

TERMS OF REFERENCE OF OVERVIEW AND SCRUTINY PANELS

1. The statutory overview and scrutiny functions of the Council shall be undertaken by Overview and Scrutiny Panels. Each Panel shall have a particular responsibility for the overview and scrutiny of the following service areas:-

Community Overview and Scrutiny Panel

1. Housing issues
2. Leisure Services, including
 - a. Arts
 - b. Play
 - c. Sport
 - d. Recreation
 - e. Museums
 - f. Galleries
 - g. Libraries
 - h. Children and Youth Matters
 - i. Open Space
 - j. Leisure related and other non-service specific and core funding Grants (but not Citizens' Advice Bureau or Community First)
3. Crime and Disorder matters
4. Community Safety
5. Emergency Planning
6. Road Safety
7. Personal Health and Social Inclusion
Health strategies;
Health improvement programmes;
Promotion of health and social inclusion issues in the community;
Ancillary activities that affect the health and welfare of residents in the District;
Welfare funerals
8. Adult Learning

Corporate Overview and Scrutiny Panel:

1. Corporate and Community Plans
2. Performance Management
3. Political and Management Structures
4. Financial Strategy
5. Risk Management
6. Communications
7. Human Resources Strategy
8. Other corporate matters
9. Value for Money
10. Information and Communications Technology
11. Asset Management - Land and Buildings Strategy
12. Capital and Revenue Budgets
13. Council Tax and Benefits (incl. Housing)
14. National Non-Domestic Rates and Discretionary Non-domestic rate relief

15. Central Support Services including
 - i. Accountancy
 - ii. Information Services
 - iii. Exchequer Functions (Payroll, Payments, Cashiers, Debtors)
 - iv. Legal and Democratic Services
 - v. Chief Executive's Administration
16. Employee and Civic Catering
17. Health and Safety of Employees
18. Economic Development / Business Partnership /Tourism

Environment Overview and Scrutiny Panel

1. Sustainability Co-ordination
 2. Refuse Collection/Disposal
 3. Street Cleaning
 4. Grounds Maintenance
 5. Recycling including Project Integra
 6. Public Conveniences
 7. Cemeteries
 8. Abandoned Vehicles
 9. Coastal Protection
 10. Land Drainage and Sewerage (other than in the public health context)
 11. Planning Strategy and Development Plans
 12. Building Control
 13. Transportation
 14. Car Park Management
 15. Highways
 16. Street Naming and Numbering
 17. Local Land Charges
 18. Air pollution control
 19. Noise and statutory nuisances
 20. Drinking water standards
 21. Drains and sewers (in the public health context)
 22. Land contamination
 23. Radiation monitoring
 24. Food safety
 25. Communicable disease
 26. Pest control
 27. Dog warden services
 28. Sunday Trading
 29. Animal Welfare (except for those matters being the responsibility the General Purposes and Licensing Committee)
2. For those matters being the responsibility of the Executive relating to the functions of the Portfolio(s) for which each Panel has been established:-
- (i) To prepare an annual programme of reviews each year for approval by the Council.
 - (ii) To consider such policy and strategy proposals as are referred to it by the Council and the Executive and to report back the result of its considerations with reasons to the referring body.

- (iii) To consider the proposals for revenue and capital budgets which comply with the financial strategy approved by the Council for recommendation to the Executive.
- (iv) To scrutinise the Corporate Plan and to select and submit to the Corporate Overview and Scrutiny Panel a list of those aims and topics it wishes to examine further.
- (v) To review how and to what effect Council policy and strategy is being implemented by the Executive and Officers and to make reports and recommendations, including proposals for changes to policies and practices to, the Council, the Executive, and Officers,¹ as appropriate.
- (vi) To review performance against annual budgets, including budget profiles and to report thereon to the Council and Executive as appropriate.
- (vii) To review the 'called in' decisions of or action taken by the Executive and Officers acting under delegated powers, and report the outcome of each review to the Council, the Executive and Officers, as appropriate.²
- (viii) To assist in the development, implementation and monitoring of the Council's performance management framework, including the fundamental and annual service plans relating to its functions, and to make such reports and recommendations as it considers appropriate.
- (ix) To undertake reviews of services provided by other agencies and which affect the economic, social and environmental well-being of the Council's area.
- (x) To review the Council's involvement and support to outside organisations that fall within these Terms of Reference.
- (xi) To receive and review external audit reports which relate to matters within these Terms of Reference.
- (xii) To receive representatives and/or deputations from any area structures implemented by the Council or relevant groups of interest, and to report to the Council, the Executive and Officers, as appropriate.
- (xiii) To make recommendations to the Executive and Council on estimates of expenditure and the budget required to enable the Panel to undertake its functions.
- (xiv) To make reports or recommendations to the Council or the Executive in respect of functions which are not the responsibility of the Executive.
- (xv) To make reports or recommendations to the Council or the Executive in respect of matters which affect the Local Authority's area or its inhabitants.
- (xvi) To appoint lead members to represent the Panel in the service planning process.
- (xvii) To consider whether decisions taken by the Executive which were not treated as key decisions should have been so treated, and to require the executive to prepare a report to the Council in appropriate cases as set out in Annex 6 to this Constitution.

3. Additional Terms of Reference of the Corporate Overview and Scrutiny Panel
 - (i) To consider the aims and topics of the Corporate Plan proposed for further examination by all Panels under paragraph 2 (iv), to assess whether adequate resources are available, and to consider how resources may be apportioned in order to link the annual budget with the Council's strategic objectives.
 - (ii) To identify aims and topics in the Corporate Plan that are not covered, or are duplicated, in Panels' proposals under paragraph 2 (iv), and to request the relevant Panel Chairmen to agree a way forward.
4. The following Overview and Scrutiny Panels may review decisions or action taken in respect of those functions that are not the responsibility of the executive, to the extent stated in this paragraph:

Community

To be the Crime and Disorder Scrutiny Committee under Section 19 of the Police and Justice Act 2006, with power to co-opt representatives of the Crime and Disorder Reduction Partnership onto the Panel when it reviews Partnership matters, and to agree terms of such co-option.

Corporate

All functions within the terms of reference of the General Purposes and Licensing Committee, except:

Determination of any application for any consent, licence, certificate, permit, registration or the like; functions under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974; and responses to consultations on issues relating to sea fisheries.

All functions within the terms of reference of the Audit Committee.

Environment

The following functions within the terms of reference of the General Purposes and Licensing Committee:

functions under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974; and responses to consultations on issues relating to sea fisheries.

The following functions within the terms of reference of the Planning Development Control Committee:

responding to Executive consultations in the preparation of Development Plans; responding as consultees on issues relating to the protection of the rights of public use of highways, maintenance and review of the definitive map and statement of footpaths and bridleways, reclassification of roads used as public paths; recommendations to Council on budgetary matters; delegation of functions to officers; and responding to consultations on behalf of the Council on matters falling within that Committee's terms of reference.

5. Subject to compliance with any provisions within legislation and the Council's Constitution, to delegate any of the functions of the Panel to an officer of the Council.

¹ "Officers" refers to the Chief Executive and Executive Directors.

² The decisions of Regulatory Panels and Officers to whom a function has been delegated by a Regulatory Panel, or where an appeal lies to a Regulatory Panel, are excluded from the Panel's Terms of Reference.