
Overview and Scrutiny Management Board – 26th March, 2015

Joint Report of the Strategic Director (Resources and Transformation) and the Lead Officer

Overview and Scrutiny Arrangements for 2015/16

Purpose of Report

1. To consider the Council's future Overview and Scrutiny arrangements in the context of the organisational restructure and other key developments.

Background

Structure of Scrutiny Committees for 2015/16

2. At the meeting of the Overview and Scrutiny Management Board on 11th December, 2014, a report was considered on the implications of the corporate restructuring on the Council's future overview and scrutiny arrangements.
3. Approval, in principle, was given to establish a Scrutiny Committee structure for the 2015/16 municipal year, which is aligned to the new Strategic Directorate structure. The Overview and Scrutiny Management Board will continue to co-ordinate corporate scrutiny activity and the Health Scrutiny Committee will continue with its statutory role.
4. The establishment of the following Committees will be recommended to the annual meeting of the Council, to take effect from May 2015:

Overview and Scrutiny Management Board
People Services Scrutiny Committee
Resources and Transformation Scrutiny Committee
Place Scrutiny Committee
Health Scrutiny Committee.

5. Appendix A sets out the necessary amendments to the Constitution and terms of reference to give effect to the above proposal. Scrutiny Committees will continue to have the ability to scrutinise the portfolio activity of all Cabinet Members, the Chief Executive, Strategic Directors and Chief Officers within the new structure.

Scrutiny Lead Officers

6. Work is ongoing to identify future Lead Officers for the Scrutiny Committees. Lead Officers will be at Chief Officer level and it is anticipated that the new Lead Officers will be designated before the new Committees start their meetings in the 2015/16 municipal year.

Annual Scrutiny Programme 2015/16

7. Arrangements are being made to give preliminary consideration to the Annual Scrutiny Programme for 2015/16. The Programme will contain topics for consideration by individual Scrutiny Committees and the Board itself.
8. The development of the Annual Scrutiny Programme will continue to be a Member-led process taking account of the views of Directorates, Scrutiny Chairs and others. Members are asked to reflect on the number of topics selected for the Annual Scrutiny Programme in the context of the Council's budgetary situation, corporate priorities and organisational capacity. Scrutiny Committees will retain some discretion over the number of topics they wish to scrutinise, however, the workloads of Committees need to remain manageable and focussed on strategic outcomes.
9. Initial consultation will take place with Members and Directorates to identify possible key topics for consideration taking account of key corporate challenges and priorities. It is proposed that an informal meeting of the Overview and Scrutiny Management Board is held during April. This will allow for suggested topics to be considered alongside any business that needs to be carried forward from 2014/15. As previously, Officers will be asked to prepare proformas to outline the scope of potential scrutiny topics for consideration by Members.
10. The Overview and Scrutiny Management Board will then meet formally, early in the new municipal year, to approve the Annual Scrutiny Programme for 2015/16. Scrutiny Committees will, of course, retain the flexibility to scrutinise any additional topics that might arise during the year. In carrying out their individual work programmes, Scrutiny Chairs and Vice Chairs have the freedom to adapt their approaches to carry out the scrutiny reviews allocated to them. However, any amendments to the Annual Scrutiny Programme will require the formal approval of the Overview and Scrutiny Management Board.
11. In the past, informal development sessions have been held for Members of each Scrutiny Committee and Officers immediately following the first meeting of each of the Scrutiny Committees in June/July. This has allowed a detailed discussion on the scope of the topics to be scrutinised; the process of gathering information (including the 'witnesses' to be invited to attend) and the timescales for carrying out the reviews. It is recommended that this approach be continued for 2015/16.
12. Members will be aware of wider, ongoing discussions concerning the operation of local authority scrutiny processes in the context of significant developments such as the Jay report into Child Sexual Exploitation in Rotherham; the subsequent report on the inspection of Rotherham MBC by Louise Casey; the Francis Inquiry concerning mid Staffordshire NHS Foundation Trust; the Kerslake review of Birmingham City Council and ongoing work being co-ordinated by the Centre for Public Scrutiny. The proposed informal session for members of the Overview and

Scrutiny Management Board in April will give Members and Officers an opportunity to explore these issues further in the context of developing this Council's Annual Scrutiny Programme for the year ahead.

Finance

13. The costs of operating the Council's scrutiny arrangements are being contained within existing budgetary allocations.
14. The ongoing budget reductions undoubtedly have an impact on the levels of Directorate and Democratic Services support that is available for the scrutiny process. Moving forward into 2015/16, consideration has to be given to the availability of corporate and directorate resources to service and support working groups, meetings and various levels of scrutiny activity.
15. The proposed Scrutiny Committee structure for 2015/16 will have no financial implications in respect of Members' Allowances. In line with the streamlining of senior management, there will be one less Committee overall compared to the existing structure. It is proposed that Special Responsibility Allowances will be paid to the Chairs and Vice-Chairs of the Overview and Scrutiny Management Board and the four proposed Scrutiny Committees. This will effectively be cost neutral.

Law

16. Scrutiny Committees are established in accordance with the provisions of the Local Government Act 1972 and the requirements of the Council's Constitution, which was adopted under the Local Government Act 2000, subsequent legislation and associated Regulations and Guidance.
17. Scrutiny powers relating to health are included in the Health and Social Care Acts 2001 and 2012, and associated Regulations and statutory guidance. The Police and Justice Act 2006 gives the Council powers to scrutinise the work of the Crime and Disorder Reduction Partnership, and the Local Government and Public Involvement in Health Act 2007 enables local authorities to scrutinise other partners. Much of this legislation has now been consolidated in the Localism Act 2011.
18. The Council's scrutiny arrangements are set out in Article 6 of the Constitution (Scrutiny Committees) and the associated Scrutiny Procedure Rules and Protocols.

Equality Impact

19. Provision exists within the scrutiny arrangements for overview and scrutiny to be undertaken of the Council's policies on equality and diversity.

Recommendations

20. That the Council be recommended to approve the establishment of the revised Scrutiny Committee structure for the 2015/16 municipal year, as set out in paragraph 4 of this report.

21. That the Council be recommended to approve and adopt the necessary amendments to the Constitution, as set out in Appendix 1.
22. That the Strategic Director (Resources and Transformation) identify the Lead Officers for Scrutiny Committees to support the overview and scrutiny arrangements for the 2015/16 municipal year.
23. That the Strategic Director (Resources and Transformation), in consultation with the Chair and Vice-Chair, be authorised to develop the draft Annual Scrutiny Programme for 2015/16 and that an informal meeting of the Overview and Scrutiny Management Board be held during April, 2015.
24. That the Annual Scrutiny Programme 2015/16 be submitted to the first meeting of the Overview and Scrutiny Management Board, following the annual meeting of the Council, for formal approval.



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List of Background Papers

The Council's Constitution – Article 6, Scrutiny Procedure Rules and Protocols
Reports and Minutes of the Overview and Scrutiny Management Board
Minutes of Scrutiny Committees

ARTICLE 6 – OVERVIEW AND SCRUTINY

6.01 Terms of Reference

The Council will appoint the following Committees with the terms of reference as set out in the Scrutiny Committee Procedure Rules contained in Part 4 of this Constitution:-

- Overview and Scrutiny Management Board
- People Services Scrutiny Committee
- Resources and Transformation Scrutiny Committee.
- Place Scrutiny Committee.
- Health Scrutiny Committee.

6.02 General Role

Within their terms of reference, Scrutiny Committees will:-

- (i) undertake in depth scrutiny investigations/inquiries and contribute to policy development in respect of issues/items falling within their terms of reference;
- (ii) submit reports and recommendations to the Cabinet and/or full Council on the outcome of scrutiny investigations, inquiries or reviews.

6.03 Specific functions

In addition, the Overview and Scrutiny Management Board will:-

- (i) approve and monitor the Annual Scrutiny Programme.
- (ii) carry out investigations into any decisions of the Cabinet, Cabinet Members, the Chief Executive or Strategic Directors/Chief Officers that are 'called in' for Scrutiny in accordance with the Scrutiny Committee Procedure Rules set out in Part 4 of this Constitution.
- (iii) submit an annual report to the Council.

6.04 Proceedings of Scrutiny Committees

Scrutiny Committees will conduct their proceedings in accordance with the Scrutiny Committee Procedure Rules set out in Part 4 of this Constitution.

6.05 Conflict of Interest

If a Scrutiny Committee is scrutinising specific decisions or proposals in relation to the business of the Community Forum of which the councillor concerned is a member, then the councillor may speak or vote at the Scrutiny Committee meeting unless they are prevented from doing so under a specific provision of the Members' Code of Conduct.

General policy reviews

Where the Scrutiny Committee is reviewing policy generally the member must declare his/her interest before the relevant agenda item is reached, but need not withdraw.

6.06 Access to Information

Scrutiny Committees will comply with the Access to Information Procedure Rules in Part 4 of this Constitution.

SCRUTINY COMMITTEE PROCEDURE RULES

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Table 1 – Terms of Reference for Overview and Scrutiny Management Board and Scrutiny Committees

SCRUTINY COMMITTEE PROCEDURE RULES

1. What will be the number and arrangements for Scrutiny Committees?

The Council will have the Scrutiny Committees set out in Article 6 and will appoint to them as it considers appropriate from time to time.

2. Who may sit on Scrutiny Committees?

All councillors (except Cabinet Members) may be members of a Scrutiny Committee. However, apart from decisions taken by the full Council no member may be involved in scrutinising a decision in which he/she has been directly involved.

3. Education representatives

The People Services Scrutiny Committee shall include in its membership the following voting representatives for matters relating to education:

- 1 Church of England diocese representative
- 1 Roman Catholic diocese representative
- 3 parent governor representatives.

If the People Services Scrutiny Committee deals with matters not related to any education functions of the Council these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

The People Services Scrutiny Committee shall also have discretion to establish a pool of specialist/key contacts to be invited to advise the Committee, attend or give evidence at meetings, as appropriate, depending on the specific topics under discussion.

4. Meetings of the Scrutiny Committees

Ordinary meetings of each Scrutiny Committee in each year will be held on the dates indicated in the calendar of meetings approved at the annual meeting of the Council. Additional meetings may be called as and when appropriate. A Scrutiny Committee meeting may be called by the Chair of the relevant Scrutiny Committee, by the required number of members of the Committee or by the Strategic Director (Resources and Transformation) if he/she considers it necessary or appropriate.

5. Quorum

The quorum for a Scrutiny Committee shall be as set out for Committees in the Council Procedure Rules in Part 4 of this Constitution.

6. Who Chairs Scrutiny Committee meetings?

Chairs and Vice-Chairs of Scrutiny Committees will be appointed by the full Council.

7. Work programme

The Overview and Scrutiny Management Board will approve and monitor an Annual Scrutiny Programme setting out reviews to be undertaken by individual Scrutiny Committees. In addition, each Scrutiny Committee will consider the revenue budget proposals, usually in November each year.

8. Agenda items

Scrutiny Committees will consider items in accordance with the Annual Scrutiny Programme and otherwise in accordance with their approved terms of reference. Any member of a Scrutiny Committee shall be entitled to give notice to the Strategic Director (Resources and Transformation) that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Strategic Director (Resources and Transformation) will ensure that it is included on the next available agenda.

Scrutiny Committees shall undertake detailed reviews of particular areas of activity, as set out in the Annual Scrutiny Programme, and report their findings and any recommendations to the Cabinet and Council as necessary.

9. Policy review and development

- (a) The role of the Scrutiny Committees in relation to the development of the Council's policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- (b) In relation to the development of the Council's approach to other matters not forming part of its policy framework, Scrutiny Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- (c) Scrutiny Committees may hold inquiries and investigate the available options for future direction in policy development. They may go on site visits and hold public meetings, and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration.

10. Reports from Scrutiny Committees

- (a) Once it has formed recommendations on proposals for development, the Scrutiny Committee will prepare a formal report and submit it to the Strategic Director (Resources and Transformation) for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Cabinet and the Council.

- (b) If a Scrutiny Committee cannot agree on one single final report to the Council or Cabinet as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- (c) The Council or Cabinet shall consider the report of the Scrutiny Committee within two months of it being submitted to the Strategic Director (Resources and Transformation).

11. Making sure that Scrutiny Committee reports are considered by the Cabinet

- (a) The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Scrutiny Committees'. The reports of Scrutiny Committees referred to the Cabinet shall be included at this point in the agenda (unless they have been considered in the context of the Cabinet's deliberations on a substantive item on the agenda) within two months of the Scrutiny Committee completing its report/recommendations.
- (b) Once a Scrutiny Committee has completed its deliberations on any matter it will forward a copy of its final report to the Strategic Director (Resources and Transformation) who will allocate it to either or both the Cabinet and the Council for consideration, according to whether the contents of the report would have implications for the Council's budget and policy framework. If the Strategic Director (Resources and Transformation) refers the matter to Council, he/she will also send a copy to the Leader with notice that the matter is to be referred to Council. The Cabinet will have four weeks in which to respond to the Scrutiny Committee report, and the Council shall not consider it within that period. When the Council does meet to consider any referral from a Scrutiny Committee on a matter which would impact on the budget and policy framework, it shall also consider the response of the Cabinet to the Scrutiny Committee's proposals.
- (c) Not more than one report every three months may be submitted by each Scrutiny Committee to the Cabinet.
- (d) Scrutiny Committees will have access to the Cabinet's forward plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from Scrutiny Committee following a consideration of possible policy/service developments, the Committee will at least be able to respond in the course of the Cabinet's consultation process in relation to any key decision.

12. Rights of Scrutiny Committee members to documents

- (a) In addition to their rights as councillors, members of Scrutiny Committees have the additional right to documents, and to notice of meetings, as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

- (b) Nothing in this paragraph prevents more detailed liaison between the Cabinet and Scrutiny Committees as appropriate depending on the particular matter under consideration.

13. Members and officers giving account

- (a) Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, a Committee may require any Cabinet Member, the Chief Executive and/or any Strategic Director or Chief Officer to attend before it to explain in relation to matters within their remit:
- any particular decision or series of decisions;
 - the extent to which the actions taken implement Council policy;
 - and/or their performance.
- and it is the duty of those persons to attend if so required.
- (b) Where any member or officer is required to attend a Scrutiny Committee under this provision, the Chair of that Committee will inform the Strategic Director (Resources and Transformation). The Strategic Director shall inform the member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the Scrutiny Committee shall in consultation with the member or officer arrange an alternative date for attendance.

14. Attendance by others

- (a) A Scrutiny Committee may invite people other than those people referred to in paragraph 13 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, partner organisations, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.
- (b) In addition a Scrutiny Committee will include a standard item entitled 'Public Forum' on its agenda to facilitate members of the public asking questions on any matter falling within the terms of reference of the Scrutiny Committee.

15. **Call-in**

- (a) When a decision is made by the Cabinet, an individual Cabinet Member or a key decision is made by an officer with delegated authority from the Cabinet, or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 2 working days of being made. Chairs of all Scrutiny Committees will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.
- (b) That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless a Scrutiny Committee objects to it and calls it in.
- (c) During that period, the Strategic Director (Resources and Transformation) shall call-in a decision for scrutiny by the Overview and Scrutiny Management Board if so requested by the Chair of any Scrutiny Committee, or the required number of voting members of a Scrutiny Committee, and shall then notify the decision-taker of the call-in. He/she shall call a meeting of the Overview and Scrutiny Management Board on such date as he/she may determine, where possible after consultation with the Chair of the Board, and in any case within 5 working days of the decision to call-in. For the purposes of this paragraph, the required number of voting members shall be equal to the total number of opposition members appointed to the Scrutiny Committee concerned.
- (d) If, having considered the decision, the Overview and Scrutiny Management Board is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred to the decision maker they shall then reconsider within a further 5 working days, amending the decision or not, before adopting a final decision.
- (e) If following an objection to the decision, the Overview and Scrutiny Management Board does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the Board meeting, or the expiry of that further 5 working day period, whichever is the earlier.

- (f) If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole, a meeting will be convened to reconsider within 5 working days of the Council request. Where the decision was made by an individual, the individual will reconsider within 5 working days of the Council request.
- (g) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

EXCEPTIONS

- (h) In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:
 - i) the Overview and Scrutiny Management Board may only consider 3 'call-in' decisions per three month period, each period commencing on the 1st April, 1st July, 1st October and 1st January;
 - ii) the required number of voting members of a Scrutiny Committee needed for a decision to be called in shall be equal to the total number of opposition members appointed to the Scrutiny Committee concerned;
 - iii) once a member (other than the Chair) has signed a request for call-in under paragraph 15 (call-in) above, he/she may not do so again until a period of 1 month has expired.

CALL-IN AND URGENCY

- (i) The call-in procedure set out above shall not apply where the decision being taken by the Cabinet or a Cabinet Member is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public interest. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in under this Rule. The Mayor must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Mayor the Deputy Mayor's consent shall be required. In the absence of both, the Chief Executive or his/her nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- (j) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

16. **Councillor Call for Action (CCfA)**

Any member of the public can approach a Member of the Council to ask that an issue be referred to a meeting of a Scrutiny Committee. This is referred to as a "Councillor Call for Action". The procedure for dealing with this is set out in Table 2 attached to these Rules. This procedure should only be used where there is an ongoing dispute about a community issue, which cannot be dealt with through any of the Council's established procedures. The Call for Action procedure will only be used when all other avenues for resolution have been considered and exhausted.

17. **The party whip**

When considering any matter in respect of which a member of a Scrutiny Committee is subject to a party whip the member must declare the existence of the whip, and the nature of it before the commencement of the Committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

18. **Procedure at Scrutiny Committee meetings**

- (a) Scrutiny Committees shall consider the following business:
 - minutes of the last meeting;
 - declarations of interest (including whipping declarations);

- in the case of the Overview and Scrutiny Management Board only, consideration of any matter referred to the Board for a decision in relation to call-in of a decision;
 - responses of the Cabinet to reports of the Scrutiny Committee; and
 - the business otherwise set out on the agenda for the meeting.
- (b) Where the Scrutiny Committee conducts scrutiny investigations, the Committee may also ask people to attend to give evidence at Committee meetings which are to be conducted in accordance with the following principles:
- that the investigation be conducted fairly and all members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
 - that those assisting the Committee by giving evidence be treated with respect and courtesy; and
 - that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the Committee shall prepare a report for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

19. **Matters within the remit of more than one Scrutiny Committee**

The Overview and Scrutiny Management Board shall oversee and co-ordinate the activities of Scrutiny Committees to avoid duplication and ensure liaison on cross-cutting issues as necessary.

TABLE 1:

TERMS OF REFERENCE FOR OVERVIEW AND SCRUTINY MANAGEMENT BOARD AND SCRUTINY COMMITTEES

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Membership

11 Councillors (including Chairs and Vice-Chairs of Scrutiny Committees subject to political proportionality rules).

Terms of Reference

To oversee and co-ordinate the Council's Overview and Scrutiny functions under the Local Government Act 2000, any subsequent legislation, regulations or statutory guidance.

To approve and monitor the Annual Scrutiny Programme setting out the reviews to be undertaken by individual Scrutiny Committees and to make any necessary amendments to reflect changes in circumstances that arise during the year.

To oversee the scrutiny of any decisions or actions taken in connection with the discharge of the Council's executive functions; to undertake scrutiny reviews or refer any matters to individual Scrutiny Committees as appropriate.

To oversee and co-ordinate the activities of Scrutiny Committees to avoid duplication and ensure liaison on cross-cutting issues.

To consider and determine items that are called in for scrutiny in respect of decisions made by the Cabinet, Cabinet Members, the Chief Executive or Strategic Directors/Chief Officers in accordance with the Overview and Scrutiny Procedure Rules and associated protocols.

To scrutinise the Quarterly Corporate Performance Management Report and to make any associated recommendations to the Cabinet, Cabinet Members, the Chief Executive, Strategic Directors and Chief Officers.

To undertake scrutiny functions associated with the strategic Crime and Disorder Reduction Partnership (Safe and Sound).

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme:-

- To undertake in-depth scrutiny investigations/inquiries in respect of specific issues assigned to the Board within its terms of reference.
- To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To contribute to policy development by carrying out the scrutiny of matters falling within the overall functions of the Chief Executive and the Cabinet portfolios of the Leader and Deputy Leader.

To engage with the Leader/Deputy Leader, the Cabinet and other Members as necessary with a view to achieving common aims and continuous improvement and to raise issues with the Cabinet as necessary.

To receive the Forward Plan of Key Decisions to be taken by the Council, the Cabinet, Cabinet Members or Strategic Directors/Chief Officers over a four-month period.

To co-ordinate the Council's involvement in scrutiny arrangements at local and regional levels.

To encourage effective partnership working and community involvement in the Overview and Scrutiny functions of the Council.

To make reports and recommendations to the Council and/or the Cabinet in connection with the discharge of Overview and Scrutiny Functions.

To submit an annual report to the Council on the work of the Overview and Scrutiny Management Board.

To receive recommendations, as appropriate, from individual Scrutiny Committees.

PEOPLE SERVICES SCRUTINY COMMITTEE

Membership

11 Councillors, 5 voting Church and Parent Governor Co-opted representatives, in accordance with paragraph 3 of the Scrutiny Committee Procedure Rules.

Terms of Reference

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations/inquiries in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of People Services and the portfolios of the Cabinet Members for Adult Social Care, Children's Services and Health and Wellbeing (with the exception of functions that fall within the terms of reference of the Health Scrutiny Committee).

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

RESOURCES AND TRANSFORMATION SCRUTINY COMMITTEE

Membership

11 Councillors

Terms of Reference

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of Resources and Transformation and the portfolio of the Cabinet Members for Corporate and Customer Services and Finance and Legal Services.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

PLACE SCRUTINY COMMITTEE

Membership

11 Councillors.

Terms of Reference

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of matters falling within the functions of the Directorate of Place and the portfolios of the Cabinet Members for Planning and Economic Development, Environmental Services and Housing.

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

HEALTH SCRUTINY COMMITTEE

Membership

11 Councillors, 1 non-voting Co-opted Member

Terms of Reference

To fulfil all of the overview and scrutiny functions of a Scrutiny Committee as they relate to the improvement of local health and associated services, as a contribution to the Council's community leadership role, in accordance with relevant legislation, regulations and associated guidance.

To make reports and recommendations to local National Health Service (NHS) bodies and to the Council on any matter reviewed or scrutinised which will explain the matter reviewed, summarise the evidence considered, provide a list of participants in the scrutiny exercise, and make any recommendations on the matter reviewed as appropriate.

To proactively receive information within given timescales, with some exceptions as per Government Guidance, requested from local NHS bodies.

To be consulted by and respond to (as appropriate) NHS bodies in connection with the rationale behind any proposal and options for change to local health services made by the NHS.

To ensure the involvement of local stakeholders in the work of the Committee.

To take referrals from local Patients' Forums.

To act in accordance with Government Guidance relating to Health and Scrutiny functions.

In accordance with any relevant statutory requirements and the Annual Scrutiny Programme approved by the Overview and Scrutiny Management Board:-

- (a) To undertake in-depth scrutiny investigations, inquiries and reviews in accordance with the Annual Scrutiny Programme;
- (b) To contribute to policy development by carrying out the scrutiny of all health related functions and matters falling within the portfolio of the Cabinet Member for Health and Wellbeing (including the Office of Public Health) (with the exception of functions that fall within the terms of reference of the People Services Scrutiny Committee).

To submit reports and recommendations to the Cabinet and/or the Council on the outcomes of scrutiny investigations, inquiries and reviews.

To make recommendations to the Overview and Scrutiny Management Board on any proposed amendments to the Annual Scrutiny Programme.

TABLE 2:

PROCEDURE FOR DEALING WITH A COUNCILLOR CALL FOR ACTION

