



**Horsham
District
Council**

Scrutiny at Horsham District Council



***How can you get involved and
influence policy?***



INVESTOR IN PEOPLE

What is Scrutiny?

Horsham District Council is made up of **44 Members** elected by the public to represent them. These 44 Members make up **the Council**. The Council agrees the Policy Framework and the Budget of the Council, including the Council Tax.

The Council also appoints the **Cabinet**, which consists of a Leader and six other Councillors known as **Cabinet Members**, Executive Members or Portfolio Holders. The Cabinet must take decisions within the Council's Policy Framework and Budget.

The **Scrutiny and Overview Committee** and its sub-groups (known as **Working Groups**) act as a watchdog; they aim to use a common sense approach to review decisions and policies of the Council and Cabinet, and to consider whether the decisions and policies are right for the district. It is this process of review in which you can get involved.



How can I get involved?

There are **four ways** you can get involved in the Scrutiny and Overview process:

- 1** Attending and listening to debate at Committee/Working Group meetings
- 2** Speaking at a Committee/Working Group meetings
- 3** Giving evidence to the Committee or to a Working Group
- 4** Suggesting items to go on the Work Programme

How do I attend the Scrutiny and Overview Committee or Working Groups?

- All formal Scrutiny meetings are **open to the public**, except when confidential/exempt information is being discussed.
- This means that you may attend any meeting of Scrutiny to **listen to the debate** without giving any notice.
- Notice of **meeting dates** are published in the County Times newspaper and are listed on our website.
- **Agendas** are available that include **reports** giving details of those matters to be considered. These can be accessed via the Council's website (www.horsham.gov.uk/your_council/your_council_1023.asp) or paper copies are available (see contact details).

How do I speak at the Scrutiny and Overview Committee or Working Groups?

- Members of the public may **make representations** on any specific item on the agenda when the matter arises for debate.
- Each speaker will be limited to **two minutes** in which to make representations.
- Speakers **must give notice** by no later than **4.00pm** on the working day before the meeting of their intention to speak.

What is the process at Scrutiny meetings?

- The agenda with reports will be **available 5 clear days before** the meeting
- When you attend a meeting in the Council Chamber you should sit in the public gallery (see the diagram of the Council Chamber).
- At the beginning of the meeting, there will be a number of business items that the Chairman will go through first, such as agreeing the record of the previous meeting.
- When it comes to the item that you have asked to speak on, the officers will be asked to present the report first.
- The **Chairman will then invite you to sit in the speakers' chair** and ask you to address the Committee.
- The Committee members will then debate the item and make decisions.

How can I provide evidence for Scrutiny meetings?

Sometimes the Committee or, more often, Working Groups decide that they would like to **invite representatives** of a particular organisation or an individual to **provide information** at a meeting. This allows Members to discuss issues with members of the public, experts, representatives of external organisations and **gives these people the potential to influence policy.**

For example during the Parking Policies Review the Working Group invited members of the public to raise issues in relation to Town Centre parking. One member of the public raised concerns regarding the Shopmobility facilities and as a result the Working Group recommended changes to the facilities which were accepted by Cabinet. This resulted in improved facilities within the district.

How do I suggest an item for the Work Programme?

Every year or eighteen months the scrutiny work programme is renewed.

Members, Council officers, community groups, parish councils and individual members of the public are asked for their **views on what should be included.** All the replies are then assessed against a set of criteria to see if the issues are appropriate for scrutiny or not.

To **suggest items for the work programme, or for further details or information on reviews that are currently running** please visit the Scrutiny webpage at.....or get in touch using the details overleaf.

Scrutiny at Horsham District Council

By post:

Scrutiny Officer
Horsham District Council
Park North
North Street
Horsham
West Sussex
RH12 1RL

By phone:

01403 215121

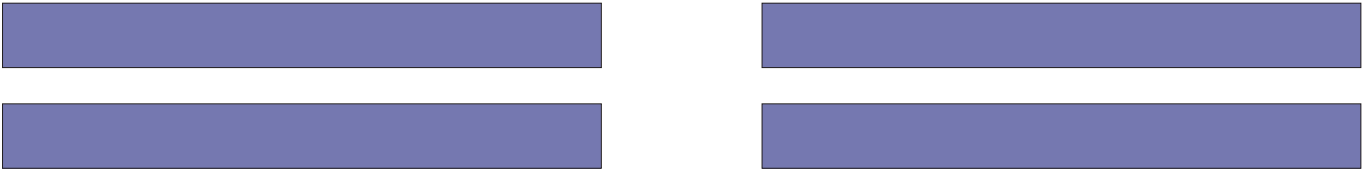
By e-mail:

scrutiny@horsham.gov.uk



Council Chamber

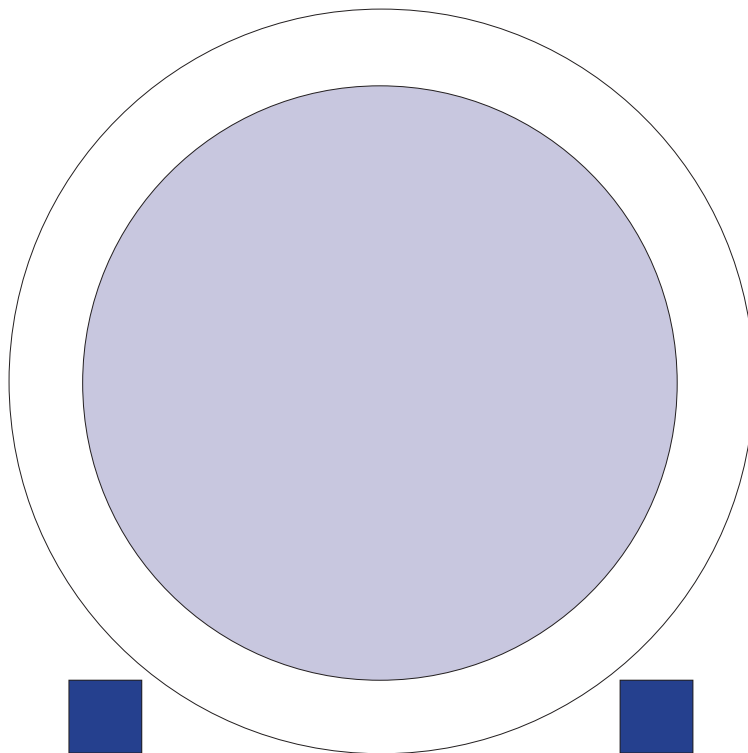
Public Gallery



Speakers Chair



Committee Members



Committee Members

Presenting

Scrutiny Officers

Chairman



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