

**KINGTON TOWN COUNCIL**

Scrutiny Committee

Terms of Reference

Confirmed by Full Council 6.11.2023

**The Scrutiny Committee is a committee of Kington Town Council and shall operate within the terms of reference set by Full Council unless resolved otherwise.**

**Membership**

1. Membership of the Committee shall be 7 (seven) Councillors, including ex officio the Mayor and Deputy Mayors with 4 (four) other members to be appointed annually
2. The quorum for the Committee to be 4 (four)
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council’s annual meeting.
4. All Councillors may attend and contribute to the meeting but only those members appointed to the committee by the Council may vote on resolutions.

**Operations**

1. The Scrutiny Committee will act in accordance with the policies and procedures of the Town Council including Standing Orders and Financial Regulations adopted by the Town Council
2. The Scrutiny Committee will meet as required but no less than once per year.
3. The Clerk will undertake any correspondence required
4. The agenda will be published no later than 3 clear working days in advance of the meeting.
5. Minutes will be taken and distributed with Kington Town Council papers and agreed at the next Committee meeting.
6. All meetings of the Committee shall be open to the public except that the Committee may resolve to exclude the press and public to deal with confidential items as permitted by legislation and Standing Orders. For the avoidance of doubt, members attending a meeting of the scrutiny committee who have not been appointed to that committee attend as members of the public and in the event that the Committee resolves to exclude the press and public in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3), must leave the room.

**Delegated Powers and Responsibilities**

1. The primary delegated responsibility of the Scrutiny Committee is to oversee the functions and procedures of Kington Town Council and to ensure that these abide by statutory requirements and best practice guidance. To this end the Scrutiny Committee will:
2. Periodically review the operation and evaluate the performance of Council Committees and such other operational groups as the Council may from time to time set up and recommend changes in operational procedures where necessary
3. Periodically review Council strategies, policies and procedures and recommend changes as may be necessary to full Council
4. Investigate any function or activity of the Council as requested by Full Council or by one of the Council’s Committees, with its delegated powers and responsibilities and report on such investigations to Full Council
5. Request any member or officer to attend such meetings as may be called to investigate an issue as noted in (c) above.
6. The Scrutiny Committee will provide reports from its work, with recommendations, to the Full Council for decision or to an appropriate Committee for further discussion and recommendations to Full Council.