

Meeting of the Overview and Scrutiny Committee – 20th June, 2024

Report of the Lead for Law and Governance (Monitoring Officer)

Overview and Scrutiny Arrangements 2024/25

Purpose

1. To consider the Council's Overview and Scrutiny arrangements for 2024/25.

Recommendations

2. That, in accordance with the decisions made at the Annual Meeting of the Council on 16th May, 2024, the Lead for Law and Governance (Monitoring Officer) implement the necessary updates to the Council's Constitution to incorporate the revised Overview and Scrutiny arrangements for 2024/25 (see Appendix 1).
3. That the Committee consider and make any comments on the Overview and Scrutiny/Select Committee Work Programme for the 2024/25 municipal year (see Appendix 2).
4. That the Lead for Law and Governance (Monitoring Officer), following consultation with the Chair and Vice-Chair of this Committee and the Chairs and Vice-Chairs of Select Committees, as appropriate, be authorised to develop and make any necessary amendments to the Work Programme during the municipal year.

Background

Overview and Scrutiny - National and Legal Context

5. Overview and Scrutiny Committees were introduced under the provisions of the [Local Government Act 2000](#) as part of executive governance arrangements to ensure that Members of a local authority, who are not part of the Cabinet, can hold the Cabinet to account for the decisions and actions that affect their communities.

6. Overview and Scrutiny Committees have statutory powers to scrutinise decisions the Cabinet is planning to take; those it plans to implement, and those that have already been taken or implemented. The Department for Levelling Up, Communities and Housing has published [Statutory Guidance](#) to ensure that Councils, Combined Authorities and Combined County Authorities are aware of the purpose of overview and scrutiny and how to conduct it effectively.
7. The Statutory Guidance sets out policies and practices that Councils should adopt, or consider adopting, when deciding how to carry out overview and scrutiny functions.

Effective overview and scrutiny should:

- provide constructive ‘critical friend’ challenge.
 - amplify the voices and concerns of the public.
 - be led by people who are independent (ie: not part of the Council’s Cabinet) and who take responsibility for their role.
 - drive improvement in public services and strategic decision-making.
8. The Statutory Guidance encourages Councils to establish a strong organisational culture by:
 - (a) Recognising scrutiny’s legal and democratic legitimacy.
 - (b) Identifying a clear role and focus.
 - (c) Ensuring early and regular engagement between the Cabinet (Executive) and scrutiny.
 - (d) Managing disagreement.
 - (e) Providing the necessary support.
 - (f) Ensuring impartial advice from officers.
 - (g) Communicating scrutiny’s role and purpose to the wider authority.
 - (h) Maintaining the interest of full Council in the work of the scrutiny committee.
 - (i) Communicating scrutiny’s role to the public.
 - (j) Ensuring scrutiny members are supported in having an independent mindset.
 9. Current legislation recognises that Councils are locally accountable and are best placed to determine which overview and scrutiny arrangements best suit their own individual needs. The Council has a great degree of flexibility to decide on the arrangements that are adopted locally. The Statutory Guidance is reflected in the Council’s

Overview and Scrutiny Arrangements, which form part of the Council's Constitution.

Dudley MBC – Overview and Scrutiny Arrangements

10. The Council has operated Overview and Scrutiny arrangements since the legislation was introduced in 2000. The recent Local Government Association (LGA) Corporate Peer Challenge report stated that Dudley Council should keep its scrutiny arrangements under close review and reassure itself that they are fit for purpose. The Council should also ensure that the structure is sustainable and aligned with available resources.
11. The Council's Overview and Scrutiny arrangements need to be clearly focussed and closely aligned to the significant organisational challenges faced by the Council. This includes the refreshed Council Plan for 2024/25, the Council's 'Fit for the Future' Improvement Programme and the financial challenges arising from the Medium-Term Financial Strategy.
12. At the Annual Meeting of the Council on 16th May, 2024, approval was given to the establishment of the following Committees for the 2024/25 municipal year:

Overview and Scrutiny Committee

Select Committees:

- Adult Social Care Select Committee
 - Children's Services Select Committee
 - Environment and Regeneration Select Committee
 - Fit for the Future/Council Sustainability Select Committee
 - Health Select Committee
 - Housing and Safer Communities Select Committee
13. At the Annual Meeting of the Council on 16th May, 2024 it was also resolved that a report be submitted to this meeting of the Overview and Scrutiny Committee on the Council's revised overview and scrutiny arrangements, including the terms of reference of the Scrutiny/Select Committees.
 14. To reflect the above structure, Appendix 1 sets out proposed revisions to Article 6 of the Constitution and the associated Scrutiny Procedure Rules which will need to be incorporated within Part 4 of the Council's Constitution. The Scrutiny Procedure Rules include the terms of

reference of the Overview and Scrutiny Committee and the Select Committees.

15. The Overview and Scrutiny Committee will oversee and co-ordinate all the Council's scrutiny activities. This Committee will take a lead role in scrutinising the Council's overall financial position and budget; monitoring corporate performance and coordinating the Work Programme.
16. Select Committees will undertake specific scrutiny reviews and inquiries, where possible on a 'task and finish' basis, and contribute to policy development by making reports and recommendations to the Council, the Cabinet (or relevant decision makers) in relation to items that are included within the Work Programme.

Overview and Scrutiny/Select Committee Work Programme 2024/25

17. It is generally accepted that effective work programming is at the heart of successful scrutiny. The Work Programme needs to be clear, focussed, realistic and achievable, whilst remaining flexible to reflect any changes in circumstances during the municipal year.
18. Initial consideration has been given to the Scrutiny/Select Committee Work Programme for 2024/25 as set out in Appendix 2. The programme was discussed informally with the Chairs and Vice-Chairs on 10th June, 2024.

Member Development and Support

19. As part of the Fit for the Future Programme, work is underway to enhance the Member Development programme and support for Members on effective scrutiny. An initial 'Scrutiny Essentials' Development Session was held with the Local Government Association on 23rd May, 2024.
20. Member Development will include improved guidance to effectively probe into key issues; how Members receive assurance and ensure that scrutiny provides a robust input into key decisions, peer support and greater training and support for Scrutiny Chairs/Vice-Chairs and Members. Members will have specialist Officer support from Directorates at all Committee meetings. Use of external expertise may also be considered in appropriate circumstances, for example presentations on good practice from other comparable organisations and subject matter experts.

Finance

21. At the Annual Meeting of the Council on 16th May, 2024, it was resolved that the Director of Finance and Legal, in consultation with the Cabinet Member for Finance, Legal and Human Resources, be authorised to amend the budget to reflect the Democratic Services resources and Special Responsibility Allowances arising from the revised structure of Committees. Costs associated with the operation of the Overview and Scrutiny arrangements detailed in this report will be reflected in the Council's budget for 2024/25 and future years.

Law

22. Scrutiny and Select Committees are established under 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. The Council's scrutiny arrangements are set out in Article 6 of the Constitution (Overview and Scrutiny) and the associated Procedure Rules are contained within Part 4 of the Constitution.

Risk Management

23. The primary risks to successfully undertaking the Scrutiny/Select Committee Work Programme relate to organisational capacity, resourcing and budgetary issues. This emphasises the need to ensure that the Work Programme is realistic, focused, aligned to the Council Plan objectives and key organisational priorities.

Equality Impact

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

Human Resources/Organisational Development

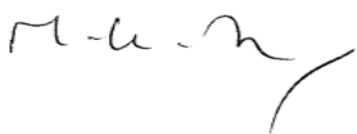
25. The Overview and Scrutiny Committee and Select Committees are primarily administered by the Democratic Services Team with support from Directorates and other Officers as required. Support for the Council's Overview and Scrutiny/Select Committee functions must be set in the context of the resources available, current spending restrictions and the organisational capacity to support scrutiny and other areas of work.

Commercial/Procurement

26. The Constitution includes governance documents that set a framework in which the Council's commercial/procurement activity is properly undertaken. This includes the Council's Standing Orders relating to Contracts.

Council Plan

27. Overview and Scrutiny is a key element of the Council's governance arrangements to underpin the Council Plan objectives and the delivery of key Council priorities.



Mohammed Farooq
Lead for Law and Governance
(Monitoring Officer)

Report Author:

Steve Griffiths
Democratic Services Manager / Statutory Scrutiny Officer
Telephone: 01384 815238
Email: democratic.services@dudley.gov.uk

Background Documents

Report and Minutes of the Annual Council meeting – [16th May, 2024](#)

[Overview and Scrutiny: Statutory Guidance for Councils, Combined Authorities and Combined County Authorities](#) - Department for Levelling Up, Housing and Communities – April, 2023

Local Government Association (LGA) Corporate Peer Challenge – Report to the Cabinet – [13th December, 2023](#)

[The Council's Constitution](#) - Full copy on the Council's Website

ARTICLE 6 – OVERVIEW AND SCRUTINY

6.01 Appointment and Terms of Reference

The Council will appoint Committees as set out in the Scrutiny Procedure Rules contained in Part 4 of the Constitution.

6.02 General Role

The general role of overview and scrutiny is:

- (i) To undertake scrutiny and contribute to policy development relating to matters falling within the portfolio responsibilities of Cabinet Members and, in particular, to scrutinise the Council's Fit for the Future Programme which includes delivering financial sustainability.
- (ii) To undertake scrutiny investigations/inquiries.
- (iii) To consider any decisions that are 'called-in' in accordance with the Scrutiny Procedure Rules.
- (iv) To consider corporate performance reports, including relevant data sets and to prioritise areas of underperformance for inclusion in the Scrutiny Work Programme.
- (v) To submit reports and recommendations to the relevant decision-taker(s).
- (vi) To identify the key items that Select Committees should consider as part of the Work Programme.
- (vi) To submit an annual report to the Full Council.

6.03 Proceedings of Committees

Committees will conduct their business in line with the Scrutiny Procedure Rules.

6.04 Conflict of Interest

Members may participate in the scrutiny of decisions or other items of business provided that they have not been directly involved in making the specific decision(s) under scrutiny. This shall not apply to decisions that

have been taken by the full Council. Members shall not participate in any business if they are precluded from doing so by having an interest under the Members' Code of Conduct.

6.05 Access to Information

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

Scrutiny Procedure Rules

1. Appointment and Terms of Reference

The Council will appoint an Overview and Scrutiny Committee and the following Select Committees with the terms of reference set out in Table 1 attached to these Rules:

- Adult Social Care Select Committee
- Children's Services Select Committee
- Environment and Regeneration Select Committee
- Fit for the Future / Council Sustainability Select Committee
- Health Select Committee
- Housing and Safer Communities Select Committee

2. Membership

All Councillors (except Cabinet Members) may be members of the Overview and Scrutiny Committee and/or Select Committees. The Council may also appoint non-elected co-opted Members (to be appointed taking account of any statutory requirements and on the basis of their skills and experience).

The Overview and Scrutiny Committee and Select Committees have the discretion to invite specialist/key contacts to advise the Committee, attend or speak at meetings depending on the specific topics under discussion.

3. Education representatives

The membership of the Children's Services Select Committee will include the following voting co-opted representatives:

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

These representatives are entitled to speak on all agenda items. They are, however, only entitled to vote or exercise the right of call-in on items concerning education functions of the Council.

4. Meetings

Ordinary meetings of the Overview and Scrutiny Committee and Select Committees will be held on the dates and times in the calendar approved by the Council. The dates and times of Ordinary meetings will not be changed unless the Monitoring Officer, following consultation with the Chair and Vice-Chair of the relevant Committee, is satisfied that exceptional circumstances apply (for example due to inclement weather, significant national events or lack of business).

Additional meetings may be called by the Chair of the relevant Committee, the Monitoring Officer or the 'required number' of Councillors appointed to the Committee. The 'required number' of Councillors shall be equal to the total number of opposition group Councillors appointed to the Committee concerned.

Members appointed to Scrutiny/Select Committees are required to attend meetings physically in accordance with legal requirements. Other participants may be invited to join meetings remotely. Proceedings of Scrutiny and Select Committee meetings shall be recorded. Recordings of meetings will be retained by the Council until the minutes have been confirmed as a correct record.

5. Quorum

The quorum for the Overview and Scrutiny Committee and Select Committees is one quarter of the total number of Councillors appointed to the Committee or three Councillors, whichever is the larger.

6. Chairs and Vice-Chairs

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

7. Attendance of Members and Officers

All decision takers must be accountable and be prepared to attend the Overview and Scrutiny Committee or Select Committees to explain and justify their decisions.

Cabinet Members shall have a standing invitation to attend the relevant Committee(s). Relevant Officers will attend meetings to give advice depending on the items under consideration.

The Overview and Scrutiny Committee and Select Committees may require the relevant Cabinet Member(s), the Chief Executive, the Deputy Chief Executive and/or any Director to attend. The Chief Executive, Deputy Chief Executive or Director may invite other Officers to attend.

Where a Cabinet Member or Officer is specifically required to attend the Overview and Scrutiny Committee or a Select Committee, they will be given at least five clear working days' notice of the meeting.

In unavoidable circumstances, where a Cabinet Member or Officer is unable to attend on the required date, a Committee shall either arrange an alternative date for their attendance or require another Cabinet Member or Officer respectively to attend on their behalf. Officers will not attend to give evidence in place of Cabinet Members and vice versa.

8. Attendance by Others

Local residents, partner organisations, stakeholders and Members and Officers in other parts of the public sector may be invited to attend meetings to discuss issues of local concern and/or answer questions. All attendees and participants should be treated with respect and courtesy.

9. Public Forum

The agenda for the Overview and Scrutiny Committee and all Select Committees will include a standard item entitled 'Public Forum'. This allows members of the public to ask questions on any matter falling within the terms of reference of the relevant Committee. The way in which the Public Forum session is conducted is at the discretion of the Chair of the meeting. Public speakers may be invited to make a contribution during the Public Forum, however, they should return to the public gallery whilst the Committee deliberate on any particular matter.

10. **Policy Review and Development**

The Overview and Scrutiny Committee will oversee and co-ordinate a Work Programme, including agenda items to be considered by the Overview and Scrutiny Committee and Select Committees during the municipal year.

Any Member of a Committee is entitled to give notice that he/she wishes an item relevant to the functions of that Committee to be considered during the municipal year.

Any amendments to programmed business will be made by the Monitoring Officer following consultation with the Chair and Vice-Chair of the Overview and Scrutiny Committee and/or a Select Committee.

Committees may make recommendations to the relevant decision taker(s). The Monitoring Officer shall make any necessary arrangements for any recommendations to be reported to the relevant decision taker(s).

11. **Scrutiny of Revenue Budget and Medium-Term Financial Strategy**

These rules are intended to complement the Budget and Policy Framework Procedure Rules.

The Overview and Scrutiny Committee will take a lead role in scrutinising the Council's overall financial position and budget process. The Overview and Scrutiny Committee may hold informal Working Group sessions, however, any formal recommendations concerning any specific aspects of budget proposals should be made at a properly constituted meeting of the Committee.

The Overview and Scrutiny Committee will consider the draft revenue budget proposals and Medium-Term Financial Strategy.

12. **Scrutiny Inquiries and Reviews**

Committees may hold detailed inquiries and reviews in respect of any items of business that are allocated or referred to them. This may involve site visits and any other means that the Committee considers are reasonably necessary to inform their discussions.

The way in which scrutiny inquiries/reviews are conducted shall be at the discretion of each Committee depending on the item under consideration.

A Committee may invite people to provide information or give submissions. Written information or submissions can be invited in advance and where possible, these should be circulated with the agenda for the meeting.

Following a scrutiny inquiry or review, a report and recommendations will be submitted to the relevant decision taker(s).

13. **Call-In**

Call-in applies to executive decisions made by the Cabinet, a Cabinet Member or a key decision made by an Officer under delegated powers. Table 2 attached to these Rules summarises the Call-in procedure.

Notice of executive decisions will normally be published within 2 working days of the decisions being made. The Chairs of the Overview and Scrutiny Committee and Select Committees will be notified of decisions within the same timescale.

Decisions will come into force, and may be implemented, on the expiry of 5 working days after the publication of the decision, unless the Overview and Scrutiny Committee, or a Select Committee, objects and calls it in.

During that period, a decision will be called in for scrutiny if a written request is made to the Monitoring Officer by the Chair of the Overview and Scrutiny Committee, the Chair of a Select Committee or the required number of voting Members of the Overview and Scrutiny Committee or a Select Committee. The required number shall be equal to the total number of opposition group Councillors appointed to the Committee concerned.

The decision-taker will be notified of the call-in. Within 5 working days of receiving notice of the call-in, a meeting of the relevant Committee will be arranged following consultation with the Chair and Vice-Chair.

Members of the relevant Committee will be invited to submit written questions in advance of the meeting. This will not prevent Members

from asking questions at the meeting itself. Written questions should be submitted to the Monitoring Officer at least seven working days before the meeting.

Where possible the written responses to those questions should be provided at least two working days before the meeting but in any event the written responses should be circulated at the meeting.

The procedure at a Committee meeting dealing with a 'call-in' is as follows:

- The Chair will deal with preliminary items, set the context and outline the procedure for the meeting. The Chair or Member responsible for arranging the call-in should then outline the reasons for the call in.
- The relevant Cabinet Member and/or the relevant Officer, shall be invited to make representations concerning the decision.
- The Committee will deal with any written questions that have been submitted in advance.
- Members of the Committee will have the opportunity to ask questions.
- Contributions will be invited from any other persons present along with any further questions from the Committee.
- Following all questions and contributions, the relevant Cabinet Member and/or the relevant Officer will be invited to make a final statement.
- The Committee will review all the facts, opinions and comments and consider making any recommendations or observations to the relevant decision-taker and/or the Council.

If the relevant Committee considers the decision, and is concerned about it, the decision may be referred back to the relevant decision-taker or referred to full Council. The decision-taker will be advised of the Committee's concerns.

If the matter is referred back to the decision-taker, arrangements will be made within 5 working days for the original decision to be reconsidered. The decision-taker will then make a final decision.

If the relevant Committee does not refer the matter back to the decision-taker, or to full Council, the decision shall take immediate effect.

If a decision is referred to full Council and the Council raises no objections, the decision will take immediate effect.

If the Council objects to the decision, it will be referred back to the decision-taker along with the Council's views. Arrangements shall be made within 5 working days for the original decision to be reconsidered. The decision-taker will then make a final decision.

14. **Call-In and Urgency**

The call-in procedure will not apply if any delays in making a decision would seriously prejudice the Council's or the public interest. The notice and record of the decision will state the reason why the decision is urgent and not subject to call-in.

Before an urgent decision is taken, the Mayor must agree that the decision can be treated as a matter of urgency and is reasonable in all the circumstances.

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 will be published on the Council's Website.

15. **Minority Reports**

If the relevant Committee is unable to reach a consensus view on the recommendations to the relevant decision taker, then a minority report may also be submitted for consideration alongside the recommendations agreed by the majority of the Committee.

16. **Scrutiny/Select Committee reports and recommendations that are considered by the Cabinet and/or Council**

The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Overview and Scrutiny and Select Committees'. Reports and recommendations from the Overview and Scrutiny Committee or Select Committees shall be included at this point in the agenda (unless they have been considered by the Cabinet under another agenda item).

If a Committee's recommendations have implications for the Council's budget and policy framework, the Monitoring Officer will refer the matter to the next available meetings of the Cabinet and the Council.

Members have access to the Cabinet's Forward Plan of Key Decisions. This is available on the Council's website. This includes information about consultation undertaken on key decisions. Individual Councillors may respond to consultations in their own right.

17. Rights of Members to documents

Members of the Overview and Scrutiny Committee and Select Committees have the right to documents as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

Nothing in these Rules prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committee or Select Committees depending on the matters under consideration.

18. Councillor Call for Action

Any resident of the Borough can ask a Councillor to refer a matter to the Overview and Scrutiny Committee or a Select Committee. The procedure for dealing with this is set out in Table 3 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.

19. Party whip

Members of the Overview and Scrutiny Committee or Select Committees must declare the existence of any party whipping arrangements before the Committee considers individual items of business. Any such declarations shall be recorded in the minutes of the meeting.

20. **Matters within the remit of more than one Committee**

The Overview and Scrutiny Committee will oversee and monitor the activities of Select Committees to avoid duplication and ensure liaison on cross-cutting issues as necessary.

TABLE 1:

TERMS OF REFERENCE

OVERVIEW AND SCRUTINY COMMITTEE

Membership

11 Councillors

Terms of Reference

- (a) To oversee and monitor the Council's overview and scrutiny functions under the Local Government Act 2000, any subsequent legislation, regulations or statutory guidance.
- (b) To oversee and co-ordinate the Scrutiny Work Programme and activities of Select Committees to avoid duplication and ensure liaison on cross-cutting issues.
- (c) To scrutinise the Council's overall financial position and budget process and to consider the draft revenue budget proposals and Medium-Term Financial Strategy.
- (d) To oversee effective scrutiny of the review of the Council's target operating model and the process of organisational redesign.
- (e) To receive corporate performance monitoring reports and to prioritise areas of underperformance for inclusion in the Work Programme for more detailed consideration by Select Committees.
- (f) To ensure that cross cutting themes are properly considered in the scrutiny process, including Equality, Diversity and Inclusion, climate change and financial sustainability.
- (g) To undertake scrutiny investigations/inquiries as required.
- (h) To consider and determine any items that are called in for scrutiny in accordance with the Scrutiny Procedure Rules.
- (i) To submit reports and recommendations to the Cabinet and/or the relevant decision taker(s).

ADULT SOCIAL CARE SELECT COMMITTEE

Membership

11 Councillors

Terms of Reference

In accordance with the agreed Work Programme and any statutory requirements:

- (a) To undertake reviews and inquiries on a 'task and finish' basis and contribute to policy development relating to matters falling within the portfolio responsibilities of the relevant Cabinet Members.
- (b) To consider and determine any items that are called in for scrutiny in accordance with the Scrutiny Procedure Rules.

To submit reports and recommendations to the relevant decision taker(s).

CHILDREN'S SERVICES SELECT COMMITTEE

Membership

11 Councillors, 5 voting Church and Parent Governor Co-opted representatives.

Terms of Reference

In accordance with the agreed Work Programme and any statutory requirements:

- (a) To undertake reviews and inquiries on a 'task and finish' basis and contribute to policy development relating to matters falling within the portfolio responsibilities of the relevant Cabinet Members.
- (b) To consider and determine any items that are called in for scrutiny in accordance with the Scrutiny Procedure Rules.
- (c) To submit reports and recommendations to the relevant decision taker(s).

ENVIRONMENT AND REGENERATION SELECT COMMITTEE

Membership

11 Councillors

Terms of Reference

In accordance with the agreed Work Programme and any statutory requirements:

- (a) To undertake reviews and inquiries on a 'task and finish' basis and contribute to policy development relating to matters falling within the portfolio responsibilities of the relevant Cabinet Members.
- (b) To consider and determine any items that are called in for scrutiny in accordance with the Scrutiny Procedure Rules.
- (c) To submit reports and recommendations to the relevant decision taker(s).

FIT FOR THE FUTURE / COUNCIL SUSTAINABILITY SELECT COMMITTEE

Membership

11 Councillors

Terms of Reference

In accordance with the agreed Work Programme and any statutory requirements:

- (a) To undertake reviews and inquiries on a 'task and finish' basis and contribute to policy development relating to matters falling within the portfolio responsibilities of the relevant Cabinet Members.
- (b) To consider and determine any items that are called in for scrutiny in accordance with the Scrutiny Procedure Rules.
- (c) To submit reports and recommendations to the relevant decision taker(s).

HEALTH SELECT COMMITTEE

Membership

11 Councillors, 1 non-voting Co-opted Member

Terms of Reference

To fulfil scrutiny functions as they relate to the improvement of local health and associated services 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.

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

Where practical, necessary or appropriate, to establish joint scrutiny arrangements with other local authorities.

In accordance with the Work Programme and any statutory requirements:

- (a) To undertake reviews and inquiries on a 'task and finish' basis and contribute to policy development relating to matters falling within the portfolio responsibilities of the relevant Cabinet Members.
- (b) To consider and determine any items that are called in for scrutiny in accordance with the Scrutiny Procedure Rules.
- (c) To submit reports and recommendations to the relevant decision taker(s).

HOUSING AND SAFER COMMUNITIES SELECT COMMITTEE

Membership

11 Councillors

Terms of Reference

In accordance with the agreed Work Programme and any statutory requirements:

- (a) To undertake reviews and inquiries on a 'task and finish' basis and contribute to policy development relating to matters falling within the portfolio responsibilities of the relevant Cabinet Members.
- (b) To consider and determine any items that are called in for scrutiny in accordance with the Scrutiny Procedure Rules.
- (c) To undertake scrutiny functions associated with the strategic Crime and Disorder Reduction Partnership (Safe and Sound).
- (d) To submit reports and recommendations to the relevant decision taker(s).

TABLE 2:

PROCEDURE FOR DEALING WITH A CALL IN

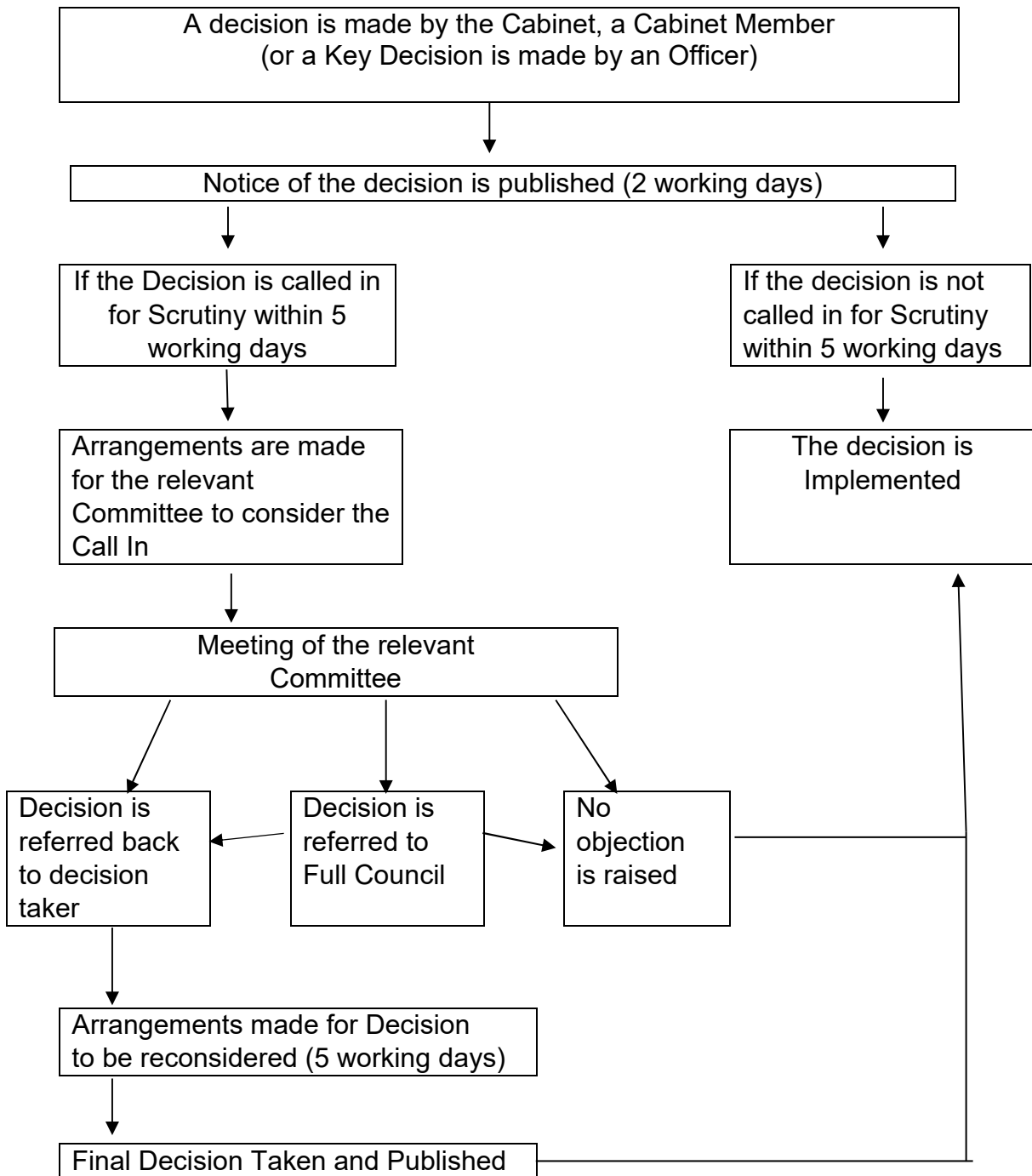
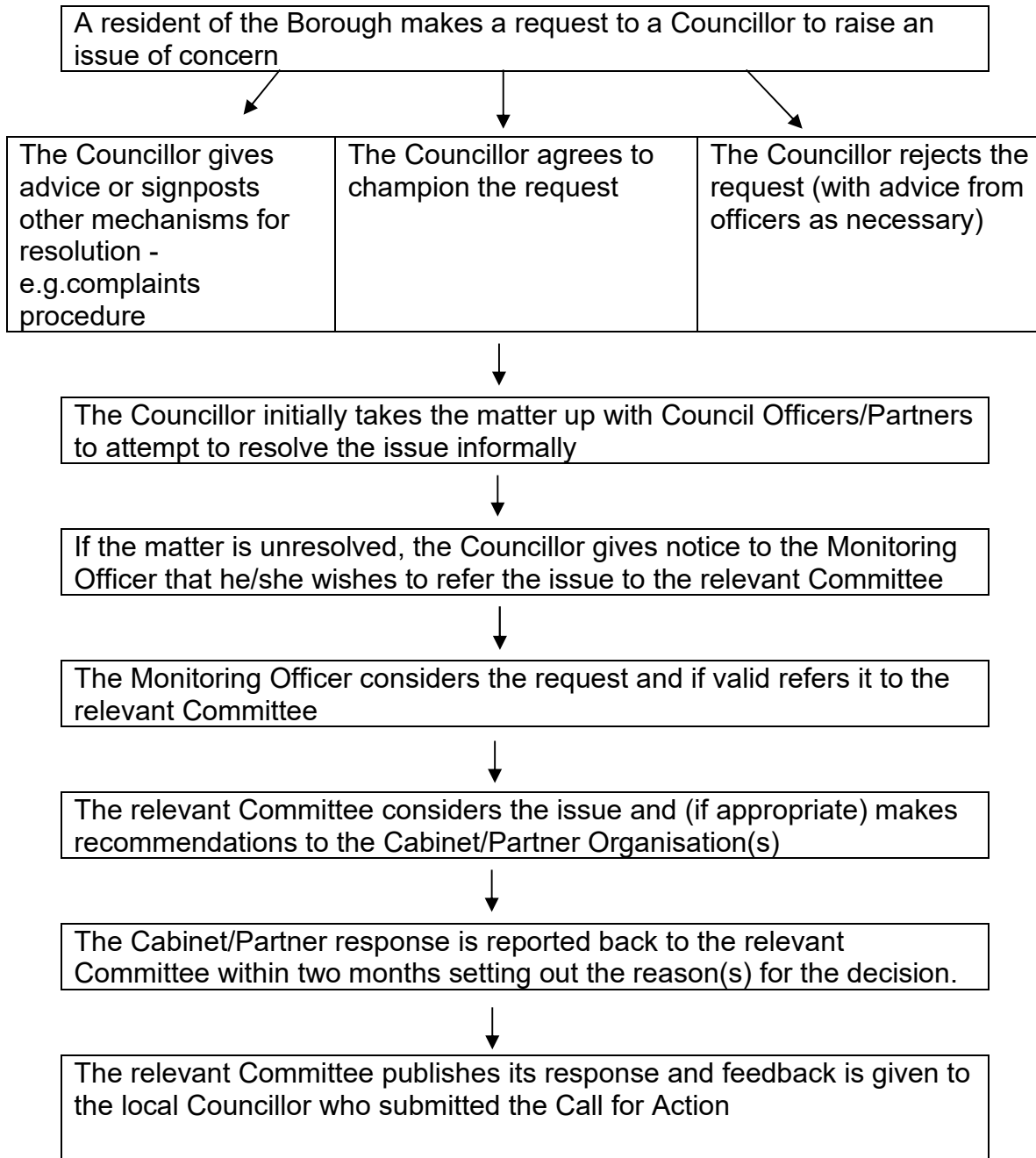


TABLE 3:

PROCEDURE FOR DEALING WITH A COUNCILLOR CALL FOR ACTION



Overview and Scrutiny/Select Committees Work Programme 2024/25

Guidance Notes

- Agendas need to be managed so they can be considered within the time allocated (max of 2.5 hours).
- Where possible the aim is to move to task/finish approach – Members have a clear purpose/role and there is clarity on what will happen because of their work.
- Reports to Scrutiny **should not be** *“for information”, for general discussion/comments session where the conclusion is “the report is noted”*.
- Each item should confirm the purpose (**why is it going to Scrutiny**), the desired outcome and how it contributes to our overall improvement journey.
- Members should be clear from the covering report – *“what are we being asked to do?”* *The covering report must make* direct reference to the purpose of the Scrutiny/Select Committee considering the paper. Members have confirmed they prefer ‘pre-decision’ scrutiny, they are clear from the report what they are being asked to do and where their comments/ recommendations are going.

Overall aim is to see a sharper focus on outcomes that add value to effective decision making/governance.

Overview and Scrutiny Committee	
20 th June 2024	Overview and Scrutiny Arrangements 2024/25
	Corporate Performance Report (Key Performance Indicators)
11 th September 2024	Progress towards Financial Sustainability
	Council Tax Reduction Scheme
	Chartered Institute of Public Finance and Accountancy (CIPFA) Action Plan
	Local Government Association - Peer Review progress update
6 th November 2024	Employee health and wellbeing strategy
	Corporate Performance Report (Key Performance Indicators)
	Feedback from Task & Finish Groups in relation to budget savings
8 th January 2025	Medium Term Financial Strategy
26 th February 2025	Progress towards Financial Sustainability
	Corporate Performance Report (Key Performance Indicators)

Adult Social Care Select Committee	
17 th July 2024	Care Quality Commission (CQC) - Readiness/Inspection outcomes
	Local Government Association - Use of Resources Analysis
18 th September 2024	Better Care Fund
	Continuing Healthcare
20 th November 2024	Telecare – Analogue to Digital
	Workforce/Recruitment
15 th January 2025	Medium-Term Financial Strategy
5 th March, 2025	Annual Safeguarding/Deprivation of Liberty Standards (DOLS) report
	Market Sustainability Update

Children's Services Select Committee	
18 th July 2024	Educational outcomes and school quality
	Vulnerable learners, including attendance
19 th September 2024	Ofsted/Care Quality Commission improvement plans
	Family hub effectiveness
21 st November 2024	Placement sufficiency, both social care and Special Educational Needs and Disability (SEND)
	Safeguarding annual report
16 th January 2025	Medium-Term Financial Strategy
6 th March 2025	Independent Reviewing Officer annual report
	Complaints annual report and themes arising

Environment and Regeneration Select Committee	
24 th July 2024	Service changes whilst in spending controls
	A strategic review of parking, including on-street and off-street charging options (Task & Finish)
23 rd September 2024	Review of the ongoing viability of halls and associated catering facilities, including options to operate on a concession basis (Task & Finish)
	Review of leisure centres (Task & Finish)
25 th November 2024	A review of waste and recycling, taking account of recent government guidelines on food waste (Task & Finish)
	Neighbourhood Model (a year on)
	Climate Change Action Plan Update
20 th January 2025	Medium-Term Financial Strategy

13 th March 2025	Regeneration strategy and programme
	United Kingdom Shared Prosperity Fund (UKSPF)/ Crowdfunding platform for UKSPF/Community Infrastructure Levy

Fit for the Future / Council Sustainability Select Committee	
25 th July 2024	Programme overview and key themes/Functional Reviews
	Spending Controls update
26 th September 2024	Programme update
	Deep dive on governance workstream including member development
27 th November 2024	Programme Update
	Deep dive on Organisational Redesign
	Council Plan progress update
22 nd January 2025	Medium-Term Financial Strategy (with particular focus on progress with savings plans)
17 th March 2025	Programme update

Health Select Committee	
31 st July 2024	Usage of Public Health Grants
	Health in policies (wider determinants of health; housing, planning and the wider environment)
3 rd October 2024	Mental health needs assessment
	0-19 contract
5 th December 2024	Progress of Health and wellbeing and inequality strategy (Health and Wellbeing Board strategy)
23 rd January 2025	Medium-Term Financial Strategy
20 th March 2025	Financial wellbeing strategy

Housing and Safer Communities Select Committee	
1 st August 2024	Readiness for the mandatory Housing inspection
10 th October 2024	New regulatory standards with an overarching focus on the customer voice around the themes of: - Safety and Quality
	Tenancy
9 th December 2024	New regulatory standards with an overarching focus on the customer voice around the themes of: -
	Neighbourhood and Community Tenant Satisfaction Measures

27 th January 2025	Medium-Term Financial Strategy (including rent review and service charges)
24 th March 2025	New regulatory standards with an overarching focus on the customer voice around the themes of: - Rent Transparency, Influence and Accountability Competence and Conduct