

Terms of Reference for Select Committees

Environment Select Committee

The Environment Select Committee's terms of reference are to perform the policy development, review and scrutiny role in relation to the following matters:

- (a) The development of the Council's planning policies, including the Development Plan and other plans for use and development of land;
- (b) the built environment of the District, including both development control and building control, contaminated land, air quality, land drainage, sewerage and sewage disposal;
- (c) highways and traffic, including public rights of way;
- (d) transport, including vehicle parking;
- (e) economic development and tourism;
- (f) to scrutinise decisions of the Cabinet and to exercise the use of the Council's "Call-in" (of key decisions) procedure when appropriate;
- (g) to ensure that the Council's business is subject to effective scrutiny;
- (h) at the Cabinet's and the Chairman of the Select Committee's request to carry out specific research and development projects and to submit recommendations to Cabinet; and
- (i) to advise the Council and Cabinet, at their request, on any other matter affecting the Council.

Services Select Committee

The Services Select Committee's terms of reference are to perform the policy development, review and scrutiny role in relation to the following matters:

- (a) The Council's management of Information Technology and Communications technology;
- (b) the development and retention of staff;
- (c) public relations;
- (d) the development of the Housing Strategy, including partnerships with social landlords, the improvement of private housing the provision of housing to meet identified needs, assistance to owner/occupiers, landlords, tenants and developers, and homeless people as well as arrangements for dealing with itinerants and gypsies;
- (e) waste and recycling;

Item No. 7 - Appendix B

- (f) the development of policies in relation to the Council's licensing functions;
- (g) consideration of payments or benefits under section 92 of the Local Government Act 2000 to persons who have been adversely affected by maladministration (whether or not the subject of a formal report by the Commissioner for Local Administration);
- (h) to scrutinise decisions of the Cabinet and to exercise the use of the Council's "Call-in" (of key decisions) procedure when appropriate;
- (i) to ensure that the Council's business is subject to effective scrutiny;
- (j) at the Cabinet's and the Chairman of the Select Committee's request to carry out specific research and development projects and to submit recommendations to Cabinet; and
- (k) to advise the Council and Cabinet, at their request, on any other matter affecting the Council.

Social Affairs Select Committee

The Social Affairs Select Committee's terms of reference are to perform the policy development, review and scrutiny role in relation to the following matters:

- (a) The maintenance and regeneration of communities in the area including:
 - (i) personal health (such as arrangements for medical treatment in and for the District and health education); and
 - (ii) public health (such as pest control, food hygiene, water supply, public nuisances, public conveniences, cemeteries and crematoria, and animal welfare:
- (b) the means of facilitating greater social inclusion and integration, especially amongst groups such as young people or elderly people;
- (c) the cultural life of the District (including the theatre known as "The Stag");
- (d) the provision and use of leisure facilities throughout the District;
- (e) the operation of Sencio Community Leisure;
- (f) financial and other assistance to organisations in the District;
- (g) crime and community safety matters, including police initiatives and closed-circuit television;
- (h) to scrutinise decisions of the Cabinet and to exercise the use of the Council's "Call-in" (of key decisions) procedure when appropriate;

Item No. 7 - Appendix B

- (i) to ensure that the Council's business is subject to effective scrutiny;
- (j) at the Cabinet's and the Chairman of the Select Committee's request to carry out specific research and development projects and to submit recommendations to Cabinet;
- (k) to undertake the over view and scrutiny role and in particular in relation to the Community Plan;
- (l) to advise the Council and Cabinet at their request, on any other matter affecting the Council.

General Terms of Reference relevant to all three select committees

2.3 The terms of reference of the Select Committees set out below will be in addition to the following general powers in respect of the overview function (which will include policy development) and scrutiny (which will include reviewing policy implementation):

- (a) to monitor and review all Council Services in respect of Best Value and Internal Service Inspections (ISI's) and make any recommendations to Council and/or the Cabinet that may be considered appropriate especially in respect of ISI's, reviewing the progress of Action Plan and the implementation of recommendations; bearing in mind the Council's budgetary constraints; and
- (b) to consider and report on any matter referred by the Council or the Cabinet.

3. General Role

3.1 Within their terms of reference, the Select Committees may:

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) make reports and/or recommendations to the full Council and/or the Cabinet and/or any joint Committee in connection with the discharge of any functions;
- (c) consider any matter affecting the area or its inhabitants; and
- (d) exercise the right either to call for Cabinet papers in advance of decisions being made in order to provide timely advice to the Cabinet or, if this has not been done, to call-in for reconsideration decisions made but not yet implemented by the Cabinet.

4. Specific Functions

Policy Development and Review

4.1 The Select Committees may:

- (a) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
- (b) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (c) consider and recommend to Council mechanisms to encourage and enhance community participation in the development of policy options;
- (d) question relevant members of the Cabinet and/or Committees and Directors on relevant issues and proposals affecting the area relevant to the review in question; and
- (e) 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.

Scrutiny

4.2 The Select Committees may:

- (a) review and scrutinise the decisions made by, and performance of, the Cabinet and/or Committees and Council Officers both in relation to individual decisions and over time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question members of the Cabinet 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;
- (d) make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process bearing in mind the Council's budgetary constraints;
- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Select Committees and local people about their activities and performance; and
- (f) question and gather evidence from any person, with their consent.