

## APPENDIX D – SCRUTINY COMMITTEE TERMS OF REFERENCE

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> ~ 6 annually <b>Public Services Scrutiny Committee</b> ~ 6 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 Services, Community Meals</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> <li>• Countryside management.</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 Authority’s Schools</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>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>• 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>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.

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