

## GMCA OVERVIEW AND SCRUTINY COMMITTEES' ROLE AND PURPOSE AND TERMS OF REFERENCE

Greater Manchester recognises that its ways of working and formal governance need to support transparent and publicly accountable decision-making. Effective Scrutiny is even more important in the light of the new powers that devolution brings.

In a Mayoral combined authority like Greater Manchester, there are three points of power and accountability.

- The directly elected Mayor exercising mayoral functions;
- The Combined Authority (GMCA), consisting of the 10 GM local authority Leaders and the directly elected Mayor acting collectively;
- The GMCA's overview and scrutiny committees, holding both of the above to account.

Ultimately, all three of these sets of people are accountable to local people. An effective scrutiny function is a key part of this decision-making process.

The GMCA has established three thematic overview and scrutiny committees. The overarching purpose of these new structures is to improve the quality of decisions made by the GMCA and the elected Mayor. The committees will do this by:

- reviewing the work and decisions of the GMCA and the elected Mayor, and
- by acting as a critical friend in the development of policy and new work streams.

GM's three scrutiny committees are:

- Corporate Issues and Reform (GMCA as a corporate entity & public sector reform)
- Economy, Business Growth and Skills
- Housing, Planning and Environment (including transport and regeneration)

This structure will give the GMCA's scrutiny function more capacity to respond and contribute to the increased volume and variety of work flowing through the new Mayoral GMCA and this structure. And it also meets new legislative requirements.<sup>1</sup>

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<sup>1</sup> Schedule 5A of the Local Democracy Economic Development and Construction Act 2009 and the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

<p><b>Membership</b></p> 	<ul style="list-style-type: none"> <li>• Fifteen members for each overview and scrutiny committee, appointed annually.</li> <li>• At least one member from each of GM’s ten Constituent Councils.</li> <li>• Membership must reflect (as far as reasonably practicable) the political balance of the whole GMCA area.</li> <li>• The GMCA will have regard to any nominations made by Constituent Councils.</li> <li>• Members of the GMCA (including a Substitute Member) or an Assistant Portfolio Holder <b>may not</b> be a member of an overview and scrutiny committee.</li> <li>• It is proposed that substitute members are allowed from the pool of nominations received at the annual meeting subject to the agreement of the GMCA.</li> </ul>
<p><b>Chair</b></p> 	<p>Each overview and scrutiny committee will appoint its own chair, who must be a member of one of the Constituent Councils who is an ‘appropriate person’. An appropriate person is:</p> <ol style="list-style-type: none"> <li>i. A person who is not a member of a registered political party of which the Mayor is a member; or,</li> <li>ii. If the Mayor is not a member of a registered political party, a person who is not a member of the registered political party who has the most representatives on the GMCA; or,</li> <li>iii. If the Mayor is not a member of a registered political party and two or more parties have the same number of representatives, a person who is not a member of any of those parties.</li> </ol> <p>These requirements also apply to the Chairing of any of the sub committees established.</p>
<p><b>Quorum</b></p>	<ul style="list-style-type: none"> <li>• Two-thirds, that is ten committee members must be present for a meeting to be quorate.</li> <li>• The two thirds requirement also applies to sub committees.</li> </ul>
<p><b>Voting</b></p>	<ul style="list-style-type: none"> <li>• Each member of the overview and scrutiny committee to have one vote and no member is to have a casting vote.</li> <li>• Whenever a vote is taken at a meeting it shall be by a show of hands, and voting can be recorded at the request of members present at the meeting.</li> </ul>

## Terms of Reference



The GMCA's overview and scrutiny committees' role and function is as follows:

1. To **review or scrutinise decisions made, or other actions taken** by:
  - i. the GMCA, including decisions delegated to officers and committees of the GMCA;
  - ii. the Mayor in the exercise of general functions (but not Police and Crime Commissioner functions) including decisions delegated to officers, to the Fire Committee or to other members of the GMCA.
2. To **make reports or recommendations** to the GMCA or the Mayor (general functions only) concerning the discharge of their functions that are the responsibility of the GMCA.
3. To **make reports or recommendations** to the GMCA or the Mayor on matters that affect the GMCA's area or the inhabitants of the area.
4. To **Call-In** decisions made by the GMCA or the Mayor (general functions only). Decisions that have been delegated by the GMCA or the Mayor to other committees or officers (or by the Mayor to another member of the GMCA) may also be called-in. If a scrutiny committee does call a decision in they can:
  - i. **Direct that a decision is not to be implemented** while it is under review or scrutiny by the overview and scrutiny committee; and,
  - ii. **Recommend that the decision be reconsidered.**
5. To **establish formal sub committees or informal task and finish groups** if they wish.

### ***Who Can Refer Matters to the GMCA'S Overview and Scrutiny Committees?***

- A member of the overview and scrutiny committee
- A member of the GMCA, including the Mayor
- A member of a constituent council

### ***Who Must Attend Meetings of the GMCA'S Overview and Scrutiny Committees?***

- Members (including the Mayor and the Deputy Mayor) or officers of the GMCA must attend meetings, if invited, to answer questions.
- Other people may be invited to attend meetings of the overview and scrutiny committee, but are not obliged to attend.

### ***Access to Information Requirements***

- Combined Authorities' decision-making is now 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 Register of Key Decisions enables the scrutiny committees to keep abreast of major decisions that are going to be taken by the

	<p>GMCA, the Mayor or decisions that have been delegated to officers (or by the Mayor to other members of the GMCA). See <a href="https://www.greatermanchester-ca.gov.uk/downloads/file/306/register_of_key_decisions_june_2017">https://www.greatermanchester-ca.gov.uk/downloads/file/306/register_of_key_decisions_june_2017</a></p> <p><b>Call in</b></p> <ul style="list-style-type: none"> <li>• Each committee must publish proposals on how it proposes to exercise the power to call-in and its arrangements in connection with the exercise of that power. Each committee must obtain the GMCA's consent to these proposals and arrangements.</li> <li>• It is assumed that these proposals and arrangements will be the same for each committee.</li> </ul>
<p>The draft remit for each committee, set out below which will be reviewed in the light of the new Greater Manchester Strategy's priorities. An initial cut of which priorities might be divided among the three committees is included at appendix 1.</p>	
<p><b>Corporate Issues &amp; Reform</b></p>	<p>Remit to include –</p> <ul style="list-style-type: none"> <li>• Matters of coordination and cross cutting policy themes</li> <li>• Devolution and legislative matters</li> <li>• Budget oversight and other financial matters</li> <li>• GMCA organisational and staffing issues</li> <li>• GM communications</li> <li>• GM Connect data sharing</li> <li>• GM's reform work (including criminal justice, services for children, employment, skills and worklessness)</li> <li>• Fire and rescue functions</li> <li>• Fairness, equalities and cohesion</li> </ul>
<p><b>Economy, Business Growth &amp; Skills</b></p>	<p>Remit to include –</p> <ul style="list-style-type: none"> <li>• Investment</li> <li>• Science and technology</li> <li>• GM's global brand</li> <li>• Improving GM's international competitiveness</li> <li>• Business Support</li> <li>• Skills and Employment to support business growth</li> <li>• Culture</li> </ul>

<b>Housing, Planning &amp; Environment</b>	Remit to include – <ul style="list-style-type: none"> <li>• Transport</li> <li>• Regeneration</li> <li>• Housing and Planning</li> <li>• Low Carbon</li> <li>• Waste (a new GMCA function from 1 April 2018)</li> </ul>	
<b>Reporting Structures</b> 	<ul style="list-style-type: none"> <li>• The formal governance of the relationship between scrutiny and those who exercise the functions of the Greater Manchester Combined Authority (the GMCA, the Mayor, and officers) is set out in the terms of reference.</li> <li>• The work programme of each committee are likely to include pre-decision scrutiny and review of emerging policy areas. To facilitate this there will need to be a continuous dialogue between each of the three scrutiny committees, and between each committee, the GMCA, the Mayor and senior officers.</li> </ul>	
<b>Agenda Management &amp; Report Format</b> 	<ul style="list-style-type: none"> <li>• A work programme will be agreed and prioritised by the committee, but further items may be referred to the committee at any time.</li> <li>• Two substantive items per meeting.</li> <li>• Reports or presentations should be brief – approximately four pages of text wherever possible and less than 10 slides.</li> <li>• All agenda items should state the reason the item is being taken by the meeting and be clear what ‘the ask’ of the committee is.</li> <li>• Background documents and for information items should be listed on the front page of the report.</li> <li>• A papers (reports and presentations) will be circulated in line with statutory requirements five working days before the meeting.</li> </ul>	
<b>Meeting Organisation</b> 	<b>Meeting Frequency:</b> tbc but monthly in the first instance <b>Meeting Duration:</b> Usually 2 hours These meetings are held in <b>PUBLIC</b> and will be <b>LIVESTREAMED</b> (except where confidential or exempt information is being considered).	
<b>Meeting dates 2018-19</b> 	5 June 2018 12 July 2018 16 August 2018 13 September 2018 11 October 2018 15 November 2018 13 December 2018	10 January 2019 14 February 2019 14 March 2019 11 April 2019 16 May 2019 13 June 2019 11 July 2019
<b>Key Contacts</b>	<b>Susan Ford</b> GMCA Statutory Scrutiny Officer <a href="mailto:Susan.ford@greatermanchester-ca.gov.uk">Susan.ford@greatermanchester-ca.gov.uk</a> 07973877264	<b>Jenny Hollamby</b> Governance & Scrutiny Support Officer <a href="mailto:jenny.hollamby@greatermanchester-ca.gov.uk">jenny.hollamby@greatermanchester-ca.gov.uk</a> 07973875612



**Julie Connor**  
Head of Governance & Scrutiny  
[Julie.connor@greatermanchester-ca.gov.uk](mailto:Julie.connor@greatermanchester-ca.gov.uk)

**Liz Treacy**  
GMCA Monitoring Officer  
[Liz.treacy@greatermanchester-ca.gov.uk](mailto:Liz.treacy@greatermanchester-ca.gov.uk)

# Appendix 1

## SCRUTINY OF GREATER MANCHESTER STRATEGY PRIORITIES

GMS priority areas	Suggested Scrutiny Committee
Enablers: (Person-centred approach, Partnership and transparency, Leadership and accountability, Taking control of our future)	Corporate Issues and Reform
Priority 1: Children starting school ready to learn	Corporate Issues and Reform (Children's Services aspects of this priority) and Economy Business Growth and Skills for the Skills and apprenticeships
Priority 2: Young people equipped for life	Corporate Issues and Reform
Priority 3: Good jobs, with opportunities to progress and develop	Economy Business Growth and Skills
Priority 4: A thriving and productive economy in all parts of Greater Manchester	Economy Business Growth and Skills
Priority 5: World class connectivity that keeps Greater Manchester moving	Housing, Planning and Environment
Priority 6: Safe, decent and affordable housing	Housing, Planning and Environment
Priority 7: A green city region and a high quality culture and leisure offer for all	Housing, Planning and Environment
Priority 8: Safe and strong communities	Corporate Issues and Reform (& Police and Crime Panel)
Priority 9: Healthy lives, with good care available for those that need it	Joint Health Scrutiny
Priority 10: An age-friendly Greater Manchester	Joint Health Scrutiny