

6.01 Terms of Reference

The Council will appoint the following Select Committees in relation to the matters indicated:-

Community Safety

The provision, planning and management of strategies to reduce crime and anti-social behaviour.

Culture and Recreation

The provision, planning and management of culture and recreation.

Economic Regeneration

The physical, social and economic environment and regeneration of the Borough and job creation.

Environment

The provision, planning and management of engineering, transportation, housing and environmental services and the promotion of environmental sustainability.

Good Health

The provision, planning and management of social and health care.

Lifelong Learning

The provision, planning and management of education and lifelong learning.

6.02 General Role

Within their terms of reference, Select Committees will:-

- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (ii) make reports and/or recommendations to the full Council via the Cabinet or to the Cabinet or to any Area Committee in connection with the discharge of any functions;

- (iii) consider any matter affecting the area or its inhabitants;
- (iv) exercise the right to call-in for reconsideration decisions made but not yet implemented by the Cabinet or Area Committees.

6.03 Specific functions

(a) Policy development and review

Select Committees may:

- (i) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question Cabinet Members, committees and Directors about their views on issues and proposals affecting the area; and
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny

Select Committees may:

- (i) review and scrutinise the decisions made by and performance of the Cabinet, committees and council officers both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question Cabinet Members, committees and Directors about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

provided in each case the relevant Cabinet Member, Committee or Director is given at least one week's prior written notice of the principal question(s) to be put to them.

- (iv) make recommendations to the Cabinet, and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Select Committee and local people about their activities and performance; and
- (vi) question and gather evidence from any person (with their consent).

(c) Finance

Select Committees may exercise overall responsibility for the finances made available to them.

(d) Annual report

Select Committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

(e) Officers

Select Committees may exercise overall responsibility for the work programme of the officers employed to support their work.

6.04 Proceedings of Select Committees

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

6.05 Conflict of Interest

If a Select Committee is scrutinising specific decisions or proposals in relation to the business of the Area Committee of which the councillor concerned is a member, then the councillor may not speak or vote at the Select Committee meeting unless a dispensation to do so is given by the Standards Committee.

General policy reviews

Where the Select 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

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

6.07 Meetings of Select Committee Chairmen

The Chairmen of Select Committees will meet on a regular basis to discuss the operation and functions of Select Committees and, where an issue does not fall clearly within the terms of reference of one Select Committee, to determine which Select Committee should deal with that item.