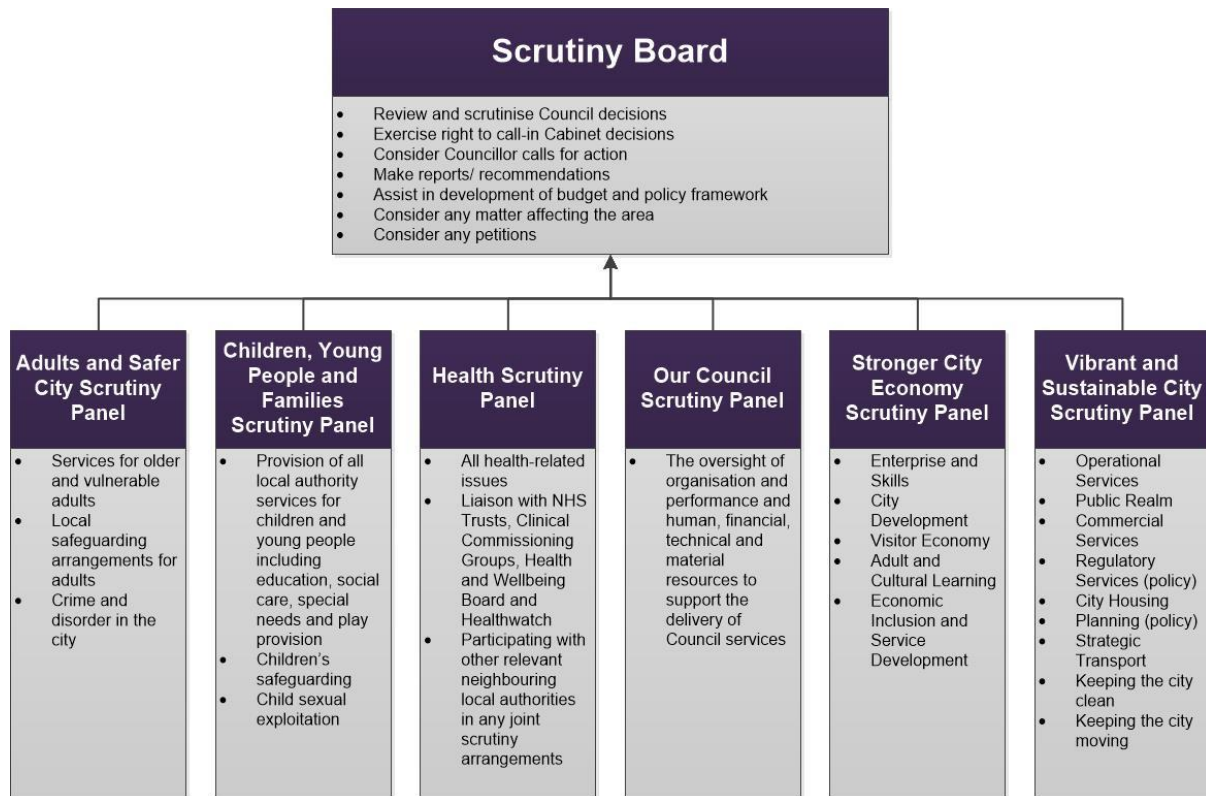


## Article 7 – Overview and Scrutiny Arrangements

### Article 7 – Overview and Scrutiny Arrangements



#### 7.1 Purpose

1. The Council is required by Law to discharge certain overview and scrutiny functions. These functions are an essential component of local democracy. Overview and Scrutiny Committees should be powerful committees that can contribute to the development of Council policies and also hold the Cabinet to account for its decisions. Another key part of the overview and scrutiny role is to review existing policies, consider proposals for new policies and suggest new policies.
2. Overview and scrutiny should be carried out in a constructive way and should aim to contribute to the delivery of efficient and effective services that meet the needs and aspirations of local inhabitants. Overview and Scrutiny Committees should not shy away from the need to challenge and question decisions and make constructive criticism.

#### 7.2 Scrutiny Board

In order to achieve this, the Council have appointed a Scrutiny Board and a number of Scrutiny Panels which between them will: -

- a. review or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council or any of its Committees;

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- b. make reports or recommendations to the Council or the Cabinet in connection with the discharge of any functions;
- c. consider any matter which affects the Council's area or its inhabitants; and
- d. exercise the right to call in for reconsideration decisions made but not yet implemented by the Cabinet and Officers.

The Council or the Leader or the Cabinet or the Scrutiny Board may from time to time establish such other committees or sub-committees as it sees fit.

The leadership and co-ordination of the Council's scrutiny function will be the responsibility of the Scrutiny Board. The Board's terms of reference will be:

### **7.3 Terms of reference**

- a. When scrutinising the work of the Cabinet the Board will have the same terms of reference as the six Panels set out below.
- b. To arrange for the consideration of forthcoming Executive Decisions published in accordance with the Access to Information Procedure Rules with a view to identifying issues for early discussion with the Cabinet and/or scrutiny prior to decisions being made.
- c. The Board will oversee the operation of the call-in mechanisms with the Panels being responsible for hearing those call-ins related to their terms of reference. When the call-in relates to an overarching policy framework / budget issue or a matter that falls within the remit of more than one scrutiny panel it will default to the Scrutiny Board. Further, if the issue is considered to be of particular significance, either the Chair or Vice Chair of the Scrutiny Board can ask for it to come to the Board.
- d. The Board will oversee the work programmes of Scrutiny Panels to avoid duplication of work and to ensure coherence of approach to cross-cutting policy themes. The Board may determine that one named Panel shall take lead responsibility for a cross-cutting policy theme or may determine that the work be shared between one or more named Panels.
- e. The Board will ensure coherence between the policy development work of the named Panels and their role in the consideration of reports received from external auditors and external regulatory Inspectors.
- f. The Board will make recommendations to the Cabinet on the allocation of budgetary and employee resources held centrally for the purpose of supporting scrutiny work.
- g. The Board will ensure that good practices and methods of working are shared between Panels and in particular will seek to optimise the inclusion of citizens, partners and stakeholders in the work of Scrutiny.

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- h. The Board will review or scrutinise non-Cabinet business and may make reports or recommendations to the Council. The Board will consider policy and due process and will not scrutinise individual decisions made by Regulatory or other Committees particularly those quasi-judicial decisions relating to development control, licensing etc. which have been delegated by the Council. The Board will not act as an appeal body in respect of non-Cabinet functions.
- i. The Board will oversee the work of any Councillors appointed to act as lead members or ‘champions’ in respect of any specific priority tasks or areas of policy development identified by the Council.
- j. The Board or another relevant scrutiny panel will consider any petition that contains 2,500-4,999 signatures with a view to making recommendations for action by employees or review by the Executive as appropriate.
- k. The Board will undertake the tracking and monitoring of scrutiny review recommendations.
- l. The Board will oversee the coordination of the budget scrutiny process.

### **7.4 Specific responsibilities**

The Board will have responsibility for scrutiny functions as they relate to:

- Combined Authority
- Future Customer
- Future Performance
- Communications

#### **a. Our Council Scrutiny Panel**

##### **Scope**

The scrutiny of organisation and performance of the human, financial, technical and material resources to support the delivery of Council services.

##### **General responsibilities**

As detailed in the Overview and Scrutiny procedural Rules.

##### **Specific responsibilities**

The Panel will have responsibility for scrutiny functions as they relate to:

- Strategic Financial Services
- Revenues and Benefits
- Strategic Procurement
- The HUB
- Audit
- Human Resources
- Corporate Administration

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- Democracy
- Corporate Landlord
- Transformation
- ICT

### **b. Adults and Safer City Scrutiny Panel**

#### **Scope**

The scrutiny of:

- Services for older and vulnerable adults
- Local safeguarding arrangements for adults
- Crime and disorder in the city

#### **General responsibilities**

As detailed in the Overview and Scrutiny procedural Rules.

#### **Specific responsibilities**

The Panel will have responsibility for scrutiny functions as they relate to:

- Older people assessment and care management
- Financial support services
- Libraries and community hubs
- Independent living centre
- Commissioning older people
- Carers support
- All age disabilities (disabilities)
- All age disability (provision)
- Safeguarding and quality
- Community safety

### **c. Children, Young People and Families Scrutiny Panel**

#### **Scope**

The scrutiny of:

- Provision of all local authority services for children and young people including education, early intervention and prevention, social care, special needs and commissioned services.
- Children's safeguarding including child exploitation

#### **General responsibilities**

As detailed in the Overview and Scrutiny procedural Rules

#### **Specific responsibilities**

The Panel will have responsibility for scrutiny functions as they relate to:

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- Children in need/child protection
- Children and young people in care and care Leavers
- Early intervention and prevention.
- Youth offending
- Children’s commissioning
- School planning and resources
- Standards and vulnerable pupils
- Family learning
- School improvement
- Special educational needs
- Early years
- Youth employment, skills and apprenticeships

### **d. Health Scrutiny Panel**

#### **Scope**

The scrutiny of health provision in accordance with the Health and Social Care Act 2001 and subsequent relevant legislation and Government guidance.

#### **General responsibilities**

As detailed in the Overview and Scrutiny procedural Rules.

#### **Specific responsibilities**

The Panel will have responsibility for scrutiny functions as they relate to:

- All health-related issues, including liaison with NHS Trusts, Clinical Commissioning Groups, Health and Wellbeing Board and Healthwatch.
- All functions of the Council contained in the National Health Service Act 2006, the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (“the Regulations”) -which came into force on 1<sup>st</sup> April 2013, the Health and Social Care Act 2012 and related regulations.
- Reports and recommendations to relevant NHS bodies, relevant health service providers, the Secretary of State or Regulators.
- Initiating the response to any formal consultation undertaken by relevant NHS Trusts and Clinical Commissioning Groups or other health providers or commissioners on any substantial development or variation in services.
- Participating with other relevant neighbouring local authorities in any joint scrutiny arrangements of NHS Trusts providing cross-border services.
- Decisions made by or actions of the Health and Wellbeing Board.
- Public Health – Intelligence and Evidence
- Public Health – Health Protection and NHS Facing
- Public Health - Transformation
- Public Health – Commissioning
- Healthier City
- Mental Health

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- Commissioning Mental Health and Disability
- Headstart Programme

### **e. Stronger City Economy Scrutiny Panel**

#### **Scope**

The scrutiny of policies to attract and retain new businesses and employment in the context of sustainable economic and environmental regeneration.

#### **General responsibilities**

As detailed in the Overview and Scrutiny procedural Rules.

#### **Specific responsibilities**

The Panel will have responsibility for scrutiny functions as they relate to:

- Enterprise and skills
- City Development
- Visitor Economy
- Adult and Cultural Learning
- Economic Inclusion
- Service Development

### **f. Vibrant and Sustainable City Scrutiny Panel**

#### **Scope**

The scrutiny of:

- Vibrant sustainable communities where people feel proud to live
- Keeping neighbourhoods, city infrastructure and the environment clean
- Improving city housing
- Cultural and leisure services

#### **General responsibilities**

As detailed in the Overview and Scrutiny procedural Rules.

#### **Specific responsibilities**

The Panel will have responsibility for scrutiny functions as they relate to:

- Operational Services
- Public Realm
- Commercial Services
- Regulatory Services (policy)
- City Housing
- Planning (policy)
- Strategic Transport
- Keeping the city clean

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- Keeping the city moving
- Improving the city housing offer
- Strategic asset management

The Scrutiny Board will comprise 13 members are appointed at full council, plus any additional members as the Council may see fit to appoint. Neither the Mayor of the Council nor any members of the Cabinet may be members of the Scrutiny Board and its Sub-Committees.

### **7.5 Specific Functions**

#### Policy Development and Review

The Scrutiny Board and its Panels may:-

- a. assist the Council and the Cabinet in the development of its budget and policy framework by in depth analysis of policy issues;
- b. conduct research, community and other consultation in the analysis of policy issues and possible options;
- c. question members of the Cabinet and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area;
- d. liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interest of local people are enhanced by collaborative working; and
- e. consider the impact of policies to assess if they have made a difference.

Scrutiny. The Scrutiny Board and its Panels may:-

- a. review and scrutinise the decisions by and performance of the Cabinet and/or Committees and Council Officers in relation to individual decisions and over time;
- b. review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- c. question members of the Cabinet and/or Committees and Chief Officers from the Council about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or project;
- d. make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- e. review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the

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Scrutiny Board or its Panels and local people about their activities and performance; and

- f. question and gather evidence from any person (with their consent).

### **7.6 Proceedings of the Scrutiny Board and Scrutiny Panels**

The Scrutiny Board and Scrutiny Panels will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4.

### **7.7 Annual Report**

- a. The Scrutiny Board will present an annual report to the Council.
- b. The Annual Report will contain information on the work done by the Board or panels over the past year and recommendations for work to be done in the year to come.

### **7.8 Designation of Scrutiny Officer**

The Scrutiny and Systems Manager is designated as the Council's Statutory Scrutiny Officer whose function is:

- a. to promote the role of the authority's Scrutiny Board and panels;
- b. to provide support to the authority's Scrutiny Board or panels and the members of that committee or those committees;
- c. to provide support and guidance to—
  - members of the authority,
  - members of the executive of the authority, and
  - employees of the authority,

in relation to the functions of the authority's Scrutiny Board or Panels.

### **7.9 Quorum**

The quorum for a meeting of the Scrutiny Board shall be one quarter of the number of voting members of the Overview and Scrutiny Committee.

The quorum for a meeting of the Scrutiny Panel's shall be one quarter of the number of voting members of the relevant Panel/ Select Committee.

### **7.10 Substitutes**

The leaders of the political groups may notify the Monitoring Officer of substitutes, of Councillors from their party, to attend Scrutiny Board/Scrutiny Panel/Select Committee in place of members of their party where the relevant member is unable to attend.