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## Consequential changes in relation to scrutiny

(changes shown in bold, italic text, deletions struck through)

### Extract from Part 3, Scheme of Delegation

## Appendix 8

### Select Committees

There is a Performance and Finance Select Committee (Appendix 8A), a Health and Adult Social Care Select Committee (Appendix 8B), a Children and Young People's Services Select Committee (Appendix 8C), ~~and an Environment~~ **and Communities and Fire Select Committee (Appendix 8D) and a Fire and Rescue Service Select Committee (Appendix 8E)**. 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 Select Committee's specific service area.

Each Select Committee shall have no more than 12 County Council members with the exception of the Performance and Finance Select Committee which will have 15 members (~~inclusive of the three other Select Committee chairmen~~). The members of each Select 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 is not also a member of another select committee.~~
- That the member remains free to serve on scrutiny or executive task and finish Groups.
- ~~• Three of the members of the Performance and Finance Select Committee shall be the three members who are at any time the chairmen of the other three Select Committees.~~

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

Select Committee	Area of Responsibility
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, <b>Economic Strategy</b> .
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 Care Select 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 <b>and</b> Communities <del>and Fire</del>	<del>Economic Strategy</del> ; 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; <del>Fire and Rescue Service</del> ; Community Safety; Trading Standards; Gypsies and Travellers; <del>Emergency Planning</del> ; Police Liaison; Registration Services; Arts & Heritage Liaison; Libraries and Archives; Crime and Disorder; Domestic Violence; Drug and Alcohol Action
<b>Fire &amp; Rescue Service Select Committee</b>	<b>Fire &amp; Rescue Service and Emergency Planning</b>

### **Business Planning Groups**

Each Select 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 Select Committee shall be the chairman of the Business Planning Group and the Vice-Chairman of the Select 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 Select Committees. It may do this by acting jointly with the Business Planning Group of another Select Committee. ***In doing this, the Business Planning Group will use the 'Scrutiny Business Planning Guide and Checklist' [link].***

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

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responsible for deciding to establish a Task and Finish Group and for defining its outline terms of reference.

## **Changes to Part 4, Section 1 - Standing Orders**

### **Procedures at Select Committee Meetings - General**

- 8.17 Select Committees shall operate having regard to Section 3, Decision-making and Committees General, including the rules of debate when formal decisions are to be taken but chairmen of select committees shall have regard to the need to conduct meetings in a flexible manner, with the aim of improving decision-making, and to the provisions of the protocol on questioning officers. The principle is that a person undertaking scrutiny of an issue should not also be closely involved in the decision itself.
- 8.18 ***Short, informal, private pre-meetings of members of select committees can be used to ensure the best use of time by the Committee and to agree the aims of the Committee for each item*** ~~may take place, particularly to prepare for the questioning of witnesses (internal or external) in relation to high profile scrutiny investigations including call ins or in relation to work planning for the budget.~~
- 8.21 Chairmen of the four service select committees who are not already members of the Committee may attend and speak at meetings of the Performance and Finance Select Committee when the scrutiny work programme and annual report are considered.**