

## Part 3.5 - Terms of Reference of Council and Committees

### **1 Overview and Scrutiny Co-ordination and Finance Committee**

Membership – 15 (plus 2 parent governor and 2 church representatives)

Quorum – 4

#### Terms of Reference

The **Overview and Scrutiny Co-ordination and Finance Committee** will:

#### *Overall Scrutiny Functions*

1. In relation to the delivery of the Council Plan, back office services, workforce development, customer satisfaction and community engagement:
  - a) scrutinise relevant budget monitoring and performance management information;
  - b) contribute to the decision making process by examining key policy issues and making reports and recommendations on them to the Elected Mayor, Cabinet and or other relevant decision makers prior to decisions being made;
  - c) conduct in-depth investigations in relation to topics of interest and concern to communities in North Tyneside,
  - d) seek to involve communities in its work and reflect their views and concerns;
  - e) present evidence based recommendations to the Elected Mayor, Cabinet and partner organisations to support them in the formulation of their future plans, strategies and decision making; and
  - f) monitor the impact of its reports and recommendations on service improvement.
2. On an annual basis, co-ordinate and undertake the challenge of the Cabinet's budget and strategic planning proposals (see Part 4.7 - Budget and Policy Framework Rules of Procedure).
3. Consider any issues referred to it under a 'Councillor Call for Action'.
4. Where a petition has requested it, require a relevant senior officer to appear before it to give evidence (see Part 5 - Petitions Scheme).
5. Review the steps that the Authority has taken in response to a petition in accordance with the Authority's petitions scheme (see Part 5 - Petitions Scheme).
6. Review or scrutinise decisions made by the Elected Mayor, Cabinet or Cabinet Members but not implemented and to recommend that the decision be reconsidered or to arrange for the review to be undertaken by the Council (see Part 4.9 - Call In Rules of Procedure).

7. Receive an annual report from the Elected Mayor on the Cabinet's priorities for the coming year.

### *Finance Scrutiny Functions*

8. Undertake scrutiny of revenue and capital budget, and related performance management monitoring information, and any proposals that impact upon the Authority's revenue or capital budgets, and make recommendations, as appropriate, including recommendations for internal audit investigations, to the Cabinet and/or ~~Overview, Scrutiny and Policy Development Committee~~.
9. Review the effectiveness of arrangements for budget monitoring within the Authority and report, as appropriate, to the ~~Overview, Scrutiny and Policy Development Committee~~ **Cabinet**.
10. Liaise with the Authority's external auditors in relation to the budget monitoring processes and any other financial matters.
11. Undertake specific reviews to examine the Authority's arrangements for ensuring the efficient and effective use of financial resources and then report its findings, along with any recommendations, to the ~~Overview, Scrutiny and Policy Development Committee~~ **Cabinet**. In carrying out such reviews, the Subcommittee must have regard to any key objectives contained in the Budget or Council Plan.
12. Examine and challenge how the Authority is using its resources to deliver positive outcomes for local people in a way that provides value for money.

### *Co-ordinating Functions*

13. Co-ordinate the formulation and delivery of the overview, scrutiny and policy development work programme, setting out a programme of work for itself and its sub-committees.
14. Review the effectiveness of the Authority's overview, scrutiny and policy development arrangements and, if necessary, make recommendations to Council on the appointment of its sub-committees.
15. Make recommendations to Council on the appointment of co-opted members and their term of office.
16. Where matters fall within the remit of more than one sub-committee the Committee will decide which of these will take the lead responsibility for such matters.
17. Consider requests from the Council or the Cabinet to examine and report on particular issues and in doing so decide on the method and timetable for responding to such requests.

18. Consider and either approve or reject any reports and recommendations made by a sub-committee for submission to Cabinet, Council, an individual or outside organisation unless in exceptional circumstances, the Chair and Deputy Chair of the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** agree otherwise.

~~b) the report and recommendations arise from the Finance Subcommittee's scrutiny of performance management and revenue and capital budget monitoring information and any proposals that impact upon the Authority's revenue or capital budgets (See Finance Subcommittee's terms of reference below). In these circumstances the report and recommendations of the Finance Sub-committee will be reported to the next meeting of the Overview, Scrutiny and Policy Development Committee for information.~~

### *Policy Development Functions*

19. Consider any policy or legislative changes that will impact on the development of the overview, scrutiny and policy development function.
20. Oversee the Authority's involvement in external overview, scrutiny and policy development activity, including the regional scrutiny network.
21. Oversee and promote public involvement in the overview, scrutiny and policy development process.
22. To receive any nominations for the award of Freedom of the Borough and make recommendations as appropriate, in accordance with the adopted Freedom of the Borough procedure, to Annual Council.
23. Identify any training, development and support for members carrying out their overview, scrutiny and policy development functions.
24. Liaise with the Elected Mayor, Cabinet, the Authority's senior management team, the Audit Committee and partner organisations to ensure the committee and its sub-committees have appropriate access to relevant information and support.
25. Approve the contents of an annual report summarising the performance of the overview, scrutiny and policy development arrangements over the previous year together with its proposed work programme for the year ahead for submission to the Annual Council meeting.

### ~~2-Adult Social Care, Health and Wellbeing Sub-committee Membership~~ **Caring Sub-Committee**

Membership – 12

Quorum – 3

Terms of Reference

In relation to adult care, community services, health and wellbeing, mental health and emotional wellbeing, healthy lifestyles, welfare of vulnerable adults, older people, access to health services, benefits, independent living, personalisation, financial inclusion, public health and carers, the **Caring** Sub-committee will:

1. Scrutinise relevant budget monitoring and performance management information.
2. Contribute to the decision making process by examining key policy issues and making reports and recommendations on them to the Elected Mayor, Cabinet and or other relevant decision makers prior to decisions being made.
3. Conduct in-depth investigations in relation to topics of interest and concern to communities in North Tyneside.
4. Seek to involve communities in its work and reflect their views and concerns.
5. Present evidence based recommendations to the Elected Mayor, Cabinet and partner organisations to support them in the formulation of their future plans, strategies and decision making.
6. Monitor the impact of its reports and recommendations on service improvement.
7. On an annual basis undertake the challenge of the Cabinet's budget and strategic planning proposals (see Part 4.7 - Budget and Policy Framework Rules of Procedure).
8. Discharge the Authority's powers of review and scrutiny on such health related matters as designated within the Health and Social Care Act 2012 and associated regulations.
9. Discharge the Authority's powers of referral to the Secretary of State in relation to proposals for reconfiguration of health services.
10. Unless in exceptional circumstances where the Chair and Deputy Chair of the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** agree otherwise, submit any reports and recommendations to the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** prior to submission to Cabinet, Council, an individual or outside organisation.

### **3 ~~Children, Education and Skills Sub-committee~~ **Family Friendly Sub-Committee****

Membership – 12 (plus 2 parent governor and 2 church representatives)

Quorum – 3

#### **Terms of Reference**

In relation to schools, adult education, work based learning, 14-19 skills, safeguarding, child protection, early years, children's centres, youth offending, preventative services, substance misuse services, looked after children, youth services and play, Connexions, children's health and wellbeing and vocational learning, the **Family Friendly** Sub-Committee will:

1. Scrutinise relevant budget monitoring and performance management information.
2. Contribute to the decision making process by examining key policy issues and making reports and recommendations on them to the Elected Mayor, Cabinet and or other relevant decision makers prior to decisions being made.

3. Conduct in-depth investigations in relation to topics of interest and concern to communities in North Tyneside.
4. Seek to involve communities in its work and reflect their views and concerns.
5. Present evidence based recommendations to the Elected Mayor, Cabinet and partner organisations to support them in the formulation of their future plans, strategies and decision making.
6. Monitor the impact of its reports and recommendations on service improvement.
7. On an annual basis undertake the challenge of the Cabinet's budget and strategic planning proposals (see Part 4.7 - Budget and Policy Framework Rules of Procedure).
8. Unless in exceptional circumstances where the Chair and Deputy Chair of the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** agree otherwise, submit any reports and recommendations to the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** prior to submission to Cabinet, Council, an individual or outside organisation.

#### ~~4 Culture and Leisure Sub-committee Membership~~ **Thriving Sub-Committee**

Membership – 12

Quorum – 3

Terms of Reference In relation to economic development, planning, business and enterprise, parks and open spaces, sport and leisure, libraries, tourism, arts development, heritage strategy, community centres and voluntary sector support, the **Thriving Sub-Committee** will:

1. Scrutinise relevant budget monitoring and performance management information.
2. Contribute to the decision making process by examining key policy issues and making reports and recommendations on them to the Elected Mayor, Cabinet and or other relevant decision makers prior to decisions being made.
3. Conduct in-depth investigations in relation to topics of interest and concern to communities in North Tyneside.
4. Seek to involve communities in its work and reflect their views and concerns.
5. Present evidence based recommendations to the Elected Mayor, Cabinet and partner organisations to support them in the formulation of their future plans, strategies and decision making.
6. Monitor the impact of its reports and recommendations on service improvement.
7. On an annual basis undertake the challenge of the Cabinet's budget and strategic planning proposals (see Part 4.7 - Budget and Policy Framework Rules of Procedure).
8. Unless in exceptional circumstances where the Chair and Deputy Chair of the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** agree otherwise, submit any reports and recommendations to the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** prior to submission to Cabinet, Council, an individual or outside organisation.

#### ~~Economic Prosperity Sub-committee Membership~~

Membership – 12

### ~~Quorum – 3~~

### ~~Terms of Reference~~

~~In relation to economic development, planning, business and enterprise, the transport network, highways and road safety, town centres, inward investment and tourism, the Economic Prosperity Sub-Committee will:~~

- ~~1. Scrutinise relevant budget monitoring and performance management information.~~
- ~~1. Contribute to the decision making process by examining key policy issues and making reports and recommendations on them to the Elected Mayor, Cabinet and or other relevant decision makers prior to decisions being made.~~
- ~~2. Conduct in-depth investigations in relation to topics of interest and concern to communities in North Tyneside.~~
- ~~3. Seek to involve communities in its work and reflect their views and concerns.~~
- ~~4. Present evidence based recommendations to the Elected Mayor, Cabinet and partner organisations to support them in the formulation of their future plans, strategies and decision making.~~
- ~~5. Monitor the impact of its reports and recommendations on service improvement.~~
- ~~6. On an annual basis undertake the challenge of the Cabinet's budget and strategic planning proposals (see Part 4.7 – Budget and Policy Framework Rules of Procedure).~~
- ~~7. Unless in exceptional circumstances where the Chair and Deputy Chair of the Overview, Scrutiny and Policy Development Committee agree otherwise, submit any reports and recommendations to the Overview, Scrutiny and Policy Development Committee prior to submission to Cabinet, Council, an individual or outside organisation.~~

### ~~5 Environment Sub-committee~~ **Green Sub-committee**

~~Membership – 12~~

~~Quorum – 3~~

### ~~Terms of Reference~~

In relation to the environment, energy use, climate change, **carbon reduction**, flood risk management and waste management, **transport and the transport network, highways and road safety, safe walking and cycling**, the **Green** Sub-committee will:

1. Scrutinise relevant budget monitoring and performance management information.
2. Contribute to the decision making process by examining key policy issues and making reports and recommendations on them to the Elected Mayor, Cabinet and or other relevant decision makers prior to decisions being made.
3. Conduct in-depth investigations in relation to topics of interest and concern to communities in North Tyneside.
4. Seek to involve communities in its work and reflect their views and concerns.



5. Present evidence based recommendations to the Elected Mayor, Cabinet and partner organisations to support them in the formulation of their future plans, strategies and decision making.
6. Monitor the impact of its reports and recommendations on service improvement.
7. On an annual basis undertake the challenge of the Cabinet's budget and strategic planning proposals (see Part 4.7 - Budget and Policy Framework Rules of Procedure).
8. Unless in exceptional circumstances where the Chair and Deputy Chair of the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** agree otherwise, submit any reports and recommendations to the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** prior to submission to Cabinet, Council, an individual or outside organisation.

#### ~~6 Housing Sub-committee~~ **Secure Sub-committee**

Membership – 12

Quorum – 3

#### Terms of Reference

In relation to housing and community safety, **inequalities, equality and diversity** the **Secure** Sub-Committee will:

1. Scrutinise relevant budget monitoring and performance management information.
2. Contribute to the decision making process by examining key policy issues and making reports and recommendations on them to the Elected Mayor, Cabinet and or other relevant decision makers prior to decisions being made.
3. Conduct in-depth investigations in relation to topics of interest and concern to communities in North Tyneside.
4. Seek to involve communities in its work and reflect their views and concerns.
5. Present evidence based recommendations to the Elected Mayor, Cabinet and partner organisations to support them in the formulation of their future plans, strategies and decision making.
6. Monitor the impact of its reports and recommendations on service improvement.
7. On an annual basis undertake the challenge of the Cabinet's budget and strategic planning proposals (see Part 4.7 - Budget and Policy Framework Rules of Procedure).
8. Undertake the overview, scrutiny and policy development responsibilities in respect to crime and disorder issues as set out in the Police and Justice Act 2006 and associated regulations, including any crime and disorder issues referred to it as a 'Councillor Call for Action'.
9. Unless in exceptional circumstances where the Chair and Deputy Chair of the ~~Overview, Scrutiny and Policy Development Committee~~ **Overview and Scrutiny Co-ordination and Finance Committee** agree otherwise, submit any reports and recommendations to the ~~Overview, Scrutiny and Policy Development Committee~~

PROPOSED TERMS OF REFERENCE – SCRUTINY COMMITTEES (APRIL 2023)

Additions shown in red; deletions shown as strikethrough

**Overview and Scrutiny Co-ordination and Finance Committee** prior to submission to Cabinet, Council, an individual or outside organisation