list-style-type: none"> <li>Overview and Scrutiny Committee (15 Members) – 4 statutory meetings, 24/25 programme has 6 alongside the respective Sub-Committee meetings.</li> </ul>

Are scrutiny chairs from the ruling or opposition group or a mixture? (please give details)	
<b>Darlington</b>	<b>North Tyneside</b>
<b>Durham</b>	<b>Northumberland</b>
They are a mix of Political groups reflecting a Joint Administration (Mix of Parties) and the Labour Group	
<b>Gateshead</b>	<b>Redcar &amp; Cleveland</b>
Chairs and Vice Chairs are from the ruling party with the exception of the Corporate Resources OSC which has 2 vice chairs, one of which is from the opposition group	
<b>Hartlepool</b>	<b>South Tyneside</b>
	All scrutiny chairs are from the ruling group. Out of 7 scrutiny committees, there are 2 Vice Chairs which come from opposition groups (x1 Green, x1 South Tyneside Alliance Group).
<b>Middlesbrough</b>	<b>Stockton-on-Tees</b>
	Executive Scrutiny Committee Chair is from an independent group, the remain chairs are from the ruling group
<b>Newcastle</b>	<b>Sunderland</b>
Opposition	No all Chairs are from the ruling group, there is a Vice-Chair position given to the majority group in opposition.
<b>NECA</b>	<b>TVCA</b>

Scrutiny Resources	
Where does the scrutiny function sit within the Council's organisation (e.g. Democratic / Legal / Corporate Services, Chief Executive)?	
<b>Darlington</b>	<b>North Tyneside</b>
DBC Democratic Services (within the Operations Group)	
<b>Durham</b>	<b>Northumberland</b>
Legal and Democratic Services (under the Director of Legal and Democratic Services)	Members Services (Law and Governance Directorate)
<b>Gateshead</b>	<b>Redcar &amp; Cleveland</b>
Democratic Services (in the Governance Team, in the Corporate & Governance Directorate)	RCBC Democratic Services (within the Corporate Resources Directorate)
<b>Hartlepool</b>	<b>South Tyneside</b>
Democratic Services and Scrutiny Team	Democratic Services (within the Legal and Governance department)
<b>Middlesbrough</b>	<b>Stockton-on-Tees</b>
Democratic Services (within Legal and Governance Directorate)	SBC Democratic Services (within the Corporate Services directorate)
<b>Newcastle</b>	<b>Sunderland</b>
Democratic Services (City Operations, Neighbourhoods and Regulatory Services)	Law and Governance Team
<b>NECA</b>	<b>TVCA</b>
Given the CA is so different and still very much in its infancy we don't yet have much information to share on studies and structures.	Combined Authority – Statutory Meeting
How are overview and scrutiny committees supported (e.g. dedicated OSC team / Committee Services / support from service groupings)?	
<b>Darlington</b>	<b>North Tyneside</b>
The Democratic Manager is the Lead Scrutiny Officer and oversees the Scrutiny Function. Democratic Officers provide administrative support to the individual Scrutiny Committees, issue Agenda and Papers, co-	

<p>ordinate the Work Programme, clerk meetings, produce Minutes, arrange and support Task and Finish work, etc.</p> <p>Democratic Officers are not dedicated OSC Officers, as they have a number of other responsibilities, including clerking the quasi-judicial committees and other committees of the Council, supporting other Working Groups, clerking service for School Admission Appeals, Electoral function, Mayoral function, etc. Support for the Scrutiny function is provided from within the Democratic Services Team by 1 x Democratic Manager, 2 x Democratic Officers, 1 x Democratic and Elections Officer and 1 x Mayoral and Democratic Officer, none of whom work on the Scrutiny function on a full-time basis.</p> <p>Each Scrutiny Committee has a Lead Officer or Officers, usually the relevant Assistant Director or Head of Service, who acts as the link between the committee and the relevant service area. The Lead Officer will generally attend Committee Meetings alongside their Officers, or may well take the lead on presenting reports to committee. Appropriate Officers are appointed to support Task and Finish work as required.</p>	
<b>Durham</b>	<b>Northumberland</b>
Dedicated OS Team with support from Committee services and Service Groups who provide reports / presentations.	Dedicated Scrutiny Team of two. Supported by Democratic Services Officers who prepare committee papers, take minutes etc. Scrutiny Officers wholly involved in processes around Task & Finish reviews.
<b>Gateshead</b>	<b>Redcar &amp; Cleveland</b>
1 full time scrutiny & appeals coordinator 3 full time DSOs	3.4 FTE dual role Democratic Services and Scrutiny Officers (DSSO's) who manage the work of the scrutiny committees including issuing agendas / meeting papers and preparing minutes. They also undertake Committee administration support for other meetings.
No posts dedicated solely to scrutiny function.	DSSO's manage task and finish work working closely with the relevant service lead (usually Assistant Director/service manager level).
<b>Hartlepool</b>	<b>South Tyneside</b>
Dedicated Scrutiny Team which also issues its own agendas / meeting papers.	Supported by the Democratic Services team, with some (but not all) scrutiny committees having lead officers from the relevant service area who attend meetings and support with work programming.
Relevant senior officers (usually Assistant Director / Head of Service) are appointed as the Link Officer for any in-depth / Task & Finish review to support the Committees work.	Democracy Support Officers in the Democratic Services team support the scrutiny committees in terms of administration, e.g. agendas, minutes.
<b>Middlesbrough</b>	<b>Stockton-on-Tees</b>
Democratic Services Officers – currently 5.5 FTE. Also service Committee and Executive Function. <ul style="list-style-type: none"> <li>• Overview and Scrutiny Board – 1.5 DSOs (should be 2)</li> <li>• Place Scrutiny Panel – 2 DSOs</li> <li>• People Scrutiny Panel – 2 DSOs</li> </ul>	Dedicated Scrutiny Team which also issues its own agendas / meeting papers. Relevant senior officers (usually Assistant Director / Head of Service) are appointed as the Link Officer for any in-depth / Task & Finish review to support the Committees work.
<b>Newcastle</b>	<b>Sunderland</b>
Two dedicated full-time Scrutiny Officers. Meeting support from Democratic Services Officers team.	Dedicated Scrutiny Team which provides support to scrutiny function including prep and development of agendas. Democratic Services Team issues meeting papers. Relevant senior officers (usually Assistant Director / Head of Service) attend and support as required. Task & Finish review to support the Committees work.
<b>NECA</b>	<b>TVCA</b>
Given the CA is so different and still very much in its infancy we don't yet have much information to share on studies and structures.	Support from Governance and Scrutiny Manager alongside Governance and Scrutiny Officer. Ad hoc departmental support from officers with Deep Dives within Sub-Committees.
<b>If dedicated OSC team, how many members in the team?</b>	
<b>Darlington</b>	<b>North Tyneside</b>
n/a	
<b>Durham</b>	<b>Northumberland</b>
<ul style="list-style-type: none"> <li>• 1 Principal Overview and Scrutiny Officer</li> </ul>	<ul style="list-style-type: none"> <li>• One full-time Scrutiny Co-ordinator</li> </ul>

<ul style="list-style-type: none"> <li>3 Overview and Scrutiny Officer</li> <li>1 Overview and Scrutiny Assistant (Vacant)</li> </ul>	<ul style="list-style-type: none"> <li>One full-time Scrutiny Officer</li> </ul>
<b>Gateshead</b>	<b>Redcar &amp; Cleveland</b>
n/a	n/a
<b>Hartlepool</b>	<b>South Tyneside</b>
<ul style="list-style-type: none"> <li>1 Statutory Scrutiny Manager (part-time)</li> <li>1 Scrutiny Officer (part-time) (supports with Democratic services and school appeals)</li> </ul>	<ul style="list-style-type: none"> <li>x1 Scrutiny and Democracy Support Officer (Statutory Scrutiny Officer with responsibility for scrutiny function, in addition to co-managing Democratic Services team and providing some committee support)</li> <li>x1 Senior Democracy Support Officer (supports with scrutiny work in addition to other responsibilities)</li> </ul>
<b>Middlesbrough</b>	<b>Stockton-on-Tees</b>
n/a	<ul style="list-style-type: none"> <li>one Democratic Services Manager (includes oversight of scrutiny function)</li> <li>two full-time Scrutiny Officers</li> <li>one Scrutiny Support Officer (also sometimes supports Governance Team)</li> </ul>
<b>Newcastle</b>	<b>Sunderland</b>
<ul style="list-style-type: none"> <li>one Democratic Services Manager (includes oversight of scrutiny function)</li> <li>two full-time Scrutiny Officers</li> </ul>	<ul style="list-style-type: none"> <li>One Scrutiny, Mayoral and Members' Support Coordinator (oversight of the scrutiny function)</li> <li>Two Scrutiny Officers</li> </ul>
<b>NECA</b>	<b>TVCA</b>
Given the CA is so different and still very much in its infancy we don't yet have much information to share on studies and structures.	<ul style="list-style-type: none"> <li>Governance and Scrutiny Manager (ad hoc support)</li> <li>Governance and Scrutiny Officer</li> </ul>

### Scrutiny Processes

#### Overview and co-ordination of scrutiny arrangements

<b>Darlington</b>	<b>North Tyneside</b>
<p>The Scrutiny Lead Officer maintains an overview of the Scrutiny function.</p> <p>The Constitution contains provision for a meeting of the Monitoring and Co-ordination Group (a meeting of the five Scrutiny Committee Chairs), who may meet to discuss any cross-cutting areas, and determine which Scrutiny Committee will lead on any such work.</p>	
<b>Durham</b>	<b>Northumberland</b>
<p>The COSMB is responsible for the overall effectiveness of the scrutiny function providing a strategic steer. The five thematic OSCs have specific Terms of Reference and remits aligned to the County Durham Vision and Council Plan ambitions and objectives. Where issues impact on the remit of one or more OCSs, the COSMB might direct a lead OSC. COMSB is also responsible for dealing with any 'call-in' of executive decisions and also has responsibility to hear any appeals lodged in respect of the Council's Petitions scheme.</p>	<p>Chairs' Group made up of the 4 Chairs and 4 Vice-Chairs of the OSCs. Call Ins / Councillor Call for Action / Monitor Work Programmes.</p>
<b>Gateshead</b>	<b>Redcar &amp; Cleveland</b>
<p>Each of the committees have equal standing; there is no coordination or overarching committee.</p> <p>Where items may fall across the remit of 2 committees, it will be on the agenda for one committee, with members of the other committee invited to attend.</p>	<p>The scrutiny structure is largely a flat structure with each Committee determining its own work priorities.</p> <p>Where there are cross cutting 'corporate' issues, these would fall into the remit of Corporate Resources and Governance Scrutiny and Improvement Committee. This committee also deals with any call-ins.</p>
<b>Hartlepool</b>	<b>South Tyneside</b>
<p>1 Committee responsible for all activity management.</p>	<p>The Overview and Scrutiny Committee (OSC) is responsible for the overall effectiveness of the scrutiny function and oversees the work programmes of scrutiny committees, receiving periodic updates from scrutiny committees Chairs (who all sit on the OSC Committee).</p>

	<p>The OSC also has scrutiny responsibility for corporate and cross-cutting issues and progress and performance against the Council's strategy and ambitions. Specific areas of scrutiny responsibility include: policy and performance management, equality, diversity, inclusion and belonging, digital and ICT, people and organisational change. OSC also has finance scrutiny responsibility which involves scrutiny of the budget.</p> <p>The OSC would determine where an issue should be scrutinised if it fell under more than one committee's remit. The OSC is responsible for the call-in of executive decisions.</p>
<b>Middlesbrough</b>	<b>Stockton-on-Tees</b>
The Overview and Scrutiny Board (OSB) is responsible for the overall effectiveness of the scrutiny function and oversees the work programme of the two scrutiny panels. Where matters do not fall neatly into the remit of any one committee, OSB would decide on who should assume responsibility. It is also responsible for dealing with any 'call-in' of executive decisions.	The Executive Scrutiny Committee (ESC) is responsible for the overall effectiveness of the scrutiny function and oversees the work programme of the Select Committees. Where matters do not fall neatly into the remit of any one committee, the ESC would decide on who should assume responsibility. It is also responsible for dealing with any 'call-in' of executive decisions.
<b>Newcastle</b>	<b>Sunderland</b>
Overview and Scrutiny Coordination Committee maintains overview of all Committee WP. However the individual Committees set their own work programmes and they are all shared each Committee meeting as a joint document.	The Scrutiny Coordinating Committee is responsible for the overall effectiveness of the scrutiny function and provides a coordinating role in terms of the thematic scrutiny Committees. Where matters do not fall neatly into the remit of any one committee, the Coordinating Committee would decide on who should assume responsibility.
<b>NECA</b>	<b>TVCA</b>
Given the CA is so different and still very much in its infancy we don't yet have much information to share on studies and structures.	Single Committee with several Sub-Committees. Arranged directly with Chair and relevant SC Chairs.
<b>Process for setting work programme</b>	
<b>Darlington</b>	<b>North Tyneside</b>
<p>The setting of the Work Programme is a matter for each Committee themselves. A draft Work Programme is produced for consideration at the initial meeting of the Municipal Year, structured around any ongoing work, annual monitoring reports, Officer recommendations, etc. and the Committee are invited to discuss, add and remove items from the draft Work Programme as they see appropriate.</p> <p>Subsequent to the Work Programme being agreed at the initial meeting, Members are required to submit a 'Quad of Aims' to request that anything further be added to the Work Programme during the Municipal Year.</p> <p>The 'Quad of Aims' document invites a Member to identify the reason for the request, the Officer resource required, the process they would like to undertake and the value that would be added by undertaking the piece of work.</p> <p>This 'Quad of Aims' is then considered by the Committee at the next available meeting.</p>	
<b>Durham</b>	<b>Northumberland</b>
The COSMB and thematic OSCs are responsible for setting their own Work Programmes. Work programmes are informed by the County Durham Vision and Council Plan ambitions and objectives; Cabinet Notice of Key Decisions; Partnership plans and strategies; performance and budgetary data; government legislation and local priorities from Councillors and their communities. Chairs and Vice Chairs meet with Service Directors and Heads of Service supported by the OS Team and draft work programmes are agreed at the first OS meetings within the municipal year.	Scrutiny Officers co-ordinate OSC priorities with Portfolio Holders / Executive Directors and progress those with the OSC Chairs.
<b>Gateshead</b>	<b>Redcar &amp; Cleveland</b>
Ideas are sought from all Elected Members and senior officers.	We have tried to build more structure into the process in the last couple of years. All Members are requested to submit suggestions. Suggestions are also invited from management and Cabinet.

<p>These ideas are presented to committee at the last meeting of the municipal year, with the opportunity to add to the topics or raise any issues for prioritisation.</p> <p>The work programme is then a standing item on the agenda for each meeting so there is an opportunity for members to raise any urgent issues that arise during the year.</p>	<p>Work programming sessions have been held for each committee (Chair, Vice Chair, relevant Director, relevant Cabinet Member) to consider and prioritise topics and areas of focus for each committee.</p> <p>A prioritisation flow chart has been introduced to assist with the process.</p> <p>There are a mix of topics and review methods – some issues being dealt with through formal meetings over 2-3 meetings, others being dealt with through a less formal task and finish approach.</p> <p>For these more detailed topics, a scoping document is agreed to keep the work on track.</p> <p>The work programme is a standing item on each agenda to monitor progress.</p>
<p><b>Hartlepool</b></p> <p>Annual review of potential topics using PICK matrix.</p>	<p><b>South Tyneside</b></p> <p>Directors and Heads of Service are asked for lists of possible focus areas for scrutiny at the beginning of each municipal year. These are discussed in meetings between individual meetings of Directorate Leadership Teams and the Scrutiny and Democracy Support Officer. These are then compiled for each Committee as a longlist and discussed with the Chair and Vice Chair, as well as any lead officers for each Committee. For some Committees, officers from the service area are more involved in developing the work programme (e.g. Housing and Environment Scrutiny Committee).</p> <p>At the first meeting of each municipal year, all Committee Members are then asked for any additional areas they may wish to consider for the work programme and the list of topics as discussed with the Chair and Vice Chair would be prioritised and matched to dates of committees.</p> <p>At the beginning of the municipal year, all scrutiny Chairs meet with Cabinet to discuss the Executive's priorities for the upcoming year and consider where scrutiny could be involved to add value.</p> <p>As the year progresses, at each Committee meeting Members review the work programme to ensure it is best placed for efficient use of time and consider any additional items that may need added depending on urgency.</p>
<p><b>Middlesbrough</b></p> <p>Suggestions for topics are invited in April of each year from members of the public, voluntary sector organisations, Elected Members and all directorates. Each scrutiny panel determines which topics to investigate and the OSB approves the work programme.</p>	<p><b>Stockton-on-Tees</b></p> <p>A Scrutiny Liaison Forum (SLF), consisting of Cabinet Members, scrutiny Chairs and Corporate Directors, convenes annually (usually early-March). This forum meets in order to identify possible areas for future scrutiny reviews and to foster a constructive working relationship. All Members are asked for ideas for the work programme and these are fed into the process, together with officer suggestions feeding in from departmental and corporate management teams. A business case is created for each issue in order to help prioritisation.</p> <p>The ESC co-ordinates the work of the Select Committees. Should any urgent issues arise during the year, ESC will determine how they should be handled by a Select Committee and if current work should be suspended.</p>
<p><b>Newcastle</b></p> <p>We have recently adopted a joint work programming and prioritisation protocol, to ensure agenda items added are relevant, prioritised and do not duplicate the work of other Committees.</p>	<p><b>Sunderland</b></p> <p>Work programmes are set at the beginning of each council year and development sessions are held by each committee with support from key stakeholders both internally and from partners. These sessions provide the basis for work programme issues through the year and also provide a long list of potential task and finish topics.</p> <p>Each committee is ultimately responsible for the management and progress of its own work programme. The Coordinating Committee provides a coordinating role, and the Chairs of the other committees also sit on the Coordinating Committee to further strengthen this.</p>
<p><b>NECA</b></p>	<p><b>TVCA</b></p>

<p>Given the CA is so different and still very much in its infancy we don't yet have much information to share on studies and structures.</p>	<p>Work Programme is fed into the annual first meeting of Committee. Consultation on 'suggested' topics is provided from soft touch consultation with Cabinet / Officers.</p> <p>Programme itself is wholly agreed / managed by Committee with Officer support. Structured as a live document that develops through the municipal year.</p> <p>General management of the Committee / Sub-Committees is the responsibility of the Governance and Scrutiny Officer.</p>
<p><b>Mechanisms for liaison with Cabinet</b></p>	
<p><b>Darlington</b></p>	<p><b>North Tyneside</b></p>
<p>The relevant Cabinet Member / Members are invited to attend meetings of the appropriate Scrutiny Committee, and may participate in discussion at the discretion of the Chair.</p> <p>Any Task and Finish Group recommendations, which are subsequently agreed by the Scrutiny Committee, and which require Cabinet approval, are referred on to the next available meeting of the Cabinet. There is a standing item on the Cabinet Agenda to take any such referrals.</p>	
<p><b>Durham</b></p>	<p><b>Northumberland</b></p>
<p>DCC's constitution (Article 5) includes requirements for appropriate liaison with COSMB and the executive in the interests of achieving common aims and continuous improvement for the council.</p> <p>Cabinet members and senior officers attend overview and scrutiny committees to provide information as part of policy development and review and to respond to concerns expressed by scrutiny in respect of service delivery issues.</p> <p>Informal arrangements work well with shared dialogue at regular executive and non-executive meetings which involve discussions between Cabinet Portfolio holders and COSMB/OSC Chairs and Vice Chairs. These meeting discuss issues planned for scrutiny debate at OSCs but also allow for Cabinet members to share key issues on the horizon for Cabinet consideration.</p>	<p>A protocol has been drafted but not yet adopted. The delay is because everything appears to be working well, so no need to formalise an arrangement at this stage.</p>
<p><b>Gateshead</b></p>	<p><b>Redcar &amp; Cleveland</b></p>
<p>No formal protocol in place. Ad-hoc discussions and some Cabinet member attendance at OSC meetings.</p>	<p>There is no formal protocol in place, but an established practice of Cabinet Members being invited to Scrutiny Committees to answer question on any Cabinet reports relating to their portfolio report that are being considered within the cycle. Cabinet Members hear the comments and suggestions first hand. Scrutiny Chairs are invited to attend Cabinet meetings and invited to feed in the comments of the scrutiny committee on the relevant items.</p> <p>All Scrutiny Committees are timetabled in the week before Cabinet to facilitate this process.</p> <p>Performance reports are considered at each scrutiny committee on a quarterly basis and Cabinet Members are invited to comment and answer questions as a matter of routine.</p>
<p><b>Hartlepool</b></p>	<p><b>South Tyneside</b></p>
<p>No Cabinet system as HBC operate a hybrid committee system.</p>	<p>Cabinet Members are notified when any item in their portfolio is to be considered at a scrutiny committee and are invited to provide evidence.</p> <p>At the beginning of the municipal year, all scrutiny Chairs meet with Cabinet to discuss the Executive's priorities for the upcoming year and consider where scrutiny could be involved to add value.</p>



	The Leader of the Council attends a session of the Overview and Scrutiny Co-ordinating and Call-in Committee to provide an annual update on progress against the Council's Vision, Strategy and Ambition Policy Documents. This session is also used as a general Q&A of scrutiny Members to the Leader.
<b>Middlesbrough</b>	<b>Stockton-on-Tees</b>
Executive Members present updates on their portfolios to OSB in rotation throughout the year. An OSB update is presented to every Council meeting.	A protocol is in place for the involvement of officers and Members during a scrutiny review. This allows for 'tri-partite' meetings between Cabinet Members, Chair and Vice-Chair of the Select Committee, and Corporate Director. These take place at key points during the review. Cabinet Members are also part of the Scrutiny Liaison Forum and so have an input into the setting of the work programme.  It is an expectation that the appropriate Cabinet Member would be called to give evidence during a review as a matter of course. Cabinet Members are also expected to accompany Corporate Directors when an annual overview of each Council directorate is provided to the relevant Select Committee.
<b>Newcastle</b>	<b>Sunderland</b>
No official protocol. Reports and recommendations submitted to Cabinet as they arise.	There is a Cabinet / Scrutiny Protocol which was developed through a task and finish working group of the Scrutiny Coordinating Committee.
<b>NECA</b>	<b>TVCA</b>
Given the CA is so different and still very much in its infancy we don't yet have much information to share on studies and structures.	Ongoing review of relationship in relation to the recommendations of the Tees Valley Review. Currently Chair invited to speak at points of referral to Cabinet (recommendations passing up).  As would be the given case, if required during the process of a Sub-Committee, Cabinet members are required to attend sessions (as they would be for full Committees where requested).

**Other Comments (e.g. ongoing concerns / potential future developments regarding existing scrutiny structure)**

<b>Middlesbrough</b>
This new structure of 3 panels has been introduced in May 2024 due to limited resources for scrutiny and previous poor resilience within the existing small team. Member engagement is limited and the DSOs are working to improve this with regular Chair / Vice Chair and DSO team meetings as well as an audit log of actions taken to embed the new structure.
<b>Newcastle</b>
We have a number of vacancies on some of our Committees that have been challenging to fill. We are aiming to align more closely with corporate policies and improve the flow of information / horizon scanning.
<b>South Tyneside</b>
The Scrutiny Committee structure was refreshed for the municipal year 2024/25, so is still very new to Members and Officers and in the process of being embedded. The refresh was wide-ranging and revised Terms of Reference for scrutiny committees. This came following concerns / perceptions that some scrutiny committees did not have clear areas of focus, issues often crossed over more than one committee and there was a 'two-tier' scrutiny structure of select committees and performance panels.  Furthermore, as part of the scrutiny refresh it was agreed for Independent Scrutiny Representatives to be appointed to scrutiny committees (but not the Overview and Scrutiny Co-ordinating and Call-in Committee). There was space on each scrutiny committee for 2 Independent Scrutiny Representatives and these were recently appointed following a recruitment process and agreement at Borough Council.
<b>TVCA</b>
<u>Adoption of Scrutiny Protocol ongoing – awaiting ratification at Cabinet.</u> Committee agreed to full implementation of the protocol, following ratification, Officers will track and complete the associated tasks for delivery.
<u>Adoption of recommendations following Tees Valley Review – as above.</u> Several recommendations for Scrutiny and Governance in general. These items will be addressed through the process and be fed back to Committee with progress.