

Changes to the Constitution

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

Extracts from Part 3 – Responsibility for Functions

Appendix 8 – Scrutiny Committees

Business Planning Groups

Each Scrutiny Committee, ***except for the Fire and Rescue Service 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. ***The Fire and Rescue Service Scrutiny Committee will carry out the establishment of Task and Finish Groups itself.***

Appendix 8B – Health and Adult Social Care Scrutiny Committee

Constitution

12 members of the County Council and seven members comprising one from each of the borough and district councils (voting ***on health matters only***) and one Local HealthWatch representative (non-voting). Quorum on health matters is five members. Quorum on adult social care matters is three members of the County Council.

Appendix 8C – Children and Young People's Services Scrutiny Committee

Constitution

12 members of the County Council and four nominated members (voting ***on education matters only***). Quorum on education matters is four. Quorum on

social care matters is three members of the County Council.

Extract from Part 4, Section 1 – Standing Orders

- 8.15 Other items of work can be received in the following ways during the year and, in deciding to accept an item for scrutiny or preview, the **Committee or its** Business Planning Group (BPG) will consider whether it has been covered sufficiently in another forum and what added value the Scrutiny Committee could bring:
- 8.16 Where work relates to the remit of more than one scrutiny committee (i.e. cross-cutting work) 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 **or its** BPGs co-ordinated by the relevant scrutiny committee chairmen.
- 8.23 On completion of a major piece of work, such as by a scrutiny task and finish group, a report will be submitted to the Committee or direct to the Cabinet Member as agreed by the **Committee or its** BPG.