

**Adults, Well Being and Health Scrutiny
Committee**

4 June 2009



**Terms of Reference, Membership and
Work Programme Development**

Report of the Assistant Chief Executive:- Lorraine O'Donnell

Purpose of Report

1. Firstly to remind members of the Terms of Reference for this Committee, the role of Overview and Scrutiny, membership for 2009/10, and the dates of meetings.

Secondly, to inform members of the process in developing the overview and scrutiny work programme; and as part of this process to receive information from the relevant Cabinet member, service grouping and LAA thematic partnership to facilitate this outcome.

Terms of Reference

2. The Council is required under the Constitution to appoint an Adults, Well Being and Health Scrutiny Committee. Attached in the Appendix are the formal terms of reference of the Committee, the general role and specific functions of the Overview and Scrutiny Management Board, the Scrutiny Committees, and the overall Overview and Scrutiny Committee structure.

Membership of Committee 2009/10

3. The Adults, Well Being and Health Overview and Scrutiny Committee will consist of 21 Members, up to 6 non-voting co-optees, and co-opted employees or officers of a responsible authority or of a co-operating person or body, in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

Dates of Meetings

4. The Committee will meet at 10 a.m. on the following days:-
 - 24 June 2009
 - 27 August 2009
 - 29 October 2009
 - 21 December 2009
 - 25 February 2010

It may be necessary to add extra meetings to this schedule depending on the nature of the work programme.

Work Programme Development

5. Chairs and Vice Chairs of respective Overview and Scrutiny Committees have met with relevant Cabinet members, Directors, service grouping leads for overview and scrutiny and Chairs of LAA thematic partnerships (where possible) to explain the changed role of scrutiny within the context of the Local Government and Public Involvement in Health Act 2007 namely scrutiny of partners.
6. As part of this discussion Chairs and Vice Chairs took the opportunity to invite key stakeholders to attend forthcoming Overview and Scrutiny Committees asking them to present their priorities within the context of the Council Plan, Forward Plan of decisions, Sustainable Communities Strategy, Local Area Agreement and other plans and strategies accordingly. This information it was suggested would be used by the respective OSC`s to inform a scrutiny work programme for each committee.
7. The process begins today. A report on a scrutiny work programme following from today`s discussion will be circulated to members for agreement. Implementation of the work programme will begin in earnest but no later that September 2009.

Recommendation

8. Members are asked to note this information and to determine areas for a scrutiny work programme for this committee.

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1. Overview and Scrutiny Management Board and Scrutiny Committees

A. General role

Within their terms of reference, the Overview and Scrutiny Management Board and Scrutiny Committees will:

- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (ii) make reports and/or recommendations to the full Council and/or the Executive in connection with the discharge of any functions;
- (iii) consider any matter affecting the area or its inhabitants; and
- (iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive in accordance with the Overview and Scrutiny Procedure Rules.
- (v) work to ensure that communities are engaged in the scrutiny process; and consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
- (vi) promote equality and diversity across all of its work and the work of the County Council.

B. Specific functions

(a) **Policy development and review.**

The Overview and Scrutiny Management Board and Scrutiny Committees may:

- (i) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) question Members of the Executive and/or Committees and Chief Officers from the Council about their views on issues and proposals affecting the area; and
- (iv) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and

- (v) consider the impact of policies to assess if they have made a difference.

(b) **Scrutiny**

The Overview and Scrutiny Management Board and Scrutiny Committees may:

- (i) review and scrutinise the decisions made by and performance of the Executive and/or Committees and council Officers in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question Members of the Executive and/or Committees and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Executive and/or appropriate Committee and/or Council arising from the outcome of the Scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Management Board or Scrutiny Committee and local people about their activities and performance; and
- (vi) question and gather evidence from any person (with their consent).

(c) **Finance**

The Overview and Scrutiny Management Board will exercise overall responsibility for the budget allocated to the function.

(d) **Annual report**

The Overview and Scrutiny Management Board must report annually to full Council on their workings with recommendations for its future work programme and amended working methods if appropriate.

2. Adults, Well Being and Health Committee- Terms of Reference

COMMITTEE	TERMS OF REFERENCE
Adults, Well Being and Health Committee	<ul style="list-style-type: none">• Adult Social Services• Health Services• Health Inequalities Relevant SCS and LAA (long term goals) themes: <ul style="list-style-type: none">• Reduce death rates• Increase the numbers of residents enjoying physical wellbeing• Increase the numbers of residents enjoying mental wellbeing• Ensure that we protect support and protect vulnerable people