



## **Health, Well Being and Partnerships Scrutiny Committee**

Established – May 2018

### **Terms of Reference**

#### **Appointment of Chair and Vice-Chair**

The Chair and Vice-Chair shall be appointed by Full Council

#### **Membership**

Members of the Executive are not eligible for membership of the Scrutiny Committee

The Committee shall have 11 Borough Council members who will reflect the political make up of the Council (as required under section 15 of the Local Government Act 1989).

In addition, in accordance with agreed Joint Working Arrangements between the Borough Council and Staffordshire County Council, the County Council is entitled to appoint one member with full voting rights for agenda matters relating to Health and Well Being only. The County Council member will be appointed by their Healthy Staffordshire Select Committee and will provide a link between the work of the two Committees. The County Council member's presence at meetings for other agenda items will be in a non-voting capacity however he/she will be allowed to contribute to the Committees discussions.

For Borough Council members, named Substitute members are permitted to attend when the full member is unavailable.

#### **Remit**

The following service areas fall within the remit of the Scrutiny Committee:

Health and Wellbeing	Leisure Facilities (Leisure Centres etc)
Anti-Social Behaviour	Museum and Art Gallery
CCTV	Community Recreation
Homelessness	Community Centres

Civil Contingencies / Emergency Planning	Parks and Gardens – Recreation and Leisure
Community Safety(incl Police and Crime Panel and Safer and Stronger Board (Crime and Disorder Reduction Partnership)	Britain in Bloom
Domestic Violence Reduction	
Business Crime Reduction	

### **Frequency of meetings**

The Committee shall meet on a quarterly basis in accordance with the approved Calendar of meetings. Any additional meetings shall be convened at the request of the Chair.

### **Scrutiny Review Working Parties/Task and Finish Groups**

The Committee may set up Scrutiny Review Working Parties and/or Task and Finish Groups in order to carry out elements of its approved Work Programme. At no time shall there be more than a total of three Working Groups/Task and Finish Groups in operation. Working Parties and Task and Finish Groups shall be formed and operate in accordance with the Protocol detailed at Appendix 10 of the Constitution.

In addition individual members may be authorised by the Committee to undertake scrutiny research on its behalf, in support of the approved Work Programme. The Scrutiny Officer to be notified of any research being undertaken in order to ensure its compatibility with the Work Programme.

### **Work Programme**

The Committee shall agree a core Annual Work Programme at its first meeting in the municipal year. Additional items may be added by the Committee throughout the municipal year.

At any time, members may propose items for inclusion in the Work Programme, by submission to the Scrutiny Officer for discussion with the Chair. Submissions should detail the reason for the request and the aims and anticipated outcome of any scrutiny exercise agreed. The Chair's decision on whether to include the item in the Work Programme shall be final and shall be based on relevance to the Committees existing workload, level of community interest and availability of support resources. Repeat requests cannot be made until after 6 months from the refusal to include an item on the Work Programme.

In conducting its Work Programme the Committee shall promote involvement by service users and the wider community wherever possible.

## **General role**

On issues within its remit, the Committee will:

- At the request of the Executive, carry out pre-decision scrutiny and/or make reports or recommendations on their findings
- Review and scrutinise decisions of, or matters referred by, the Executive, the Council, Committees and Officers,
- Review and scrutinise Current policies and assist and advise on future policy development
- Make reports and/or recommendations to Cabinet or Council in connection with the discharge of any functions or policy matters
- Consider any matter affecting the Borough or its community
- Review and scrutinise the performance of external bodies in the interests of promoting collaborative working and make reports or recommendations to public service providers in relation to those of their services which relate to the Authority's responsibilities

## **Specific role**

On issues within its remit, the Committee:

- Shall comply with the requirements of the Budget setting and Policy Framework Procedure Rules
- Will exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or any policy or area committees -in accordance with the Call-in procedure set out at Appendix 10 of the constitution
- May question/call for evidence/seek views from any person (with consent) deemed reasonably necessary to assist in the discharge its role and functions or inform debate
- May question members of the Cabinet and Chief Officers about their performance in relation to significant and/or major projects

## **Relationship Management**

### ***Cabinet Members***

The Cabinet Members with Portfolios of direct relevance to the remit of the Committee are:

Cabinet Member – Community Safety and Well Being

Cabinet Member - Leisure and Culture

The Chair and Vice-Chair shall hold relationship management meetings with the relevant Portfolio Holders to promote close working relationships between the Executive and the Committee.

As and when requested, the relevant Portfolio Holder shall attend the Scrutiny Committee

### ***Staffordshire County Council – Joint Working Arrangements***

The Borough Council is a signatory to Joint Working Arrangements between the Borough and District Councils in Staffordshire and Staffordshire County Council whereby health scrutiny activity is based on three levels of responsibility:

- (a) :The County Council may lead on matters that can best be dealt with at a county level.
- (b) For some matters the County Council may ask a lead District/Borough Council to carry out the scrutiny, and this may be singly or jointly with other District/Borough Councils.
- (c) District and Borough Councils will be lead on those matters that can be best dealt with at a district level.

Under the Joint Working Arrangements this Committee shall appoint one member representative to attend, with full voting rights, meetings of the County Council's Healthy Staffordshire Select Committee.

### **Procedural rules**

The Committee shall conduct it's business in accordance with the Procedure Rules of the Council as set out in Appendices 7 and 9 of the Constitution.