

APPENDIX E

POLICY AND SCRUTINY COMMITTEES – Terms of Reference

Policy and Scrutiny Committee for Children’s Services

Scope:

To be responsible for the Policy and Scrutiny functions in respect of the remit of the Cabinet Member for Children’s Services.

Policy Development & Review:

1. To assist the Cabinet in the development of future policy for the council to enable the outcomes set out in the corporate plan to be delivered.
2. To assist the Cabinet in the development and implementation of the key activities set out in the corporate plan in related to the delivery of children’s services.
3. To identify and recommend to Cabinet existing policies to be reviewed or new policies to be developed in order to ensure continued and improved, effective and efficient service delivery.
4. To undertake such policy reviews, or the development of new policies, in agreement with the Cabinet, to ensure continued effective service delivery.
5. To assist the Cabinet in the development of the Council’s budget and policy framework by in depth analysis of policy issues.
6. To engage with relevant partners and stakeholders on the development and review of policies required in connection with the delivery of the key activities in the corporate plan related to children’s services
7. To consider mechanisms to encourage and enhance community participation in the development of policy options and service delivery.
8. To have a view on budget and performance management specifically related to children’s services.
9. To monitor progress with relevant action plans.
10. To allow the relevant cabinet member to report on key issues and items on the forward plan.

Scrutiny:

11. To review and scrutinise the decisions made by, and performance of, the Cabinet and council officers in in relation to the delivery of the outcomes, activities and performance areas described in the corporate plan.
12. To review and scrutinise the performance of the Cabinet in relation to its policy objectives, key activities and performance targets as set out in its corporate plan.

13. To question members of the Cabinet and chief officers, about their decisions and performance, in comparison with service plans and targets, or in relation to particular decisions, initiatives or projects.
14. To make recommendations to the cabinet and/or Council arising from the outcome of the scrutiny process;
15. To review and scrutinise the performance of other public bodies and invite them to report to or address the committee.
16. To question (with consent) and/or invite local people and organisations to provide evidence to the committee in support of its scrutiny activities.

Membership:

- The Committee shall comprise 7 members of the council appointed on a politically proportionate basis.
- No cabinet member will be a member of the Committee.
- The statutory education co-optees (these are the representatives appointed by the two dioceses and two parent governor representatives, who are elected for a four year term, from the parent governors on the Island) who will also have a vote on any education matters.
- The chairman of the Committee shall be appointed by the Full Council.
- The quorum for the Committee will be four elected members.

Other:

Meetings – Will be scheduled, quarterly and no other meetings arranged unless with the approval of the Leader, relevant Cabinet member and the Chairman of the Scrutiny Committee.

Task & Finish Groups – no more than one shall be permitted at any time without the approval of the Leader, relevant Cabinet member and Chief Executive

Policy and Scrutiny Committee for Adult Social Care and Health

Scope:

To perform the Council's statutory health scrutiny function under the legislation including the power of referral to the Secretary of State. To perform the Policy and Scrutiny functions relating to the remit of the Cabinet Member for Adult Social Care, Cabinet Member for Public Health and the Cabinet Member for Public Protection.

Policy Development & Review:

1. To assist the Cabinet in the development of future policy for the council to enable the outcomes set out in the corporate plan to be delivered.

2. To assist the Cabinet in the development and implementation of the key activities set out in the corporate plan in related to the delivery of adult social care, public health and public protection.
3. To identify and recommend to Cabinet existing policies to be reviewed or new policies to be developed in order to ensure continued and improved, effective and efficient service delivery.
4. To undertake such policy reviews, or the development of new policies, in agreement with the Cabinet, to ensure continued effective service delivery.
5. To assist the Cabinet in the development of the Council's budget and policy framework by in depth analysis of policy issues.
6. To engage with relevant partners and stakeholders on the development and review of policies required in connection with the delivery of the key activities in the corporate plan related to children's services.
7. To consider mechanisms to encourage and enhance community participation in the development of policy options and service delivery.
8. To have a view on budget and performance management specifically related to adult social care, public health and public protection.
9. To monitor progress with relevant action plans.
10. To enable the relevant cabinet member to report on key issues and items on the forward plan.

Scrutiny:

11. To review and scrutinise the decisions made by and performance of the Cabinet and council officers in in relation to the delivery of the outcomes, activities and performance areas described in the corporate plan.
12. To review and scrutinise the performance of the Cabinet in relation to its policy objectives, key activities and performance targets as set out in its corporate plan.
13. To question members of the Cabinet and chief officers, about their decisions and performance, in comparison with service plans and targets, or in relation to particular decisions, initiatives or projects.
14. To make recommendations to the cabinet and/or Council arising from the outcome of the scrutiny process;
15. To review and scrutinise the performance of other public bodies and invite them to report to or address the committee.

16. To question (with consent) and/or invite local people and organisations to provide evidence to the committee in support of its scrutiny activities.

Membership:

- The Committee shall comprise 7 members of the council appointed on a politically proportionate basis.
- No cabinet member will be a member of the Committee.
- The chairman of the Committee shall be appointed by the Full Council.
- The quorum for the Committee will be four elected members.

Other:

Meetings – Will be scheduled, quarterly and no other meetings arranged unless with the approval of the Leader, relevant Cabinet member and the Chairman of the Scrutiny Committee.

Task & Finish Groups – no more than one shall be permitted at any time without the approval of the Leader, relevant Cabinet member and Chief Executive

Policy and Scrutiny Committee for Regeneration, Planning, Housing and the Environment

Scope:

To be responsible for the Policy and Scrutiny functions in respect of the remit of the Cabinet Member for Regeneration; Cabinet Member for Planning and Housing and Cabinet Member for the Environment.

Policy Development & Review:

1. To assist the Cabinet in the development of future policy for the council to enable the outcomes set out in the corporate plan to be delivered.
2. To assist the Cabinet in the development and implementation of the key activities set out in the Corporate Plan in related to the delivery of regeneration, planning, housing and the environment.
3. To identify and recommend to Cabinet existing policies to be reviewed or new policies to be developed in order to ensure continued and improved, effective and efficient service delivery.
4. To undertake such policy reviews, or the development of new policies, in agreement with the Cabinet, to ensure continued effective service delivery.
5. To assist the Cabinet in the development of the Council's budget and policy framework by in depth analysis of policy issues.

6. To engage with relevant partners and stakeholders on the development and review of policies required in connection with the delivery of the key activities in the corporate plan related to regeneration, planning, housing and the environment.
7. To consider mechanisms to encourage and enhance community participation in the development of policy options and service delivery.
8. To have a view on budget and performance management specifically related to regeneration, planning, housing and the environment.
9. To monitor progress with relevant action plans.
10. To enable the relevant cabinet member to report on key issues and items on the forward plan.

Scrutiny:

11. To review and scrutinise the decisions made by and performance of the Cabinet and council officers in relation to the delivery of the outcomes, activities and performance areas described in the corporate plan.
12. To review and scrutinise the performance of the Cabinet in relation to its policy objectives, key activities and performance targets as set out in its corporate plan.
13. To question members of the Cabinet and chief officers, about their decisions and performance, in comparison with service plans and targets, or in relation to particular decisions, initiatives or projects.
14. To make recommendations to the Cabinet and/or Council arising from the outcome of the scrutiny process;
15. To review and scrutinise the performance of other public bodies and invite them to report to or address the committee.
16. To question (with consent) and/or invite local people and organisations to provide evidence to the committee in support of its scrutiny activities.

Membership:

- The Committee shall comprise 7 members of the council appointed on a politically proportionate basis.
- No cabinet member will be a member of the Committee.
- The chairman of the Committee shall be appointed by the Full Council.
- The quorum for the Committee will be four elected members.

Other:

Meetings – Will be scheduled quarterly and no other meetings arranged unless with the approval of the Leader, relevant Cabinet member and the Chairman of the Scrutiny Committee.

Task & Finish Groups – no more than one shall be permitted at any time without the approval of the Leader, relevant Cabinet member and Chief Executive

Scrutiny Committee

Scope

To be responsible for the scrutiny functions in respect of decisions and activities within the remit of the Council, the Cabinet, Leader and Deputy Leader of the Council, and any functions not otherwise expressly delegated to another committee including those relating to crime and flooding.

Scrutiny

1. To review and scrutinise the performance of the Council, as a whole, in relation to its outcomes, policy objectives, performance targets and key activities as described in the corporate plan
2. To recommend to the Policy and Scrutiny Committees subjects, within the scope of each committee, for scrutiny by the committee and consider any implications for the councils as whole arising from any completed review.
3. To manage and co-ordinate the work undertaken by the committee and any task and finish groups.
4. To be responsible for, and operate, the system of call in to review executive decisions as set out in the council's decision making process.
5. To consider any councillor call for actions on general local government matters.
6. To have an overall view on budget and performance management across the council.
7. To have an overall view on policy development, implementation and consistency across the council.
8. To scrutinise any policies of the Council as requested by the relevant Cabinet member or any that the Scrutiny Committee consider to be of particular importance and within its scope.
9. To monitor progress with relevant action plans.
10. To enable the relevant Cabinet members to report on key issues and items on the forward plan.

11. To be responsible for dealing with petitions as outlined in the Council's Petition Scheme as set out in the constitution.

Membership:

- The Committee shall comprise 8 members of the council appointed on an inversely politically proportionate basis.
- No cabinet member will be a member of the Committee.
- The Committee will also include a voting co-opted member, appointed by the Isle of Wight Association of Local Councils, for a period to coincide with the scheduled council elections.
- The Isle of Wight Youth MP will be entitled to attend, and speak at, any meeting of the Scrutiny Committee in a non-voting consultative capacity.
- The Isle of Wight Youth Council will be entitled to appoint two of their members (in a non-voting capacity) to be a point of consultation between the committee and the Youth Council these can attend and speak at any meeting of the Scrutiny Committee
- The chairman of the Committee shall be appointed by the Full Council.
- The quorum for the Committee will be four elected members.

Other:

Meetings – Will take be scheduled on a minimum nine occasions per year to take place prior to Cabinet meeting.

Task & Finish Groups – no more than two` shall be permitted at any time without the approval of the Leader, relevant Cabinet member and Chief Executive