

APPENDIX 3

RESPONSIBILITIES OF SCRUTINY

SCRUTINY COMMITTEES

1. Composition

The Council will appoint three scrutiny committees including a Chair and Vice Chair of each committee.

The members of each committee will be drawn from Non-Executive Councillors.

Each Committee shall have a total of 11 members and will reflect the political make-up of the Council (as required under Section 15 of the Local Government Act 1989). The Health, Well Being and Partnerships Scrutiny Committee also has members from external organisations (see Paragraph 5.3). Named Substitute members are permitted to attend when the full member is unavailable.

2. Frequency of meetings

Each Committee will 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.

3. Role and Function

Within their terms of reference the scrutiny committees should:

- (i) At the request of the Executive, carry out pre-decision scrutiny and/or make reports or recommendations on their findings;
- (ii) Review and scrutinise decisions or matters referred by, the Executive, the Council, Committees and Officers;
- (iii) Review and scrutinise current policies and assist and advise on future policy development;
- (iv) Make reports and/or recommendations to Cabinet or Council in connection with the discharge of any functions or policy matters;
- (v) Consider any matter affecting the Borough or its community;
- (vi) 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;

- (vii) 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;

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

NOTE: *See Appendix 9, Procedure Rules for Scrutiny Committees, Annex 1;*

4. 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 in 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 of its roles and functions to inform debate
- May question members of the Cabinet and Chief Officers about their performance in relation to significant and/or major projects.

5. Terms of Reference

5.1 Finance, Assets and Performance Scrutiny Committee

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

- Corporate Strategy
- Council Structure and Democracy
- External Partnerships (including Newcastle Partnership, Staffs Strategic Partnership, Stoke-on-Trent and Staffordshire LEP, Town Centre BID and Constellation Partnership)
- District Deal
- Economic Development Strategy

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- Human Resources and Payroll
- Keele Deal
- LAPs
- Localism
- Customer and ICT Services
- Communications and Website
- Guildhall
- Sports/Leisure Provision for Kidsgrove
- Ryecroft and Civic Hub Projects
- Revenue and Capital Budgets
- Surplus Assets
- Financial Monitoring
- Internal Audit
- Procurement
- Treasury Management
- Revenues and Benefits
- Increasing Revenue Generation
- Performance Management/Risk Champion
- Licensing – including Taxis
- Financial Inclusion (including Living Wage)
- Car Parks

Relationship Management

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

- Leader – Corporate and Service Improvement, People and Partnerships
- Deputy Leader – Finance and Efficiency

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.

5.2 Economy, Environment and Place Scrutiny Committee

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

- Planning Policy and Development Control
- Building Control
- Land Charges
- Housing Strategy (including Housing Advice and Homelessness) and Development
- Private Sector Housing
- Operational and Commercial Property Management

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- Strategic Transport
- Economic Development
- Tourism
- Taxi Ranks
- Bus Station
- Markets
- Facilities Management
- Recycling and Waste Management
- Streetscene and Litter Control
- Crematorium and Cemeteries
- Climate Change, Sustainability and Energy Efficiency
- Environmental Enforcement
- Environmental Health
- Flooding and Drainage
- Grounds Maintenance
- Community Open Space
- Parks and Gardens - Maintenance

Relationship Management

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

- Leader – Corporate and Service Improvement, People and Partnerships (for Economic Development Strategy)
- Cabinet Member – Environment and Recycling
- Cabinet Member – Planning and Growth

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.

5.3 Health, Well Being and Partnerships Scrutiny Committee

Membership

In addition to the 11 Borough Council members and 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 Wellbeing only. The County Council member will be appointed to 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.

In addition, there shall be 2 non-voting co-opted members, representing the
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young people of the Borough, The Student's Union at Keele University and the Student Representative Body at Newcastle College each to be invited to nominate a co-opted member. Such appointments to be for a period of 1 year (approved at Full Council 19 July 2018).

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

- Health and Wellbeing
- Anti-Social Behaviour
- CCTV
- Homelessness
- Civil Contingencies/Emergency Planning
- Community Safety (including Police, Fire and Crime Panel and Safer and Stronger Board (Crime and Disorder Reduction Partnership))
- Domestic Violence Reduction
- Business Crime Reduction
- Leisure Facilities (Leisure Centres etc.)
- Museum and Art Gallery
- Community Recreation
- Community Centres
- Parks and Gardens – Recreation and Leisure
- Britain in Bloom

Relationship Management

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

- Cabinet Member – Community Safety and Wellbeing
- 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 Relationships

The Borough Council is a signatory to Joint Working Arrangements between the Borough and District Councils in Staffordshire and Staffordshire County Council whereby 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.

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- c) District and Borough Councils will lead on those matters that can be best dealt with at a district level.

Under the Joint Working Arrangements, one member representative of the Borough Council shall be entitled to attend, with full voting rights, meetings of the County Council's Healthy Staffordshire Select Committee. In addition, a named Substitute member is permitted to attend when the full member is unavailable. Both the Full member and the Substitute member shall be appointed at each Annual Council meeting.

6. Procedural Rules

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

The appropriate scrutiny committee is responsible for Councillor Calls for Action in accordance with procedures set out at Appendix 9.