



**OVERVIEW & SCRUTINY COMMITTEE – SCOPING FORM FOR REVIEW OF  
THE COUNCIL’S OUTSIDE BODIES**

	<b>Date: 13 September 2023</b>
<b>Review Title: Review of the Council’s Outside Bodies</b>	
<b>Terms of Reference:</b>	
The Review will examine the following aspects of the Council’s Outside Bodies:- <ul style="list-style-type: none"><li>• Consideration of current Outside Bodies that Members are permitted to attend, including those that Members are nominated to and others.</li><li>• To determine how beneficial current Outside Bodies are to Rochford;</li><li>• To investigate whether there are any other additional Partnerships/Outside Bodies that Members should be attending but are not currently;</li><li>• To investigate and review the level of delegated authority upon a Member appointment to an Outside Body;</li><li>• To identify ways for Members to report back on their work carried out on Outside Bodies with an aim for the Council to have a broader understanding of the goals and obstacles faced by these organisations;</li></ul>	
<b>Out of Scope:</b>	
<i>State here what will not be included in the review</i>	
<b>Brief outline of how review will be conducted:</b>	
<ul style="list-style-type: none"><li>• Meeting between O&amp;S Chairman and relevant Officers to discuss the scoping document and project plan;</li><li>• To agree the scoping document and project plan;</li><li>• To investigate the requirement for further documents and information;</li></ul>	
<b>Documents/information:</b>	
None identified at present.	
<b>Witnesses:</b>	
For Committee to determine appropriate witnesses for whom they wish to meet with.  Considering:- All Outside Bodies; Councillors; Senior Officers	

<b>Site visits:</b>
None identified at present.
<b>Consultation/research:</b>
<ul style="list-style-type: none"><li>• To determine current Outside Body Membership across the Council through reviewing current list of organisations</li><li>• Process for Member appointments to Outside Bodies</li><li>• Determine how Outside Bodies are adding value to the District as a whole</li><li>• Investigate whether Members are adding most value by being a representative on an Outside Body</li><li>• To investigate whether further training can be provided to Members that relates to their Outside Body appointment</li><li>• To differentiate between the meaning of Councillor roles on Outside Bodies compared to voluntary sector organisations</li><li>• To identify the nature of current arrangements that exist between RDC and Outside Bodies</li><li>• To determine current engagement and reporting arrangements</li><li>• Consultation with other local authorities</li></ul>
<b>Venues to be used for meetings/evidence gathering:</b>
To be agreed by the project team during review.
<b>Officer support and other resources:</b>
Strategic Director (RDC) Democratic Services Officer (RDC)
<b>Timescale/milestones:</b>
<ol style="list-style-type: none"><li>1) Commence initial evidence discussion</li><li>2) Completion of investigation phase</li><li>3) To accept the report by the Overview &amp; Scrutiny Committee</li></ol>

**Reporting line for the Review:**

The Overview & Scrutiny Committee may wish to make recommendations to the Executive/Full Council arising from the outcome of any scrutiny process.