

# APPENDIX 2

## CLEAN AIR SCRUTINY COMMITTEE – TERMS OF REFERENCE

### General

The Clean Air Scrutiny Committee (“the Scrutiny Committee”) is a joint committee created by the ten Greater Manchester local authorities (“the Constituent Authorities”) under section 101(5) of the Local Government Act 1972.

### Membership of the Scrutiny Committee

The membership of the Scrutiny Committee shall be ten, consisting of one member appointed by each of the Constituent Authorities from time to time. The Constituent Authorities shall also each nominate a substitute member to attend and vote in their stead. Membership must reflect (as far as reasonably practicable) the political balance of the whole GM area.

### Role of the Committee

The Scrutiny Committee’s role and function is as follows:

1. To review or scrutinise decisions made, or other actions taken by the Clean Air Charging Authorities Committee, including decisions delegated by it to officers and sub-committees;
2. To review or scrutinise decisions made, or other actions taken, in relation to the Constituent Authorities’ functions, exercised by the Air Quality Administration Committee, including decisions delegated by it to officers and sub-committees;
3. To make reports or recommendations to the Clean Air Charging Authorities Committee or the Air Quality Administration Committee concerning the discharge of their functions;
4. To Call-In decisions made by the Clean Air Charging Authorities Committee, including decisions delegated by it to officers and sub-committees;
5. To Call-In decisions made, in relation to the Constituent Authorities’ functions, exercised by the Air Quality Administration Committee, including decisions delegated by it to officers and sub-committees;
6. If the Scrutiny Committee does Call-In a decision it can:
  - (a) Direct that a decision is not to be implemented while it is under review or scrutiny by the Scrutiny Committee; and
  - (b) Recommend that the decision be reconsidered.
7. To establish formal sub committees or informal task and finish groups if they wish.
8. Who Can Refer Matters to the GMCA’S Overview and Scrutiny Committees?
  - A member of the Scrutiny Committee;
  - Any 10 members of the combined membership of the Constituent Councils.
9. Who Must Attend Meetings of the Scrutiny Committee?
  - Members of the Clean Air Charging Authorities Committee or the Air Quality Administration Committee;
  - Officers exercising delegated functions of the Clean Air Charging Authorities Committee or the Air Quality Administration Committee;must attend meetings of the Scrutiny Committee, if invited, to answer questions.
10. Other people may be invited to attend meetings of the Scrutiny Committee, but are not obliged to attend.

### **Operation of the Scrutiny Committee**

11. The Committee shall appoint a Chair at its first meeting.
12. The Quorum of the Committee shall be 8 members.
13. Each member shall have one vote.
14. The Chair shall not have a casting vote.
15. Unless required by law, decisions shall be made by a simple majority.