

## **Overview and Scrutiny Committees – Terms of Reference**

Six Scrutiny Committees have been appointed which, between them, relate to the Cabinet and specifically as appropriate to the ten individual Portfolios:

- Children and Families
- Health and Wellbeing
- Adult Social Care
- Environment and Prosperity
- Sustainable Communities
- Corporate Scrutiny

### **1 General Responsibilities of all Scrutiny Committees**

Any of the Committees may be invited to provide advice and recommendations on the development and updating of the Authority's policies.

The Committees each consist of 12 Members (plus appropriate co-option).

The Scrutiny Committees may specifically:

- discharge the Council's functions under Section 21 of the Local Government Act 2000 (Scrutiny Committees);
- oversee the Council's overall scrutiny function including the preparation, implementation, monitoring and review of an annual work programme for scrutiny and arrangements for the scrutiny of other public bodies particularly where required to do so by law and where partners can contribute to Sustainable Community Plan priorities and outcomes;
- establish such task and finish groups, appointing the Chairman with such membership as it sees fit, to undertake scrutiny on a task and finish basis;
- ensure that officers discharge their responsibilities effectively and efficiently in relation to the scrutiny function;
- scrutinise decisions of the Cabinet, and offer advice or make recommendations on the matter under scrutiny once the Committee have considered the issues;
- refer to the Council or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Committee determines should be brought to the attention of the Council or the Committee or Sub-Committee;

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- if requested, offer any views or advice to the Cabinet in relation to any matter referred to the Committee for consideration;
- undertake general policy reviews with a cross-service and multi-organisational approach wherever possible and make recommendations to the Council or the Cabinet to assist in the development of future policies and strategies;
- in performing its role, the Committee may consult and involve the local community and other local public, private and voluntary bodies or organisations;
- review the Council's response to its obligations in respect of the overall performance management regime and where appropriate advise the Cabinet and the Council of its findings;
- scrutinise decisions after implementation to examine their effect and outcomes;
- review and make recommendations in relation to matters which are not the direct responsibility of the Council but which affect the social, economic and environmental well-being of an area, or the Council's area as a whole, or under any statutory requirement or Council contract, procedure or practice;
- develop, maintain and monitor policies and procedures for handling complaints made against the Council and monitor on a regular basis the level and nature of complaints received and ensure that advice is formulated regarding action to be taken to address areas of concern;
- monitor the level and nature of Ombudsman complaints and advise the Cabinet, Committees, Sub-Committees and officers on remedial action as appropriate;
- ensure in conjunction with the Standards and Constitution Committees that the Council has in place appropriate mechanisms to protect organisational Integrity including the development of appropriate policies and guidance;
- deal with any overview and scrutiny matter which is the subject of a call-in, a Councillor Call for Action or a Local Petition (a Councillor Call for Action Protocol is included in Part 5 of this Constitution);
- provide a regular programme of training and development for all Members and Co-opted Members involved in the work of the Committee.

## 2 Specific Responsibilities

### 2.1 Health and Wellbeing

The Health and Wellbeing Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to performance management, Corporate Resources and Strategy and in particular (but not restricted to):

1. Health Scrutiny duties falling on the Authority by virtue of the relevant Health acts and subsequent relevant legislation and Government Guidance;
2. liaison with NHS Trusts and GP Consortia on any matter relating to the planning, provision and operation of Health services in Cheshire East, including commenting on any performance or quality documents.
3. responding to any formal consultations undertaken by relevant NHS Trusts and GP Consortia or relevant health providers or commissioners on any substantial development or variation in service; and any formal consultations undertaken by social care providers and commissioners and on any substantial development or variation in service that appears likely to affect the health and wellbeing of the citizens of Cheshire East.
4. participation with other relevant local authorities in joint scrutiny arrangements of NHS Trusts providing cross-border services to Cheshire East residents, in particular the Cheshire and Wirral Partnership, NHS Foundation Trust;
5. liaison with the Local Involvement Network (LINK) for Cheshire East, commissioning work and receiving reports and recommendations as appropriate;
6. deal with any matter referred by the Department of Health, the Local Involvement Network or by the Council;
- 7 scrutinise, the effective integration of the NHS and the work of the Council and its partners in delivering improved public health and public health protection
8. analyse and comment on the progress towards achieving the outcomes relevant to health and wellbeing whether specified locally, regionally or nationally

And the following specific portfolio holder responsibilities:

- Leisure and cultural strategy
- Mental health
- Disability
- Ensure Director of Public Health influences strategy
- Develop integrated services with health partners

- Support improved health and wellbeing
- Support health and wellbeing board
- Ensure delivery of health and wellbeing strategy
- Monitor impacts and outcomes of H and W strategy
- Joint Strategic Needs Assessment
- Ensure effective working of commissioners
- Support transition of public health within the council
- Help shape Health and Social Care local structure
- Ensure transition of LINks to Healthwatch
- Public health promotion
- Liaise with NHS trusts
- Health promotion
- Operational delivery of leisure and cultural services

### 2.2 Adult Social Care Committee

The Adult Social Care Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to performance management, Corporate Resources and Strategy and in particular (but not restricted to): the operation of the Council's Adult Social Care functions, the Council's progress towards the objectives of 'Think Local, Act Personal', which is the overarching policy for social care nationally, to respond to reports from the care Quality commission in its regulatory function and to any formal consultations undertaken by social care providers and commissioners and on any substantial development or variation in service;

And the following specific portfolio holder responsibilities:

- Re-ablement
- Support to Informal Carers
- Community Equipment
- Occupational Therapy
- Assistive Technology
- Mobile Meals
- Respite and Short Breaks
- Family Based Care
- Domiciliary Care
- Residential Care
- Nursing Home Care
- Extracare housing
- Supported Employment
- Sensory Impairment Services
- Safeguarding Adults
- HIV/Aids
- Drugs and Alcohol Action team (DAAT) Services
- Domestic Violence Service
- Equality in service access and delivery
- Adult Social Care
- Welfare Rights
- Community Legal Service

- influence Health and Wellbeing Strategy
- Support connected service delivery for families.

### 2.3 Sustainable Communities Committee

The Sustainable Communities Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to performance management, Corporate Resources and Strategy and in particular (but not restricted to):

Community Strategies, and Crime and Disorder matters as provided by Section 19 of the Police and Justice Act 2006

And the following specific portfolio holder responsibilities:

- Civil protection/emergency planning
- 3<sup>rd</sup> sector and community delivery
- Youth Offending Team (liaise with Children and Families)
- Crime reduction/Crime and Disorder Reduction Partnership/police and emergency services liaison
- Anti Social Behaviour/drug abuse/domestic violence (liaise with Adult Social care)
- Community Safety Wardens
- CCTV
- Trading Standards
- Registration Services
- Licensing
- Food Safety
- Reviewing fares and licensing
- Environmental health
- Air pollution control and monitoring
- Environment enforcement
- Contaminated land
- Pest/vermin control
- Dog wardens
- Local Transport Plan
- Health and Safety enforcement
- Monitoring all enforcement activity
- Local Area Partnerships/Neighbourhood working
- Neighbourhood and community cohesion
- Performance management and transformation
- Customer access/services
- Risk management
- Information, intelligence and consultation
- Partnerships for Action in Cheshire East (PACE)
- Community strategy and planning
- Equality and diversity
- Voluntary, community and faith sector relationship/development
- Corporate and business planning
- Local Development Framework

- Twinning
- Communications and marketing
- ICT
- Revenues/exchequer functions including benefits
- Local Transport Plan
- Policy advice and developments
- Customer complaints and responses

### 2.4 Children and Families

The Children and Families Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to performance management, Corporate Resources and Strategy and in particular (but not restricted to): Education, Children's Social Care, Early Years Provision, Looked After Children and Youth Services.

And the following specific portfolio holder responsibilities:

- Children Act 2004
- Early Years and Child Care
- Children's Centres
- Education
- Children's social care and wellbeing
- Youth Support Services including Connexions and Youth Offending Service
- Services to Children & Young People with disabilities 0-25
- Lifelong Learning
- Family Support Services
- Strategy for responding to Health Inequalities
- Cared for Children and Care Leavers
- Children's Trust – Children & Young People's Plan
- Local Safeguarding Children's Board
- Children's Safeguarding Unit
- Child Poverty Needs Assessment
- Influence and inform the Health and Wellbeing Strategy and support implementation of operational services.
- Think Family approach

### 2.5 Environment and Prosperity

The Environment and Prosperity Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to performance management, Corporate Resources and Strategy and in particular (but not restricted to): Environmental matters, Highways, Strategic management of Assets, Economic Development, Housing and the Visitor Economy

And the following specific portfolio holder responsibilities:

- Economic development
- Employment initiatives

- Credit union and co-ops
- Industrial and commercial activities
- Public/private housing strategy and provision
- Homelessness
- Tourism and visitor economy
- Events programme coordination
- Tatton Park
- Arts
- Assets
- Strategic Highways and transport
- Highways operational management
- Waste management
- Development management
- Building control
- Strategic highways and transport
- Highways operational management
- Carbon reduction
- Waste management
- Environmental cleansing and street cleaning
- Street scene
- Markets
- Cremation and burial services

### 2.6 Corporate

The Corporate Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to performance management, Corporate Resources and Strategy and in particular (but not restricted to):  
The Annual Budget, Civic matters, Audit, Human Resources and Procurement,

And the following specific portfolio holder responsibilities:

- Member training
- Finance service
- Annual budget
- Capital strategy
- Income and funding
- Business management
- Audit
- Civic matters
- Finance
- Financial strategy
- Capital programme
- Reserves strategy
- Treasure management
- Insurance
- Democratic services
- Electoral services
- Procurement Forward plan

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- Human Resources Strategy
- Contracts register
- Procurement including participation in regional procurement hubs
- Transactional HR
- Liaison with employers, organisations and unions
- Corporate contracts
- Legal services
- Employee training and development
- Occupational health
- Corporate Health and Safety
- PFI projects
- Organisational development
- Procurement Strategy
- Shared services
- Pensions