

### Scrutiny Programme Committee - Terms of Reference

#### 1 General

- 1.1 The Scrutiny Programme Committee will have the following general responsibilities:
- a. Holding members of the Council's executive to account.
  - b. Monitoring the performance of public services, policies and partnerships.
  - c. Contributing to corporate and partnership policy and strategy development.
  - d. Conducting in depth inquiries into service and policy areas.
  - e. Involving the public in service improvement and policy development.
  - f. Considering the opinions of external inspectors.
  - g. Making reports and recommendations to Council or Cabinet on the discharge of any functions of the authority as appropriate.
  - h. To undertake reviews as directed by Council.
  - i. Preparing and publishing a regular work plan.
  - j. Contribute to an overall strategic work programme for scrutiny that will be reported regularly to Council.
  - k. Observing the principles of effective scrutiny as set out in the Protocol for Scrutiny.
- 1.2 The Committee will have responsibility for coordinating the scrutiny of the following:
- a. The community strategy / single integrated plan.
  - b. Swansea's Local Service Board.
  - c. The Council budget.
  - d. Central / corporate functions of the local authority.
  - e. Groups and organisations with which the Council has formed links through grant funding, compacts, subscription or service level agreements.
  - f. External bodies which are able to levy a statutory precept upon the Authority.
  - g. The Treasury Management Strategy Statement, Annual Report, Mid Term Report and Quarterly Progress Reports.

#### 2 Scrutiny Panels

- 2.1 The Committee may establish Panels / working groups for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.
- 2.2 Each Panel / working groups will be led by a Scrutiny Convener who will be responsible for:

- a. Convening meetings of the relevant Panel
- b. Chairing meetings of the relevant Panel
- c. Ensuring that the Panel undertakes work to the specifications and timescales agreed by the parent board
- d. Reporting back to the parent Board with findings, conclusions and recommendations as appropriate

2.3 Councillors will be appointed to a Panel on the following basis:

- a. At least two political groups on the Council to be represented on the Panel.
- b. Membership of Panels will be open to any non executive members of the Council regardless of whether they are a member of the Scrutiny Committee.
- c. New panels will be advertised to all non executive members and expressions of interest sought. The membership of panels will be determined by the Committee.

### **3 Scrutiny Work Programme**

3.1 The Scrutiny Programme Committee will be responsible for coordinating the work of the Scrutiny panels. Other tasks linked to the delivery of the work programme include:

- a. Monitoring the delivery of the scrutiny strategic work programme;
- b. Preparing and agreeing the scrutiny annual report as required by Council;
- c. Dealing with business relating to regional / national scrutiny meetings (for example in relation to the Welsh Local Government Association or the Centre for Public Scrutiny);
- d. Considering reports relevant to the development and improvement of the Council's Scrutiny function;
- e. Dealing with consultation and implementation of national policy changes relevant to scrutiny;
- f. Preparing and publishing a regular work plan;
- g. Making reports and recommendations to Council, Cabinet or the Democratic Services Committee on the discharge of any functions of the authority as appropriate.

### **4 Service and Policy Areas**

4.1 Areas of responsibility cover all functions of the Council and specifically:

- a. All of the functions of the Council as a Social Services Authority under all relevant legislation;
- b. All functions of the Council under the Children Act (1989 and 2004);
- c. All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant

- legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- d. Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
  - e. All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
  - f. Outcomes of reviews undertaken by outside agencies or audit bodies;
  - g. Items where Welsh Government Guidance suggests that matters should be considered by scrutiny.

## **5. Cabinet Portfolios**

- 5.1 The work of the Board will not be limited to any particular Cabinet portfolio(s). Invitations to attend meetings, reports, letters and recommendations will be directed to the relevant Cabinet Member(s) as each issue requires.