

## CAMPUS TELFORD & WREKIN SCRUTINY MONITORING GROUP

### TERMS OF REFERENCE

1. The group will be made up of up to 87 Scrutiny Assembly members. The sub-group will be able to invite other people to take part in their meetings, but not to vote.
2. The group is a sub-group of the Scrutiny Leadership Board.
3. The appropriate Lead Scrutiny Member will generally chair the group, although any other member of the group may chair the group. The Chairman will be appointed by the members of the group and will serve for the municipal year. If the Chairman is unable to attend a meeting the Members present will elect a Chairman for the meeting.
4. The group will be the main mechanism by which Scrutiny members will monitor the ongoing Campus Telford & Wrekin project.
5. Cabinet Members and officers will be invited to attend and contribute to meetings at the discretion of the Chairman.
6. Advice will be provided to group members by members of the project team and appropriate officers from all portfolios of the Council. Members will also have access to training and consultancy support, subject to the cost being agreed by the Head of Audit and Democracy, after consultation with the Chairman of the Scrutiny Leadership Board.
7. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
8. The meetings will be held administered by Scrutiny Services. A schedule of meetings will be drawn up in consultation with Members and officers to align with the key stages of the Campus Telford & Wrekin project. Members of the group may call additional meetings as required to follow up concerns identified in their scheduled meetings.
9. Information obtained as a result of membership of the group may be sensitive and should be treated as being confidential by members.
10. A short report on the work and findings of the group will be provided to the Scrutiny Leadership Board as appropriate.
11. The Chairman of the group, or his/her representative, will attend Cabinet when necessary to feed back recommendations of the sub-group that have been reported to the Scrutiny Leadership Board. If the appropriate Lead Scrutiny Member is not the Chairman of the group, they may accompany the Chairman to the Cabinet meeting.