

APPENDIX A

ARTICLE 6 – POLICY OVERVIEW, SCRUTINY AND SELECT COMMITTEES

6.01 Introduction

- (a) The Council has appointed the following Policy Overview Scrutiny and Select Committees to discharge the functions conferred by section 21 of the Local Government Act 2000:
1. A **Corporate Services, Commerce and Communities** Policy Overview Committee
 2. **Residents, Education and Environmental Services** Policy Overview Committee
 3. A Social Care , Housing & Public Health Policy Overview Committee
 4. An Executive Scrutiny Committee
 5. An External Services Select Committee
- (b) The terms of reference for each of these Committees are set out in Table 1 of the Policy Overview,Scrutiny and Select Committee Procedure Rules which must be read together with the provisions of this Article. These Committees are collectively referred to as 'Policy Overview, Scrutiny and Select Committees'.
- (c) The Policy Overview Committees are predominantly service based **and the Chairmen of the Committees may jointly agree to establish a Task and Finish Review Panel to undertake detailed reviews. The External Services Select Committee may also establish a Select Panel to undertake detailed reviews.**
- (d) **The Social Care, Housing & Public Health Policy Overview Committee may establish a Panel to oversee the corporate parenting responsibilities of the Council.**

6.02 Role of Policy Overview, Scrutiny and Select Committees

(a) Policy development and review:

Policy Overview Committees may:

1. conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet

- Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. monitor the performance of the Council services within their remit (including the management of finances and risk);
 3. comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
 4. consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);

Policy Overview Committees will not investigate individual complaints but will consider 'Councillor Calls For Action' submissions in accordance with the Local Government and Public Involvement in Health Act 2007.

(b) Executive Scrutiny Committee

The Executive Scrutiny Committee may

1. Call in key executive decisions made but not yet implemented in line with the call-in procedure outlined in Part 4 of the Constitution;
2. Review or scrutinise the impact of key decisions taken by the Executive after they have been implemented.

(c) External Services Select Committee

The External Services Select Committee may:

1. Undertake the powers of health scrutiny conferred by the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
2. Work closely with the Health & Wellbeing Board & Local HealthWatch in respect of reviewing and scrutinising local health priorities and inequalities.
3. Respond to any relevant NHS consultations.
4. Scrutinise and review the work of local public bodies and utility companies whose actions affect residents of the Borough.

5. Identify areas of concern to the community within their remit and instigate an appropriate review process.
6. Act as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carry out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

These roles will be undertaken in accordance with the terms of reference for each Committee outlined in Part 4 of the Constitution.

(d) Finance

The Policy Overview, Scrutiny and Select Committees may exercise overall responsibility for the finances made available to them. However, the Head of Democratic Services has responsibility for allocating finances to the individual committees.

(e) Reporting to Council

Policy Overview, Scrutiny and Select Committees must report at least annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

(f) Officers

Policy Overview and Scrutiny Committees may exercise overall responsibility for their work programmes and **will have dedicated officer support to assist them in carrying out their official business.**

(g) Holding Office

Committee members shall hold office until they resign, are removed from office or their successors are appointed.

6.03 Proceedings of Policy Overview, Scrutiny and Select Committees

As indicated in Article 6.01 above, the Policy Overview, Scrutiny and Select Committees will conduct their proceedings in accordance with the Policy Overview, Scrutiny and Select Committee Procedure Rules set out in Part 4 of the Constitution.

POLICY OVERVIEW, SCRUTINY AND SELECT COMMITTEE PROCEDURE RULES – SCHEDULE E

1. What will be the Number and Arrangements for Policy Overview,Scrutiny and Select Committees?

The Council's policy overview, scrutiny and select committee arrangements are set out in summary in Article 6. The Council has three Policy Overview Committees, one Select Committee with an external mandate and one Scrutiny Committee with an internal remit:

- Corporate Services, Commerce and Communities Policy Overview Committee
- Residents, Education and Environmental Services Policy Overview Committee
- Social care, Housing and Public Health Policy Overview Committee
- External Services Select Committee
- Executive Scrutiny Committee

Their detailed Terms of Reference are set out in Table 1 to this Schedule.

The Council will appoint to these committees as it considers appropriate from time to time.

Chairmen of the Policy Overview Committees may jointly agree to establish a Task and Finish Review Panel, subject to their Terms of Reference and operation set out in Table 1.

The External Services Select Committee may establish a Task and Finish Select Panel on matters within its remit, subject to their Terms of Reference and operation set out in Table 1.

The Social Care, Housing & Public Health Policy Overview Committee may establish a Panel to oversee the corporate parenting responsibilities of the Council, as set out in their Terms of Reference in Table 1.

2. Who may sit on Policy Overview, Scrutiny and Select Committees?

All Councillors except Members of the Cabinet and Cabinet Assistants may be Members of a Committee. However, no Member may be involved in scrutinising a decision with which he/she has been directly involved or has a prejudicial interest.

All Councillors may attend any Policy Overview Scrutiny and Select Committee meeting and address the Chairman of that Committee only at his/her discretion. Members may not directly or indirectly question Members, Officers and individuals from outside the Council giving evidence unless they are members of the Committee concerned.

3. Co optees

Each Policy Overview Committee and the External Services Select Committee shall be entitled to recommend to Council the appointment of non-voting co-optees, either as permanent members or for a limited duration to assist with a specific project from a panel of advisers set up for this purpose.

The Leader of the Council may appoint co-opted members to Policy Overview and Scrutiny Committees, determining the suitability and term of office of such appointments and reviewing the appointments on expiry of that term.

4. Education Representatives

The Residents, Education and Environmental Services Policy Overview Committee shall include in its membership the following voting representatives:

- (a) 1 Church of England diocese representative;
- (b) 1 Roman Catholic diocese representative; and
- (c) Such other representatives of faiths and denominations as may be appointed by the Council subject to a direction being issued by the Secretary of State.
- (d) 3 parent governor representatives elected by parents.

These representatives will also be appointed to the Executive Scrutiny Committee when a decision has been made by the Cabinet or any decision called-in that relates wholly or in part to any education functions which are the responsibility of the authority's Cabinet.

Education representatives may only attend (in part) as members of a Committee meeting, for education related items / decisions on the agenda, which they may speak and vote on.

5. Meetings of the Policy Overview, Scrutiny and Select Committees

Each Policy Overview, Scrutiny and Select Committee will determine its timetable of meetings in order to carry out its programme of work. The Chairman of a Committee may call a special meeting having consulted the Lead Members of the other Party Groups. A special meeting may also be called on the requisition of at least two thirds of the whole number of the Committee delivered in writing to the Head of Democratic Services.

6. Quorum

The quorum for a Policy Overview, Scrutiny or Select Committee shall be half of the whole number of the Committee.

7. Who Chairs Policy Overview, Scrutiny and Select Committee Meetings?

The posts of Chairmen of the Committees will be decided by the Membership of that particular committee.

8. Work Programme

The Policy Overview Committees will be responsible for setting their own work programme, within their terms of reference. In doing so, they shall take into account the wishes of members on that Committee who are not members of the largest political group on the Council. **Work programmes will span across municipal years, to provide for in-depth reviews and ensure flexibility in reporting to Cabinet.**

9. Requests from Council / Cabinet to review specific matters

Policy Overview and Scrutiny Committees shall respond, as soon as their work programme permits, to requests from the Council and the Cabinet, including individual Cabinet members for matters for which they have delegated authority, to review particular areas of Council activity. Where they do so, Policy Overview and Scrutiny Committees shall report their findings and any recommendations back to the Cabinet, or if it is outside the budget and policy framework, the Council. The Council and/or the Cabinet shall normally consider the report of the Policy Overview and Scrutiny Committee within one month of receiving it.

10. Undertaking their Policy Review and Development role

- (a) The role of the Policy Overview and Scrutiny Committees in relation to the development of the Council's budget and policy framework is set out 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 and budget framework, Policy Overview, Scrutiny and Select Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.

- (c) Policy Overview,Scrutiny and Select Committees (or their Review Panels) may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. Such advisors and assessors would only be invited to speak on matters connected with their appointment. The Committees may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask external witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, provided that the budget provision is not exceeded. The Senior Democratic Services Manager will manage the overall budget, allocating amounts to individual Policy Overview and Scrutiny Committees to spend as necessary.

11. Reporting to Cabinet / Council

- (a) Once it has formed recommendations on proposals for development, the Committee will prepare a formal report and submit it to the Head of Democratic Services for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- (b) If a Committee cannot agree on one single final report to the Council or Cabinet as appropriate, then up to two minority reports may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- (c) The Council or Cabinet shall normally consider the report of the Committee within one month of it being submitted to the Head of Democratic Services.
- (d) Reports from Panels must be presented to Cabinet from and on behalf of their parent Committee(s) or as set out in Table 1.
- (e) Reports from Committees within the remit of the Health & Wellbeing Board Or any other Council Committee shall be referred to Cabinet first with a recommendation that the report then goes to the Board/Committee concerned.
- (f) Policy Overview, Scrutiny or Select Committees and Panels may undertake reviews and submit reports spanning across municipal years, except in the year leading up to local council elections.

12. Making sure that Policy Overview,Scrutiny and Select Committee reports are considered by the Cabinet

(a) The Forward Plan / agenda for Cabinet meetings shall include an item entitled 'Issues arising from Policy Overview, Scrutiny and Select Committees'. The reports of Policy Overview, Scrutiny and Select Committees referred to the Cabinet shall, subject to Rule 2.5 of the Executive Procedure Rules, 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), normally within one month of the Committee completing its report/recommendations.

(b) Committee Members will, in any event, 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 a Committee following a consideration of possible policy/service developments, the Committee will be able to respond in the course of the Cabinet's consultation process in relation to any Key Decision, following formal consultation.**13. Rights of Committee Members to Documents**

(a) In addition to their rights as Councillors, Members of Policy Overview Scrutiny and Select 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 Policy Overview,Scrutiny and Select Committee as appropriate depending on the particular matter under consideration.

14. Cabinet Members and Senior Officers Formally Giving Account to a Policy Overview Committee or Scrutiny Committee or Panel

(a) In accordance with their terms of reference, a relevant Policy Overview Scrutiny, Select Committee or Panel may review or scrutinise any decisions made or actions taken in connection with the discharge of any Council functions, **subject to the matter being within their Terms of Reference.**

. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Cabinet, the Head of Paid Service and/or any senior officer (third tier and above) to attend before it to explain in relation to matters within their remit:

- (i) any particular decision or series of decisions;
- (ii) the reasons for their action;
- (ii) the extent to which the actions taken implement Council policy; and/or
- (iii) their performance

and it is the duty of those persons to attend if so required.

- (b) When calling senior officers and/or Members to account, the Committee or Panel will remain bound by the Code of Conduct for Members and Co-opted Members. Any discussion concerning an employee's salary or conditions of service would normally be dealt with in the confidential part of the meeting.
- (c) Committees and Panels shall take care to ensure that the questioning of Members, officers and individuals from outside the Council is conducted in a fair and balanced manner.
- (d) Committees and Panels have the right to criticise the Council and its actions but this shall not extend to personal criticism of individuals.
- (e) Where any Member or officer is required to attend a Committee or Panel under this provision, the Chairman of that Committee will inform the Head of Democratic Services. The Head of Democratic Services shall inform the Member or officer in writing or by email 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 or Panel. Where the account to be given to the Committee or Panel 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.

- (f) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Committee or Panel shall in consultation with the Member or officer arrange an alternative date for attendance.

15. Informal attendance by Members, officers, officials and external witnesses

Any Cabinet Member, Member, senior officer and also more junior officers may be invited to attend to assist any Policy Overview, Scrutiny or Select Committee or a Panel **on policy topics or any other matter within their work programme or remit.**

The External Services Select Committee has the ability to request the attendance of local external officials from the Police and NHS under its statutory responsibilities and may also invite representatives from other public and private organisations providing services to the public in Hillingdon.

An Policy Overview, Scrutiny and Select Committee or Panel may invite people other than those people referred to in paragraph 14 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, other stakeholders and shall invite such people to attend.

16. Call-In by the Executive Scrutiny Committee

- (a) When a decision is made by the Cabinet, an individual Member of the Cabinet or a Committee of the Cabinet, 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 by electronic means, and shall be available at the Civic Centre normally within 2 working days of being made.
- (b) The notice of the decision will bear the date on which it is published and notified to all Members of the Council and will specify that the decision will come into force, and will then be implemented, on the expiry of 5 working days after the publication of the decision, unless the decision is called-in by the Executive Scrutiny Committee.

- (c) *The Committee will meet immediately after the conclusion of a meeting of Cabinet to consider which decisions the Members of the Committee might require further information about or to consider for potential call-in.* At this meeting Members will review the decisions taken at the Cabinet meeting and give consideration to the potential for call-ins of items. On areas where further information or clarification is sought, officers will be asked to provide a response to the Committee queries by midday on the following Monday.
- (d) These responses will be sent to Members of the Committee by email, and based on this information, Members will be asked to email or telephone the Chairman on whether they are content with the information supplied or whether they recommended the calling –in of a particular item. The majority of the Committee Members will have to agree to the call-in request for it to proceed. The Chairman would then advise the Head of Democratic Services.
- (e) If an item is called in, another formal meeting of the Committee will take place by the Tuesday (or the Thursday at the latest) of the following week after Cabinet, where relevant officers and the relevant Cabinet Member, if appropriate, will be invited to discuss the called-in item.

Decisions made by an individual Member of the Cabinet or a Key Decision made by an officer with delegated authority from the Cabinet, can be called-in by agreement of the Chairman of the Committee and the lead representative of the majority party on the Committee within 5 working days of the decision being published. These Members shall inform the Head of Democratic Services of the reasons for the call-in. The Executive Scrutiny Committee will meet within 5 days of the Head of Democratic Services being notified to consider the decision.

- (f) If, having considered the decision, the Executive Scrutiny Committee are 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, but only in the circumstances set out below.

A decision will not be referred to full Council unless either the Committee believes it to be contrary to the Policy Framework or Budget, or considers that it was a Key Decision that was not dealt with as such by the Cabinet. If it is 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.

- (g) If following an objection to the decision, the Executive Scrutiny Committee does not hold the two meetings within 10 working days of the date of the Cabinet meeting, the original decision shall take effect at the end of the 10-day period.

- (h) 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.
- (i) If the Council does object, it has no authority to make decisions in respect of a Cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, 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 or a Committee of it, a meeting will be convened to reconsider within 10 working days of the Council request. Where the decision was made by an individual, the individual will reconsider within 10 working days of the Council request.
- (j) 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.

CALL-IN under urgent circumstances (urgency or special urgency)

The call-in procedure set out above shall not apply where the decision being taken by the Cabinet or executive 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's interests or could lead to an (increased) risk of damage to people or property. The record of the decisions, 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.

The Chairman of the Executive Scrutiny Committee (or Vice-Chairman in their absence) must be informed that the decision will be implemented immediately upon him/her agreeing that the decision is reasonable and to it being treated as a matter of urgency. In the absence of the Chairman or Vice-Chairman then the Mayor (or Deputy Mayor if required) can take this decision. Decisions taken as a matter of urgency must be reported to the next available meeting of Council, together with the reasons for urgency.

17. Procedure at Policy Overview and Scrutiny Committee Meetings

- (a) Policy Overview, Scrutiny & Select Committees and any Panels shall consider the following business:
 - (i) minutes of the last meeting;
 - (ii) declarations of interest ;
 - (iii) referrals from Cabinet/Council for reviews by the Policy Overview Scrutiny and Select Committee if applicable; and
 - (iv) the business otherwise set out on the agenda for the meeting as determined by the Committee's Work Programme or the Chairman.

NEW PARA: Principles of undertaking reviews or investigations

- (b) Where a Policy Overview Committee, Panel or the External Services Select Committee conducts reviews or investigations (e.g. with a view to policy development), 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:
 - (i) 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;
 - (ii) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
 - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

TABLE 1

TERMS OF REFERENCE

The Following Terms of Reference are Common to all Policy Overview Committees (referred to below as “The overview role”):

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
5. To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
6. To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council Committee arising from the exercise of the preceding terms of reference.
7. In accordance with the Local Government and Public Involvement in Health Act 2007, to consider ‘Councillor Calls For Action’ (CCfA) submissions.

The CCfA is a process designed to help Councillors resolve issues and problems on behalf of their residents, acting as a last resort for people who have been unable to get issues resolved through other means. CCfA should not be regarded merely as a scrutiny process and **an issue can only become a CCfA once a Councillor has exhausted all other steps to resolve an issue in his or her ward such as a petition hearing, correspondence with elected Members and officers, questions to Council etc.**

Whilst CCfA's may be submitted by all Councillors on any issue, there are certain exceptions which are:

- (a) An issue relating to a planning appeal, licensing appeal or where a person has an alternative avenue to resolve an issue (e.g. through an appropriate complaints process)
- (b) Any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the overview and scrutiny committee

Procedure

- (a) A Member may submit a CCfA in writing to the Head of Democratic Services who will seek to confirm with the Member concerned if all other potential avenues to resolve the issue in question have been exhausted and that the request does not fall within the exemptions detailed above. If necessary the Head of Democratic Services will discuss the matter with the Leader of the Council, the appropriate Cabinet Member and the Chief Whip.
- (b) If satisfied that the CCfA is valid the Head of Democratic Services will submit the request to the appropriate Committee Chairman for inclusion on the agenda for the next meeting of the Policy Overview Committee
- (c) Relevant officer(s) and / or representatives from partner organisations may be invited to attend and information can be requested from such organisations.
- (d) Discussion would take place at Committee to explore potential solutions and the item would end with the Committee recommending a course of action to the appropriate body – including detailed financial consequences and budgetary proposals.
- (e) The process may not necessarily resolve the issue immediately but the process will act as a spur for Members and officers to work together to jointly develop policies to overcome the problem.

Note: Policy Overview Committees will not investigate individual complaints.

CORPORATE SERVICES, COMMERCE & COMMUNITIES POLICY OVERVIEW COMMITTEE

Membership

TBC Councillors appointed on a proportional basis

Terms of Reference

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety

RESIDENTS, EDUCATION AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

Membership

TBC Councillors appointed on a proportional basis, and 2 voting church and 3 voting parent governor representatives (non-Councillor representatives only able to vote on education issues as defined in the Education Act). Attendance by education representatives shall be as set out in paragraph 4 of these rules.

Terms of Reference

To perform the policy overview role outlined above in relation to the following matters:

1. Education Services and statutory education authority functions
2. School performance and attainment
3. School Transport
4. Relationships with Local Academies / Free Schools
5. Pre-School & Early Years Services
6. Youth Services & Careers Services
7. Juvenile justice & probation services
8. Adult Learning
9. Education and learning partnerships
10. Music & The Arts
11. Highways, traffic, parking & street environment
12. Local transport, including rail, cycling & London Underground
13. Footpaths and Bridleways
14. Road safety and education
15. Planning & Building Control
16. Libraries
17. The Borough's heritage and history
18. Sport & Leisure services
19. Waste management & recycling
20. Green spaces, allotments, woodlands, conservation and sustainable development
21. Consumer Protection, Trading Standards & Licensing
22. Registrars & Bereavement Services
23. Local watercourses, drainage and flooding
24. Environmental Health, Air & Noise Quality
25. Local impacts of Heathrow expansion
26. Local impacts of High Speed Rail

SOCIAL CARE, HOUSING & PUBLIC HEALTH POLICY OVERVIEW COMMITTEE

Membership

TBC Councillors appointed on a proportional basis

Terms of Reference

To perform the overview role outlined above in relation to the following matters:

1. Social care services for children, young persons and children with special needs
2. **Oversee the Council's Corporate Parenting responsibilities**
3. Adoption and Fostering
4. Family Services
5. Adult Social Care
6. Older People's Services
7. Care and support for people with physical disabilities, mental health problems and learning difficulties
8. Asylum Seekers
9. Local Authority Public Health services
10. Encouraging a fit and healthy lifestyle
11. Health Control Unit, Heathrow
12. Encouraging home ownership
13. Social and supported housing provision for local residents
14. Homelessness and housing needs
15. Home energy conservation
16. National Welfare and Benefits changes

The Social Care, Housing & Public Health Policy Overview Committee may establish a Panel to support strong oversight of the Council's corporate parenting responsibilities. The Committee may appoint 3 Members to this Panel based on political balance. Membership may include non-Cabinet Members not on the Committee. The Committee may also appoint relevant Council officers and other external stakeholders to the Panel and agree its chairmanship and operation.

In agreeing its operation, the Committee will provide for the Panel not to be able to establish any other sub-group or body to carry out its responsibilities.

The above terms of reference will not apply to the Executive Scrutiny Committee and the External Services Scrutiny Committee. These Committees will have their own separate terms of reference outlined below:

EXECUTIVE SCRUTINY COMMITTEE

Membership

TBC Members, appointed on a proportional basis. 2 voting church and 3 voting parent governor representatives when the decision made by Cabinet or any decision called-in that relates wholly or in part to any education functions which are the responsibility of the authority's Cabinet. Attendance by education representatives shall be as set out in paragraph 4 of these rules.

The Committee will normally meet in an informal capacity immediately after the conclusion of a meeting of Cabinet to consider which decisions the Members of the Committee might require further information about or to consider for potential call-in. Although meeting in an informal capacity, should there not be a consensus as to which decisions require such consideration then the matter will be determined by a majority vote of those Members of the Committee present and able to vote (with respect to the normal rules as set out in the Code of Conduct).

Terms of Reference

To exercise the right set out in the Policy Overview and Scrutiny Procedure Rules to call-in and recommend for reconsideration any key decisions made but not yet implemented by the Cabinet, a Cabinet Member, a Council Cabinet Sub-Committee or an officer. This would include any key decision that needs further information from the decision-maker to explain why it was taken.

EXTERNAL SERVICES SELECT COMMITTEE

Membership

TBC Councillors appointed on a proportional basis

Terms of Reference

1. To undertake the powers of health scrutiny conferred by the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
2. To work closely with the Health & Wellbeing Board & Local HealthWatch in respect of reviewing and scrutinising local health priorities and inequalities.

3. To respond to any relevant NHS consultations.
4. To scrutinise and review the work of local public bodies and utility companies whose actions affect residents of the Borough.
5. To identify areas of concern to the community within their remit and instigate an appropriate review process.
6. To act as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carry out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

TASK & FINISH REVIEW PANELS AND SELECT PANELS *

Membership:

Membership of any Review Panel or Select Panel may include non-Cabinet Members not on the 'parent' Committee(s) or co-opted Members as set out in paragraph 3 above.

'Review' Panel Terms of reference:

Chairmen of the Policy Overview Committees may jointly agree to establish Task and Finish Review Panels as set out in these Procedure Rules on the following matters:

1. Focussed reviews within a particular Committee's remit
2. Cross-cutting reviews that cover the remit of more than one Committee;
3. Any functions, but within the purview of the Council, not included within the remit of any Policy Overview Committee;

A single Task and Finish Review Panel may be in operation at any one time and co-ordination of this will be by the three Policy Overview Committee Chairmen.

The Chairmen will jointly agree the review topic, terms of reference, membership and chairmanship of any Panel. They will also agree the timescale for undertaking the review, including which Committee it will report back its findings to for consideration, prior to any report being presented to Cabinet.

For reviews that span across the remit of more than one committee, any findings from a Panel will be reported to the Corporate Services, Commerce

and Communities Policy Overview Committee, unless the Chairmen jointly agree otherwise.

Panel membership will be subject to the usual political balance rules.

'Select' Panel Terms of Reference:

The External Services Select Committee may establish, appoint members and agree the Chairman of a Task and Finish Select Panel to carry out matters within its terms of reference, but only one Select Panel may be in operation at any one time. The Committee will also agree the timescale for undertaking the review.

The Panel will report any findings to the External Services Select Committee, who will refer to Cabinet as appropriate.

**These Terms of Reference do not apply to the Corporate Parenting Panel, which are determined by the Social Care, Housing and Public Health Policy Overview Committee.*

