

# Article 6 – Overview and Scrutiny Committees

## 6.01 Terms of reference

The Council will appoint the Overview and Scrutiny Committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000 in relation to the matters set out in the right hand column of the same table, and any other such functions as may from time to time be allocated by the Co-ordination, Finance and Performance Commission.

<b>Committee</b>	<b>Scope</b> [Precise Terms of Reference are set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution]
<p><b>Co-ordination, Finance and Performance Commission</b> [membership to include non-voting co-opted advisers]</p>	<p>Matters relating to the Council’s budget, the management of its budget, capital, revenue borrowing and assets and its audit arrangements; personnel strategies and policies; and cross-cutting functions. Having lead responsibility for performance review (including the performance of partnership working, such as LAAs); and scrutiny of partnerships and the voluntary sector. To ensure overview and scrutiny in Richmond operates consistently and effectively. To scrutinise the work of the community safety partnership and the partners who comprise it, insofar as their activities relate to the partnership itself in accordance with sections 19 and 21 of the Police and Justice Act 2006.</p>
<p><b>Children’s Services Overview &amp; Scrutiny Committee</b> [membership to include voting Church and Parent Governor representatives and non voting co-opted advisers]</p>	<p>The provision, planning and management of education, training, arts, culture and sport in Richmond upon Thames and the provision of health and social care services for children and young people.</p>

<p><b>Environment and Sustainability</b> [membership to include non-voting co-opted advisers]</p>	<p>The physical environment of Richmond upon Thames; the provision, planning and management of the built and natural environment, including parks, open spaces, allotments, cemeteries and pitches; environmental services; transport services for client groups, concessionary fares.</p>
<p><b>Health, Housing &amp; Social Care Overview &amp; Scrutiny Committee</b> [membership to include non-voting co-opted advisers]</p>	<p>The provision, planning and management/operation of adult health and social care services and housing for residents of Richmond upon Thames; allocations, homelessness, rough sleepers and asylum seekers.</p>

## 6.02 General role

Overview and Scrutiny Committees' work programmes will include a combination of

- matters referred by the Executive
- consideration of proposed Executive decisions
- analysis/review of policy issues identified by the Committees themselves.

Within their terms of reference, Overview and Scrutiny Committees will:

- i) consider the Forward Plan and comment as appropriate to the Executive on Key Decisions;
- ii) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- iii) make reports and/or recommendations to the full Council and/or the Executive in connection with the discharge of any functions;
- iv) consider any matter affecting the area or its inhabitants; and
- v) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive.

## 6.03 Specific functions

(a) **Community Safety:** the Co-ordination, Finance and Performance Commission shall scrutinise the work of the community safety partnership and the partners who comprise it, insofar as their activities relate to the partnership itself in accordance with sections 19 and 21 of the Police and Justice Act 2006 by:

- i. reviewing or scrutinising decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions
- ii. make reports or recommendations to the local authority with respect to the discharge of those functions
- iii. make recommendations to the executive and/or council assembly with respect to any matter which is a local crime and disorder matter in relation to a member of the authority,
- iv. consider any crime and disorder matters referred by any member of the council

(b) **Policy development and review.** Overview and Scrutiny Committees may:

- i) assist the Council and the Executive in the development of the budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- iv) question Members of the Executive and appropriate/responsible officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(c) **Scrutiny.** Overview and Scrutiny Committees may:

- i) review and scrutinise the decisions made by and performance of the Executive and Council officers in relation to individual decisions;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- iii) consider referrals from any member of crime and disorder matters or other matters affecting the ward of the member in respect of any of the functions of the Committee;
- iv) question Members of the Executive and appropriate/responsible officers 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 projects;
- v) make recommendations, to the Executive, Council and/or other stakeholders, arising from the outcome of the scrutiny process;
- vi) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
- vii) question and gather evidence from any person (with their consent).

(d) **Finance.** There is a budget available to enable Overview and Scrutiny to commission research, meet the expenses of witnesses and undertake other activities such as site visits.

(e) **Annual report.** The Co-ordination, Finance and Performance Commission will report annually to full Council on the workings of the Overview & Scrutiny function, and make recommendations for future work programmes and amended working methods if appropriate.

#### 6.04 Proceedings of Overview and Scrutiny Committees

Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.