



**West Midlands  
Combined Authority**

### **Overview & Scrutiny Committee - Terms of Reference**

<b>Purpose</b>	<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>
<b>Accountable to</b>	WMCA Board
<b>Membership</b>	<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 Business Representative x 1</p>
<b>Chair</b>	<p>The Chair will be appointed by the WMCA Board from the members of the committee appointed by the constituent authorities.</p> <p>The Vice-Chair will be appointed by the Overview &amp; Scrutiny Committee.</p> <p>The Chair and Vice-Chair must not be from the same political party as the Mayor.</p>
<b>Voting</b>	Members appointed from constituent authorities will have one vote each.

	<p>Members appointed from non-constituent authorities and all other members of the committee are non-voting representatives.</p> <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.</p>
<b>Quorum</b>	Two-thirds of voting members appointed to the committee.
<b>Frequency</b>	The committee shall meet seven times a year, or more often if it is determined necessary to discharge its responsibilities.
<b>Servicing</b>	The meetings will be serviced by the WMCA's Governance Services team.
<b>Functions</b>	<p><b>To undertake 'overview' and 'scrutiny'</b> focussing on strategies, policies and proposals to inform their development before they are determined by the WMCA Board, Mayor or other committee (<b>overview function</b>) and to scrutinise decisions that have been made or are about to be made (<b>scrutiny function</b>).</p> <p><b>To review or scrutinise decisions made, or other action taken</b>, in connection with the discharge of any functions which are the responsibility of the WMCA with the exception of transport-related matters.</p> <p><b>Make reports or recommendations to the WMCA Board or the Mayor</b> on matters that affect the WMCA area or the inhabitants of the area.</p> <p><b>Make reports or recommendations to the WMCA Board or to the Mayor</b> with respect to the discharge of any non-transport functions which are the responsibility of the Combined Authority.</p> <p><b>Call-In</b> decisions made by the WMCA, committees or the Mayor (excluding Transport Delivery Overview &amp; Scrutiny Committee and Audit, Risk &amp; 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><b>To undertake at least two public Mayoral Q&amp;A Sessions per annum</b> structured around ‘policy’ and ‘budget’. To make reports, observations and recommendations to the WMCA Board and the Mayor on any findings, as appropriate. Overview &amp; Scrutiny Committee may publish its report, observations and or recommendations and by notice in writing require the WMCA and or the Mayor to:</p> <ul style="list-style-type: none"> <li>a) consider the report, observations and recommendations;</li> <li>b) respond to the Overview &amp; Scrutiny Committee indicating what (if any) action the WMCA proposes to take. The Mayor and or WMCA to respond within two months.</li> </ul> <p><b>To undertake deep dives and or establish scrutiny working groups</b>, as and when required.</p> <p><b>To monitor the progress delivery of recommendations</b> made by the Overview &amp; Scrutiny Committee to the WMCA, Mayor or any other committee.</p> <p><b>Who Can Refer Matters to the Overview &amp; Scrutiny Committee?</b></p> <ul style="list-style-type: none"> <li>• A member of the Overview &amp; Scrutiny Committee</li> <li>• A member of the WMCA, including the Mayor</li> <li>• A member of a constituent or non-constituent authority</li> </ul> <p><b>Who Must Attend Meetings of the Overview &amp; Scrutiny Committee?</b></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><b>Access to Information Requirements</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> </ul>
<b>Review</b>	Annually in June.