

Scrutiny Management Board

TERMS OF REFERENCE

Managing the Scrutiny Function

1.	To oversee and co-ordinate the overview and scrutiny function, including: <ul style="list-style-type: none"> periodically reviewing the function to ensure that it is operating effectively and where necessary, make recommendations to the Executive or Council identifying training, development and support for members carrying out the scrutiny function dealing with any cross-cutting issues or issues which are not allocated to any of the scrutiny panels monitoring the work of the scrutiny panels by receiving regular reports on delivery of their work programmes providing an annual report to full Council on the work of the function
2.	To ensure effective communication and on-going dialogue with the Executive to ensure that scrutiny is linked to the work of the Council as a whole.
3.	To oversee the Council's involvement in external overview and scrutiny initiatives, such as the Centre for Public Scrutiny.
4.	To oversee and promote public involvement in the overview and scrutiny process, including considering the role and function of scrutiny in relation to the partnerships within the GPP structure.
5.	To consider any general overview and scrutiny issues.

Holding to Account

6.	Hold the Executive to account for the discharge of functions in the following ways: <ul style="list-style-type: none"> by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. This will include any decisions which fall within the remit of more than one scrutiny committee. by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
7.	To receive a report from the Leader of the Council after each Annual Council, to include the Executive's priorities for the coming year and its performance in the previous year.
8.	To review and scrutinise the Council's performance in relation to budgetary management.
9.	To review and scrutinise the planning, decisions, policy development, service provision and performance relating to : <ul style="list-style-type: none"> Corporate Communications Equalities Legal and Democratic Services Strategic Improvement and Partnerships

10.	To oversee the scrutiny of the delivery of the Sustainable Community Strategy and Local Area Agreement, including the consideration of any cross-cutting issues and consideration of any issues referred to it by a scrutiny panel.
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Policy Development and Review

11.	To exercise the powers of overview and scrutiny with regard to over-arching policy framework documents, seeking the views of the scrutiny panels where appropriate. This will include the annual budget proposals, incorporating the Corporate Plan; Sustainable Community Strategy and Local Area Agreement.
12.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues and to undertake the development and scrutiny of any cross-cutting issues which fall within the remit of more than one scrutiny committee.
13.	To make recommendations to the Executive and/or Council arising from the outcome of the scrutiny activity.
14.	Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Board on a time-limited basis.

Business Efficiency and Value for Money Scrutiny Panel

1.	To review and scrutinise the delivery of the underpinning Sustainable Community Strategy theme of value for money. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of Local Area Agreement targets.
2.	<p>Hold the Executive to account for the discharge of functions in the following ways:</p> <ul style="list-style-type: none"> • by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. Any decisions which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board. • by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan • by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
3.	<p>To review and scrutinise the planning, decisions, policy development, service provision and performance relating to :</p> <ul style="list-style-type: none"> • Building Maintenance • Human Resources • Property Design and Maintenance • Resilience • Strategic Resources
4.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues. Any cross-cutting issues which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board.
5.	Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
6.	Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Panel on a time-limited basis.

Children, Education and Skills Scrutiny Panel

1.	To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating opportunities, tackling inequalities. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of Local Area Agreement targets. The Panel will also contribute to the delivery of the priority creating strong and supportive communities.
2.	<p>Hold the Executive to account for the discharge of functions in the following ways:</p> <ul style="list-style-type: none"> • by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. Any decisions which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board. • by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan • by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
3.	<p>To review and scrutinise the planning, decisions, policy development, service provision and performance relating to :</p> <ul style="list-style-type: none"> • Children’s Services • Safeguarding Children • Adult Learning and Skills
4.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues. Any cross-cutting issues which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board.
5.	Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
6.	Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Panel on a time-limited basis.

Environment Capital Scrutiny Panel

1.	To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating the UK's environment capital. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of Local Area Agreement targets.
2.	<p>Hold the Executive to account for the discharge of functions in the following ways:</p> <ul style="list-style-type: none"> • by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. Any decisions which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board. • by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan • by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
3.	<p>To review and scrutinise the planning, decisions, policy development, service provision and performance relating to :</p> <ul style="list-style-type: none"> • City Centre Operations • Environment, Transport and Engineering • Environmental and Public Protection • Planning and Development • Street Scene and Facilities • Waste Strategy and Management
4.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues. Any cross-cutting issues which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board.
5.	Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
6.	Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Panel on a time-limited basis.

Health and Adult Social Care Scrutiny Panel

1.	To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating opportunities, tackling inequalities. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of Local Area Agreement targets.
2.	<p>Hold the Executive to account for the discharge of functions in the following ways:</p> <ul style="list-style-type: none"> • by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. Any decisions which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board. • by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan • by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
3.	<p>To review and scrutinise the planning, decisions, policy development, service provision and performance relating to :</p> <ul style="list-style-type: none"> • Adult Social Care • Public Health • Safeguarding Adults • Scrutiny of the NHS
4.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues. Any cross-cutting issues which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board.
5.	Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
6.	Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Panel on a time-limited basis.
7.	Undertake all of the Council's statutory functions in accordance with section 244 of the National Health Service Act 2006, to review and scrutinise matters relating to the health service within the Council's area and to make reports and recommendations to local NHS bodies. This will include appointing members, from within the membership of the Panel, to any joint health overview and scrutiny committees with other local authorities.

Stronger Communities and Sustainable Growth Scrutiny Panel

1.	To review and scrutinise the delivery of the Sustainable Community Strategy priorities of creating strong and supportive communities; and substantial and truly sustainable growth. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of Local Area Agreement targets. The Panel will also contribute to the delivery of the priority creating opportunities, tackling inequalities.
2.	<p>Hold the Executive to account for the discharge of functions in the following ways:</p> <ul style="list-style-type: none"> • by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. Any decisions which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board. • by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan • by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
3.	<p>To review and scrutinise the planning, decisions, policy development, service provision and performance relating to :</p> <ul style="list-style-type: none"> • Cohesion • Community Safety and Drug Prevention • Cultural Services • Delivery • Neighbourhood Services • Regeneration • Recreation • Strategic Planning and Enabling
4.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues. Any cross-cutting issues which fall within the remit of more than one scrutiny committee will be considered by the Scrutiny Management Board.
5.	Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
6.	Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Panel on a time-limited basis.
7.	To undertake all of the Council's statutory functions in accordance with Sections 19 & 20 and associated regulations of the Police and Justice Act 2006, relating to scrutiny of crime and disorder matters, including acting as the Council's crime and disorder committee.

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