

## **Scrutiny Committees**

There is a Performance and Finance Scrutiny Committee (Appendix 8A), a Health and Adult Social Care Scrutiny Committee (Appendix 8B), a Children and Young People's Services Scrutiny Committee (Appendix 8C), an Environment and Communities Scrutiny Committee (Appendix 8D) and a Fire & Rescue Service Scrutiny Committee (Appendix E). Their constitutions and terms of reference are set out in the Appendices. Each committee shall undertake the functions set out below in respect of those items relevant to the Scrutiny Committee's specific service area.

Each Scrutiny Committee shall have no more than 12 County Council members with the exception of the Performance and Finance Scrutiny Committee which will have 15 members to include the other Select Committee chairmen where compliant with rules on political proportionality following confirmation of their appointment at the next meeting of the County Council. The members of each Scrutiny Committee shall be appointed, having taken into account the following guiding principles:

- That the member has an interest in the business of the Committee.
- That the member is able to devote the time needed to undertake the work of the Committee.
- That the member remains free to serve on scrutiny or executive task and finish Groups.
- Four of the members of the Performance and Finance Scrutiny Committee shall be the four members who are at any time the chairmen of the other four Scrutiny Committees, providing that this can be accommodated in line with political proportionality for that committee.

A list of Scrutiny Committees is below, including areas of responsibility:

<b>Scrutiny Committee</b>	<b>Area of Responsibility</b>
Performance and Finance	Strategic overview of scrutiny process; Leader's portfolio; general strategy issues; Partnership Working; County Local Committees; IT and Customer & Community Access; Finance; Property; Procurement; Human Resources Strategy; Performance Management; Equality and Diversity; Law and Governance; Communications; Media & Marketing; Europe liaison; Economic Strategy
Health and Adult Social Care	Adults' Social Care Services; Adults' Safeguarding; Coroner and Mortuaries; Dementia Services; Health and Health Partnerships; Public Health; Review and scrutiny of the planning, provision and operation of health services in West Sussex (The health functions of the Health and Adult Social

<b>Scrutiny Committee</b>	<b>Area of Responsibility</b>
	Care Scrutiny Committee arise under Part I of the Health and Social Care Act 2001.)
Children and Young People's Services	Social Services relating to children and young people; Education; Educational Attainment and Skills; Adult Skills and Learning; Youth Services; Youth Justice
Environment and Communities	Environment; Coast and Countryside Matters (including the South Downs National Park); Rights of Way; Transport Planning and Policy; Highway Infrastructure; Aviation; Public Transport Liaison; Land-use Planning; Minerals and Waste; Fracking; Waste Minimisation; Community Safety; Trading Standards; Gypsies and Travellers; Police Liaison; Registration Services; Arts & Heritage Liaison; Libraries and Archives; Crime and Disorder; Domestic Violence; Drug and Alcohol Action
Fire & Rescue Service Scrutiny Committee	Fire & Rescue Service; Emergency Planning

## **Business Planning Groups**

Each Scrutiny Committee shall have a Business Planning Group comprising the Chairman and Vice-Chairman of that Committee and three other members. Two of the five members shall be minority group members. The Chairman of the Scrutiny Committee shall be the chairman of the Business Planning Group and the Vice-Chairman of the Scrutiny Committee shall be the vice-chairman of the Group.

The Business Planning Group shall oversee the planning of the Committee's business and may identify issues of common interest to other Scrutiny Committees. It may do this by acting jointly with the Business Planning Group of another Scrutiny Committee. In doing this, the Business Planning Group will use the ['Scrutiny Business Planning Guide and Checklist'](#).

The Business Planning Group(s) shall discuss with the relevant Cabinet Member(s) the need for any referral by the Cabinet Member to the Committee for the undertaking of work relating to the planning of services or their commissioning. In such circumstances, the Business Planning Group shall decide its terms of reference in discussion with the Cabinet Member(s).

The Business Planning Group shall have responsibility for deciding whether an area of work is considered by a Task and Finish Group. The Business Planning Group is responsible for deciding to establish a Task and Finish Group and for defining its outline terms of reference.

## **Scrutiny Task and Finish Groups**

Each Scrutiny Committee may choose to establish from its members or from the whole non-executive membership a cross-party group that will be given the task of undertaking detailed work which falls within its area of responsibility.

The Scrutiny Committee Business Planning Group will decide the size and membership of the Group and its outline terms of reference. It will also decide how the outcome of the work of the Group will be reported - to the Committee or direct to the Cabinet Member.

Where the work is related to the business of more than one Scrutiny Committee a Task and Finish Group will be established to undertake the work. The outline terms of reference and reporting lines of the Task and Finish Group will be agreed by the relevant Scrutiny Committee Business Planning Groups co-ordinated by the relevant Scrutiny Committee chairmen.

A Task and Finish Group shall comprise no more than seven members (cross party) and the membership shall be decided by the Business Planning Group(s), but it may co-opt such other persons as the Task and Finish Group considers appropriate to the task in hand.

The Chairman of the Task and Finish Group shall be appointed by the members of the Task and Finish Group unless there is an urgent need to progress the initial work, in which case the Business Planning Group will appoint the chairman of the Group.

### Children and Young People's Services Scrutiny Committee

#### Constitution

12 members of the County Council and four nominated members (voting).  
Quorum on education matters is four. Quorum on social care matters is three members of the County Council.

#### Note:

The four nominated (voting) members on the Children and Young People's Services Scrutiny Committee will comprise the following representatives:

Two parent governors  
One from the Church of England Diocese of Chichester  
One from the Roman Catholic Diocese of Arundel and Brighton

The term of membership of parent governor representatives will be four years. Where a 'casual' vacancy is filled, the new representative will be appointed for the remainder of the term.

#### Terms of Reference

1. To consider existing policies and the effectiveness of their delivery relevant to the Scrutiny Committee's specific service area.
2. To consider and align its business in the context of the Council's ambitions and objectives associated with needs and aspirations of the community for the start of life.
3. To undertake the scrutiny of the performance of the Council's services against the outcomes objectives and measures set through a relevant commissioning process.
4. To review decisions of the Executive.
5. To review proposed decisions of the Executive including Executive decisions made by County Local Committees and key decisions under delegated powers made by officers on behalf of the Executive (call-in).
6. To review the manner in which non-Executive committees take decisions.
7. To consider matters referred to the Scrutiny Committee by the Executive.
8. To consider, as a "preview", items raised by any member where the matter is likely to be considered by the Executive because of its sudden prominence.
9. To consider items raised at meetings of the County Council and referred initially to the Cabinet for re-examination and which the Executive asks the

Scrutiny Committee to consider.

10. To consider a programme of work which the Committee believes is in the interests of the County Council for it to review, and to recommend it to the Performance and Finance Scrutiny Committee for approval by the County Council as part of the Scrutiny Committee work programme.
11. To refer any matter arising within these terms of reference to a County Local Committee for consideration.
12. To receive and consider a referral from a County Local Committee made in accordance with the procedures for a Councillor Call for Action.
13. To consider any relevant local government matter raised by any member.
14. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b).
15. To consider a request for a review of the County Council's response to a petition in accordance with the Petitions Scheme.
16. To consider any relevant report of joint scrutiny work undertaken under the auspices of the West Sussex Joint Scrutiny Steering Group and refer the report to the relevant Cabinet Member for consideration.
17. To encourage members to lead on specific topics within the Committee's remit, as agreed by the Committee.