

# Monmouthshire Scrutiny

Scrutiny Committee Terms of Reference	
<b>Number of Committees:</b>	<b>4</b>
<b>Frequency of Meetings:</b> (Additional meetings called as appropriate)	<b>People Scrutiny Committee</b> ~ 6 annually <b>Place Scrutiny Committee</b> ~ 6 annually <b>Performance and Overview Scrutiny Committee</b> ~ 5 annually <b>Public Services Scrutiny Committee</b> ~ 5 annually
<b>Committees and Terms of Reference:</b> <ul style="list-style-type: none"> <li>Two thematic Scrutiny Committees, '<b>People</b>' and '<b>Place</b>', engage the public in the design of policy and services, reflecting the public voice to the Cabinet in advance of decisions being taken. These committees are vehicles through which the public can voice their opinion on major decisions, assisting the committees in drawing conclusions and making recommendations to the Cabinet. Members may engage with their communities by holding informal face-to-face meetings in the community or conducting surveys in their local area. The public is also able to submit audio, video and written submissions to these Scrutiny Committees and attend their meetings.</li> <li>The '<b>Performance and Overview</b>' Scrutiny Committee provides constructive challenge to the Cabinet, holding them to account for the performance of service delivery and risk management. It also conducts robust financial monitoring and scrutinises the Council's performance in delivering the corporate objectives outline in its Corporate Plan.</li> <li>The '<b>Public Services</b>' Scrutiny Committee scrutinises the effectiveness of strategic partnerships (including the Public Service Board) and other public service providers to ensure that services delivered in partnership with other bodies are accountable and deliver improved outcomes for residents.</li> <li>Topics suggested for scrutiny are assessed against the 'scrutiny topic criteria' to determine the committee best placed to undertake the scrutiny. The Scrutiny Committees are role-based, so policy or service changes are scrutinised by the two thematic policy development committees, and performance reports or reports on risks or financial matters are scrutinised by the Performance and Overview Scrutiny Committee. Work programmes are planned and agreed by the Scrutiny Committees.</li> </ul>	

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People Scrutiny Committee	Place Scrutiny Committee	Performance and Overview Scrutiny Committee	Public Services Scrutiny Committee
<p>To scrutinise policy and services delivered to adults, children and young people that promotes their health, education and well-being and can include scrutiny of the following:</p> <ul style="list-style-type: none"> <li>• Education (schools and adult learning), Additional Learning Needs, Pupil Support Services, Learning Disability Services.</li> <li>• Safeguarding vulnerable adults and children, children in care.</li> <li>• Family Support Services, support for carers and young carers, respite provision.</li> <li>• Social care and health; including domiciliary, residential, nursing home and community care, occupational therapy, reablement, assistive technology, Disability</li> </ul>	<p>To scrutinise policy and services delivered to residents that promotes community safety and well-being and supports sustainable, resilient communities.</p> <p>To ensure that policy and services are responsive to the needs of businesses and visitors and promote economic activity.</p> <p>This can include scrutiny of the following:</p> <ul style="list-style-type: none"> <li>• Housing (Jointly with People Scrutiny Committee).</li> <li>• Public Health, Environmental Health and Trading Standards.</li> <li>• Community Safety</li> <li>• Highways, Transport and Traffic Management.</li> <li>• Street Lighting.</li> <li>• Grounds Maintenance.</li> </ul>	<p>To scrutinise the ongoing performance of all Council services and ensuring that the Cabinet is held to account.</p> <p>To scrutinise the Council's delivery against its corporate objectives, corporate risks and to conduct budget monitoring for all services.</p> <p>Scrutiny also includes the following:</p> <ul style="list-style-type: none"> <li>• The Planning Function: Building Control, Development Control.</li> <li>• Asset Management.</li> <li>• Corporate Procurement.</li> <li>• School Performance, Scrutiny of the Educational Achievement Service (EAS)</li> <li>• Management of Individual Schools Budgets, Schools Delegated Budgets, the</li> </ul>	<p>To constructively challenge (where powers allow) the work and effectiveness of strategic partnerships (including the Public Service Board) and other public service providers to ensure public accountability of collaborative services, value for money and improved outcomes for people in Monmouthshire.</p> <p>To influence the decisions, policy and practice of public service providers by gathering evidence to make recommendations on effective multi-agency action to improve public service delivery.</p> <p>This can include scrutiny of the following:</p> <ul style="list-style-type: none"> <li>• Key services provided in partnership to local communities, such as those</li> </ul>

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<p>Services, Community Meals Service and Sensory Impairment Services.</p> <ul style="list-style-type: none"> <li>• Mental Health Services.</li> <li>• Homelessness prevention and housing.</li> <li>• Poverty prevention and Social Justice.</li> <li>• Youth Services.</li> <li>• Youth Justice and youth offending service.</li> <li>• Leisure services (in terms of health outcomes).</li> <li>• Welfare Rights.</li> <li>• Community Legal Service.</li> </ul>	<ul style="list-style-type: none"> <li>• Countryside management.</li> <li>• Climate Change and Sustainability</li> <li>• Waste and Recycling.</li> <li>• Tourism and Destination Management</li> <li>• Public realm – Culture, libraries, museums, and theatre.</li> <li>• Economic growth, Place shaping and enterprise.</li> <li>• Local Development Planning, Economic Development Planning</li> <li>• Digital Infrastructure</li> <li>• Job creation and vocational skills.</li> <li>• Estates Management</li> </ul>	<p>Authority's Schools Individually Managed Budgets.</p> <ul style="list-style-type: none"> <li>• Chief Executive's Function.</li> <li>• Revenues, Council Tax, Non-Domestic Rates and Finance.</li> <li>• Corporate Costs and Levies.</li> <li>• Facilities and Accommodation Management.</li> </ul>	<p>delivered by the Regional Partnership Board.</p> <ul style="list-style-type: none"> <li>• The Council's interface with the Voluntary Sector.</li> <li>• Any collaborative initiatives, including: <ul style="list-style-type: none"> <li>- Shared Resource Service (SRS)</li> <li>- Integrated Adults Services with Health Partners.</li> <li>- Domestic Violence Service, Drug and Alcohol Services.</li> <li>- Public health and well-being.</li> </ul> </li> <li>• Crime and Disorder Scrutiny in line with the Police and Justice Act (2006) and Welsh Government Guidance published in 2010.</li> </ul>
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### **The Scrutiny Chairs Group**

The Scrutiny Chairs Group comprises the four Scrutiny Chairs and the Chair of the Governance and Audit Committee and meets every 9 weeks to discuss forward Work Programmes to ensure a coordinated approach. The group will also consider periodically: Scrutiny Member Development, Scrutiny Self-evaluation, Public Engagement, Corporate Assessments, Corporate Planning, Risk Management, and other relevant scrutiny matters as appropriate.

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**Terms of Reference:**

- To ensure clear purpose and role for topics being tabled to Scrutiny Committees;
- To co-ordinate scrutiny and audit workstreams to avoid duplication, whilst recognising scrutiny has a clear and distinct role in the accountability for performance and scrutiny of budgets from that of the Governance and Audit Committee.

## Diarised Scrutiny Committee Dates

People	Place	Performance and Overview	Public Services	Scrutiny Chairs Group
12 <sup>th</sup> July 2022	30 <sup>th</sup> June 2022	16 <sup>th</sup> June 2022	18 <sup>th</sup> July 2022	8 <sup>th</sup> July 2022
27 <sup>th</sup> September (pm)	15 <sup>th</sup> September 2022	7 <sup>th</sup> July 2022	10 <sup>th</sup> October 2022 (pm)	20 <sup>th</sup> October 2022
15 <sup>th</sup> November 2022	10 <sup>th</sup> November 2022	29 <sup>th</sup> September 2022	28 <sup>th</sup> November 2022	8 <sup>th</sup> December 2022
10 <sup>th</sup> January 2023	12 <sup>th</sup> January 2023	15 <sup>th</sup> December 2022	20 <sup>th</sup> February 2023	9 <sup>th</sup> February 2023
28 <sup>th</sup> February 2023	2 <sup>nd</sup> March 2023	23 <sup>rd</sup> February 2022	24 <sup>th</sup> April 2023 (pm)	6 <sup>th</sup> April 2023
18 <sup>th</sup> April 2023	13 <sup>th</sup> April 2023	27 <sup>th</sup> April 2023		

# Monmouthshire Scrutiny

## Role Description for a Scrutiny Committee Chair

### Leadership outside the Committee:

- To be familiar with the key issues facing the Council, its priorities, and its responsibilities to be able to inform the work of scrutiny.
- To understand the performance management framework and the Scrutiny Committee role in ensuring ongoing performance evaluation.
- To build effective relationships with the Chief Executive, Cabinet, service areas and stakeholders that is mutually trusting, so that scrutiny is respected and viewed a resource to the organisation.
- To develop realistic and balanced work programmes which address the key risks facing the Council and ensure a balance between policy development and the 'holding to account' role. To monitor progress of Scrutiny Workshops, and to ensure that agreed topics are given the necessary time to enable effective scrutiny.
- To undertake the necessary preparation prior to Committee meetings to lead the Committee effectively, ensuring the objectives of the meeting are fulfilled and that scrutiny is outcome-focussed.
- To involve users of services and key stakeholders in the business of Scrutiny Committees to effectively challenge the Council's performance.
- To represent scrutiny at meetings of the County Council and Cabinet on behalf of the Committee and to feedback to the Committee on the outcomes of such meetings.
- To determine arrangements for special meetings of the Committee.
- To ensure that the work of Scrutiny Committees is publicised and communicated to build understanding of its role both within and outside the Council.
- To contribute to the continuing development of scrutiny in Monmouthshire through learning from best practice elsewhere.

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## **Leadership at the Committee:**

- To manage the meeting to ensure the objectives of the meeting are fulfilled and that the scrutiny is outcome-focussed.
- To provide leadership to the Committee, recognising the varied contributions of individual Members of the Committee to ensure a positive group dynamic.
- To ensure effective questioning of the relevant Cabinet Members, officers, service providers and stakeholders on policy and performance relating to areas within the Committee's remit.
- To lead the Committee in commissioning research, gathering evidence, questioning internal and external witnesses to ensure that scrutiny recommendations are robust and evidence-based.
- To define and manage appropriate member and officer conduct at the meeting to ensure effective scrutiny.
- To ensure clear actions are agreed through Chair's 'summing up' to enable the work of the Scrutiny Committees to make a timely and relevant contribution to the Council.
- To ensure that the scrutiny process is transparent and that the Committee's obligation to engage with service users, the public and key stakeholders is reflected in the way the Committee undertakes its' business.
- To lead and oversee the proper process of call-in in accordance with the constitution.
- To ensure Standing Orders are applied impartially.