



Overview & Scrutiny Committee - Terms of Reference

Purpose	<p>To be an advocate for residents of the West Midlands and ensure that the decisions made by the WMCA help to make the West Midlands a more prosperous and better-connected region which is fairer, greener and healthier.</p> <p>To undertake pre-decision scrutiny, pre-development scrutiny and enact the call-in arrangements, as and when required, for the WMCA.</p>
Accountable to	WMCA Board
Membership	<p>Birmingham City Council x 3 Coventry City Council x1 Dudley Metropolitan Borough Council x 1 Sandwell Metropolitan Borough Council x 1 Solihull Metropolitan Borough Council x 1 Walsall Metropolitan Borough Council x1 City of Wolverhampton Council x 1 Association of Black Country Authorities x 1 Non-Constituent Authorities x 4</p>
Chair	<p>The Chair and Vice-Chair will be appointed by the Overview & Scrutiny Committee.</p> <p>The Chair and Vice-Chair must not be from the same political party as the Mayor.</p>
Voting	<p>Members appointed from constituent authorities will have one vote each.</p> <p>Members appointed from non-constituent authorities and all other members of the committee are non-voting representatives.</p>

	The Chair does not have a second, casting vote. If a vote is tied on any matter, it shall be considered not to have been carried.
Quorum	Two-thirds of voting members appointed to the committee.
Frequency	The committee shall meet seven times a year, or more often if it is determined necessary to discharge its responsibilities.
Servicing	The meetings will be serviced by the WMCA's Governance Services team.
Functions	<p>To undertake 'overview' and 'scrutiny' focussing on strategies, policies and proposals to inform their development before they are determined by the WMCA Board, Mayor or other committee (overview function) and to scrutinise decisions that have been made or are about to be made (scrutiny function).</p> <p>To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the WMCA with the exception of transport-related matters.</p> <p>Make reports or recommendations to the WMCA Board or the Mayor on matters that affect the WMCA area or the inhabitants of the area.</p> <p>Make reports or recommendations to the WMCA Board or to the Mayor with respect to the discharge of any non-transport functions which are the responsibility of the Combined Authority.</p> <p>Call-In decisions made by the WMCA, committees or the Mayor (excluding Transport Delivery Overview & Scrutiny Committee and Audit, Risk & Assurance Committee). Decisions that have been delegated by the WMCA or the Mayor to other committees or officers may also be called in.</p> <p>To undertake at least two public Mayoral Q&A Sessions per annum structured around 'policy' and 'budget'. To make reports, observations and recommendations to the WMCA Board and the Mayor on any findings, as appropriate. Overview & Scrutiny Committee may publish its report, observations and or recommendations and by notice in writing require the WMCA and or the Mayor to:</p>

	<p>a) consider the report, observations and recommendations;</p> <p>b) respond to the Overview & Scrutiny Committee indicating what (if any) action the WMCA proposes to take. The Mayor and or WMCA to respond within two months.</p> <p>To undertake deep dives and or establish scrutiny working groups, as and when required.</p> <p>To monitor the progress delivery of recommendations made by the Overview & Scrutiny Committee to the WMCA, Mayor or any other committee.</p> <p>Who Can Refer Matters to the Overview & Scrutiny Committee?</p> <ul style="list-style-type: none"> • A member of the Overview & Scrutiny Committee • A member of the WMCA, including the Mayor • A member of a constituent or non-constituent authority <p>Who Must Attend Meetings of the Overview & Scrutiny Committee?</p> <p>Members (including the Mayor and the Deputy Mayor) or officers of the WMCA must attend meetings, if invited, to answer questions.</p> <p>Access to Information Requirements</p> <ul style="list-style-type: none"> • Combined Authorities’ decision-making is covered by Access to Information requirements, which means that 28 clear days’ notice has to be given before a key decision can be taken (unless the general exception or special urgency rules apply). • The WMCA’s Forward Plan of Key Decisions enables the scrutiny committee to keep abreast of major decisions that are going to be taken by the WMCA, the Mayor.
Review	Annually in June.