

# Appendix D

## SCRUTINY COMMITTEES

### Terms of Reference

Three-Scrutiny Committees have been appointed which, -:

- Corporate Scrutiny
- Health and Wellbeing
- Community Safety

### 1 General Responsibilities of all Scrutiny Committees

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

The Committees each consist of 8 Members on a politically proportionate basis (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 the 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 of local partner agencies, and offer advice or make recommendations on the matter under scrutiny once the Committee has 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;
- 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 -review of existing 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 Constitution Committee that the Council has in place appropriate mechanisms to protect organisational Integrity including the review 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 Scrutiny Committee**

The Health and Wellbeing Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to Health Scrutiny duties falling on the Authority by virtue of the relevant Health acts and subsequent relevant legislation and Government Guidance; and the - portfolio holder responsibilities of the Health and Adult Social Care Portfolio Holder as they relate to health.

## **2.2 Corporate Scrutiny Committee**

The Corporate Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to the performance and functions of the Council and

- in relation to the Budget and Policy Framework respond to any consultation which is required under the law or the Council's constitution;
- may 'call in' any decision of cabinet in accordance with the Scrutiny procedure rules contained within section 4 of the constitution;
- will scrutinise quarterly performance reports;
- may scrutinise any Cabinet decisions;
- may scrutinise the effectiveness of any existing policies and retrospectively any new policies introduced by Cabinet;
- deal with any matter referred to it in accordance with the Council's protocol on Councillor Call for Action.

## **2.3 Community Safety Scrutiny Committee**

The Community Safety Scrutiny Committee will fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities relating to social cohesion, community safety and crime and disorder.