



**AUDIT AND GOVERNANCE
COMMITTEE**

A QUICK GUIDE TO REFERRALS

HOW TO MAKE REFERRALS TO AND FROM THE AUDIT AND GOVERNANCE COMMITTEE

1) REFERRALS TO THE AUDIT AND GOVERNANCE COMMITTEE

In addition to the Councillor Call for Action (CCfA) mechanism, a number of other bodies can refer items related to the Council's Statutory Scrutiny functions (health and crime and disorder) to the Audit and Governance Committee for consideration, these referring bodies are:-

- **Council**
- **Policy and other Committees of the Council; and**
- **Healthwatch or a local Healthwatch contractor.**

What information must be provided by the referring body?

The referring body must provide the following information when agreeing to refer an item to Audit and Governance:-

- (i) The reasons for referring the issue
- (ii) The objectives of statutory scrutiny process
- (iii) Any statutory requirements that the referring body is working within/towards; and
- (iv) Timescales for reporting back to the referring body (if timescales are not specified in a referral the report should be considered not later than 10 weeks after being agreed by the Committee)
- (vi) That the issue is **not** being dealt with by another Council Committee, unless the issue deals with procedure and policy related issues

Referrals from Healthwatch or a local Healthwatch contractor

Healthwatch or a local Healthwatch contractor may refer items relating to the planning, provision or operation of health service (including care services) in the area. In considering such a referral, the Council is required to acknowledge receipt of the referral within 20 working days and keep the referrer informed of any action taken in relation to the matter.

When the Audit and Governance Committee receives the referral it will either consider the item itself or create a time limited task and finish group / working group to examine the issue.

2) REFERRALS FROM THE AUDIT AND GOVERNANCE COMMITTEE

In relation to the planning, provision and operation of health services, the Audit and Governance Committee can recommend to Council that a referral be made to the Secretary of State where there are concerns over insufficient consultation on major changes to services.

For further information:

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