

## **Terms of Reference of Overview and Scrutiny Committees**

The Scrutiny Committees shall deal with the following general areas, although many issues will cut across boundaries and consequently the Terms of Reference of the Scrutiny Committees are not to be construed restrictively:

### **People Overview and Scrutiny Committee**

The People Overview and Scrutiny Committee will consider and hold to account the relevant Cabinet Member(s) and Director(s) for the delivery of the Council's plans as they relate to children and adult social care, education and wellbeing.

This Committee will focus on:

1. Children's Social Care, Early Help and Youth Support, including; safeguarding, family support and protection, corporate parenting, and youth justice
2. Education, Early Years and Inclusion, including, early years, childcare, education and school effectiveness, special educational needs, and disability (SEND), school place planning and admissions and home to school transport.
3. Adult Social Care, including delivery of statutory function, commissioning and delivery of social care services for adults, support for carers and safeguarding adults.
4. Life events, including bereavement and registration services
5. Communities and Equalities
6. Adult Skills and Learning
7. Housing responsibilities and needs, including homelessness and tenant / resident services including commissioning / procurement of such services.
8. Sport and physical activity and wellbeing

### **Policy & Resources Overview and Scrutiny Committee**

The Policy & Resources Overview and Scrutiny Committee will consider and hold to account the Leader, relevant Cabinet Member(s) and Director(s), the Chief Executive and the Section 151 Officer for the delivery of the Council financial strategy, budget management and the overall strategic direction, policies and priorities.

This Committee will focus on:

1. The overall strategic direction, policies and priorities of the Cabinet, and of Council.
2. The Council's financial position and management of the council's finance and budgets (revenue and capital).
3. Corporate Planning and Policy

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4. Corporate Services (including Legal and Democratic Services and corporate communications)
5. Corporate Finance Matters, including the localisation of benefits, localisation of business rates
6. Procurement
7. ICT and Data Protection
8. Human Resources
9. Customer Services
10. Transformation
11. Asset management
12. Internal Audit
13. Risk and insurance
14. Health and safety
15. Business support
16. The Council's role as an employer
17. The Council's wholly owned companies and other legal entities (SCC's shareholder role).

Matters that are considered cross-cutting and which may affect more than one Overview and Scrutiny Committee will ordinarily, and by agreement of Committee Chairs (in consultation with the Monitoring Officer, as appropriate), be referred to the Policy & Resources Overview and Scrutiny Committee, to avoid duplication or the issue being overlooked.

### **Place Overview and Scrutiny Committee**

The Place Overview and Scrutiny Committee will consider and hold to account the relevant Cabinet Member(s) and Director(s) for the delivery of the Council's plans as they relate and impact on the City's amenities, infrastructure, local economy and development, and community-based services including libraries and leisure facilities.

This Committee will focus on:

- The economy of Southend-on-Sea
- Regeneration and Economic Development
- Tourism and Events
- Air quality improvement
- Parks, Open Spaces and Grounds Maintenance
- Street scene and cleaning
- Climate action and carbon reduction
- Foreshore, Marine and Maritime affairs
- Recycling and Waste Management

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- Planning, Highways, Transportation & Engineering
- Public Protection and Trading Standards
- Leisure and culture
- Library services
- Flood management
- Community Safety and Crime and Disorder issues (section 19 of Part 3 of the Police & Justice Act 2006) *Note: not Domestic Violence or Youth Offending Team*
- Emergency Planning
- All aspects of the Better Queensway Regeneration Project

### **Health Overview & Scrutiny Committee**

The Council will appoint a Health Overview and Scrutiny Committee to discharge the functions conferred on the Council by statute to review and scrutinise, and receive referrals in connection with, any matter relating to the planning, provision and operation of the health service in its area and such other matters as are identified below.

The Health Overview and Scrutiny Committee will have the following roles and functions:

1. to review and scrutinise the totality of local services planned and provided including the work of the Health and Wellbeing Board as part of their wider responsibility to seek health improvements and reduce health inequalities for their area and its inhabitants.
2. to refer contested proposals for major service changes to the Secretary of State;
3. to scrutinise the social care services provided or commissioned by NHS bodies exercising local authority functions under section 31 of the Health Act 1999;
4. to review or scrutinise health services commissioned or delivered in the Council's area within the framework set out below:
  - (a) arrangements to secure hospital and community health services to the inhabitants of the Council's area;
  - (b) the provision of such services to those inhabitants;
  - (c) the provision of family health services, personal medical services, personal dental services, pharmacy and NHS ophthalmic services;

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- (d) the public health arrangements in the area; e.g. arrangements for the surveillance of, and response to, outbreaks of communicable disease or the provision of specialist health promotion services;
  - (e) the planning of health services, including plans made in co-operation with local authorities setting out a strategy for improving both the health of the local population and the provision of health care to that population; and
  - (f) the arrangements made by NHS bodies for consulting and involving patients and the public;
5. to review and scrutinise the totality of local services including social services, planned and provided as part of their wider responsibilities to seek health improvements and reduce health inequalities; and
  6. to act as consultee to an NHS body within the remitted area on issues of:
    - (a) substantial developments of the health service in the Council's area; and
    - (b) any proposals to make any substantial variation to the provision of such services.

### **Powers of Each Scrutiny Committee**

Each Scrutiny Committee shall have powers to:

- Require the attendance of the Cabinet Member(s) whose portfolio covers the matter under consideration.
- Request and receive reports from officers
- Require the Chief Executive, Deputy Chief Executives, Executive Directors and Directors to attend meetings to provide information
- To obtain (as a last resort) professional advice from outside the Council

### **Status of Meeting**

Open to the Public

### **Reports To**

The Council

### **Scrutiny Co-ordination Group**

The Scrutiny Co-ordination Group shall comprise the Chair and Vice-Chair of each of the Scrutiny Committees. The Forum shall meet on an ad hoc basis to discuss common issues, problem areas, good practice and the development of the scrutiny function, including the development of the Scrutiny work programme.