

Appendix 1

SCRUTINY COMMITTEES

General

The general membership rules and terms of reference of the Council's scrutiny committees are set out below. Each scrutiny committee may exercise any of the functions set out in the general terms of reference only in respect of those functions which are relevant to the remit of the committee. Any additional functions which are specific to individual committees are set out separately.

The terms of reference of the scrutiny committees reflect the functions the Council must ensure its scrutiny committees can exercise as well as those functions which the Council has decided to delegate to its scrutiny committees. Scrutiny committees are unable to exercise any other functions.

From time to time an issue may arise which fall within the terms of reference of ~~more than one~~both ~~Scrutiny committees~~s. On these occasions, it may be convenient for the ~~two~~ committees to meet together to consider an item relating to that matter. Should this occur, as the committees remain separately constituted, each committee will continue to be required to meet its own quorum requirements, vote on recommendations at the end of the item (if a vote is required) and be chaired by its own chair.

In order to facilitate an orderly discussion of the item by members of the ~~two~~ committees, the committee chairs will seek to agree between them which of them will co-ordinate proceedings at the joint meeting. In the event that agreement is not reached, agreement will be sought at an informal pre-meeting of ~~the~~both committees involved.

General Membership rules

Each committee shall comprise of ~~4~~9 councillors in total. None of the councillors shall be members of the Cabinet or the Health and Wellbeing Board.

General Terms of Reference

Meet ~~six~~five times each municipal year and as and when required to consider any matter 'called-in' in accordance with standing orders.

Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive.

Make reports or recommendations to Full Council or the Cabinet with respect to the discharge of any functions which are the responsibility of the executive.

Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive.

Make reports or recommendations to Full Council or the Cabinet with respect to the discharge of any functions which are not the responsibility of the executive.

Make reports or recommendations to Full Council or the Cabinet on matters which affect the borough or its inhabitants.

Decide, in accordance with standing orders, whether a decision made but not implemented in connection with the discharge of any functions which are the responsibility of the executive should be reconsidered or to arrange for Full Council to decide whether the decision should be reconsidered (i.e. to exercise 'call-in' powers).

Review or scrutinise the performance of any body carrying out any function on behalf of or in partnership with the Council.

Commission in-depth evidence-based reviews.

Consider requests for reviews on the handling of petitions in accordance with standing orders. Produce and publish an annual report.

Co-ordinate the activities of the committee with scrutiny undertaken by the voluntary sector and other bodies.

General Limitations

The terms of reference of the scrutiny committees exclude matters concerning individual applications for consent, permission, approval, registration or grants. Examples include but are not limited to individual planning and licensing decisions.

Community and Wellbeing Scrutiny Committee

Specific Membership Rules

In addition to the 149 councillors, the membership of the Community and Wellbeing Scrutiny Committee shall comprise of 4 voting education co-opted members (who may vote on matters relating to school education only) and 2 non-voting education co-opted members (who may not vote on any matter).

Remit

Adult social care; Safeguarding; Children's services; Cultural services; Education; Health; ~~Housing~~; Public Health and Wellbeing.

Specific Terms of Reference

Discharge the functions of the Council under Part 4 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 in respect of the review and scrutiny of relevant NHS bodies or relevant health service providers including:

- reviewing or scrutinising any matter relating to the planning, provision and operation of the health service in the borough; and
- making reports or recommendations to the relevant NHS bodies or relevant health service providers or Full Council on any matter reviewed or scrutinised; however
- in response to any consultation by the relevant NHS bodies or relevant health service providers in respect of any proposal for a substantial development of the health service in the borough or for a substantial variation in the provision of such service, to make recommendations to Full Council only.

Resources and Public Realm Scrutiny Committee Remit

Corporate policy; partnerships and resources; Budget; Customer services; Commercial services; Planning policy; Environmental policy; Public realm*; Employment and skills; IT; Recycling; Regeneration*; Transport and highways; Community safety; Property*; Emergency planning and business continuity.

*Excluding housing related functions which fall within the remit of the Housing Scrutiny Committee.

Specific Terms of Reference

Review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities (as defined by section 5 of the Crime and Disorder Act 1998) of their crime and disorder functions and to make reports or recommendations to Full Council with respect to the discharge of those functions. This committee is therefore the “crime and disorder committee” for the purposes of section 19 of the Police and Justice Act 2006.

Review or scrutinise the exercise by risk management authorities (including the Council, the Environment Agency and water companies) of flood risk management functions which may affect the borough for the purposes of Part 1 of the Flood and Water Management Act 2010.

Housing Scrutiny Committee

Specific Membership Rules

In addition to the 9 councillors, the membership of the Housing Scrutiny Committee shall comprise of 4 non-voting co-opted members as follows: an independent member of the Housing Management Advisory Board; a council housing tenant representative; a leaseholder representative and a registered provider representative.

Remit

Housing needs and support; Homelessness and rough sleeping; Temporary Accommodation; Tenancy sustainment and compliance; Tenant and leaseholder engagement; Homes Adaptation Service; Fire safety in housing; Private Rented Sector support; Landlord licensing and forum; Renters' Rights Bill enforcement; New Council Housing delivery; Affordable Homes Programme; Housing compact with registered providers; i4B and First Wave Housing; HRA and Housing spend.

Specific Terms of Reference

The objectives of the Committee are to:

- Scrutinise the development and implementation of housing and homelessness strategies, policies, and action plans.
- Monitor the performance and effectiveness of housing and homelessness services.
- Review the Council's compliance with relevant legislation, statutory guidance, and regulatory requirements.
- Examine outcomes for residents, tenants, leaseholders, rough sleepers, and vulnerable households.

- Ensure the voices and experiences of residents and service users inform policy development and service delivery.

Other substantive changes

Part 4 – Terms of Reference for Council Committees and Sub-Committees

Membership and Terms of Reference of Council Committees and Sub-Committees

Task Groups, Panels and Commissions

5. Other than the Budget Scrutiny Task Group, the Scrutiny Committees may not establish Task Groups, Panels or Commissions unless agreed by Full Council.