

Part 7 – Terms of Reference

Overview and Scrutiny Committees

The Council will appoint and determine the remit of at least one Overview and Scrutiny Committee.

1. Purpose

- 1.1 To scrutinise the budget-setting process, co-ordinate and allocate time limited panels, agree and co-ordinate with the relevant director(s) and portfolio holder(s) an annual work programme for agreement by full Council, review and advise scrutiny members on the Cabinet Forward Plan and to consider public consultation exercises and petitions.
- 1.2 To monitor and review the policies and practices of and services provided by the Council, its partners and contractors within the remit of the Committee.
- 1.3 To investigate how successfully Council policies deliver these services and to make recommendations on future policy development. To do this by scrutinising the effectiveness and appropriateness of Council policies, by focusing on the outcomes of policy, performance and service delivery and their impact on service users.
- 1.4 To scrutinise decisions of Cabinet that affect matters falling within the remit of each Committee.
- 1.5 To undertake particular reviews of services within the Committee's remit as may be requested from time to time by Council or Cabinet and to make reports or recommendations to Council or Cabinet on matters which affect these services in the Borough's areas.
- 1.6 To monitor and evaluate performance and receive reports on matters relevant to the achievement of the five key outcomes of the Children Act 2004 (stay safe, be healthy, enjoy and achieve, achieve economic well-being, make a positive contribution) by the Council and its partner organisations.
- 1.7 To make reference where appropriate to the Health and Social Care Act 2012.
- 1.8 To consider matters relating to Early Years and education, where appropriate.
- 1.9 In order to do so, an Overview and Scrutiny Committee may:
 - 1.9.1 Call for and receive reports on matters within the remit of the Committee;
 - 1.9.2 Require Members of the Cabinet and officers within all tiers of management to attend the Committee and provide written and oral evidence;

- 1.9.3 Invite witnesses from within and from outside the Council to provide written and/or oral evidence;
 - 1.9.4 Make recommendations on policy, practice and service provision to the Cabinet and Council; and
 - 1.9.5 Establish time-limited scrutiny panels in pursuit of the purposes of the Committee.
- 1.10 To establish and oversee arrangements for the implementation of the Councillor Call for Action process under the Local Government and Public Involvement in Health Act 2007 as amended by the Localism Act 2011 (now contained in Part 1A of the Local Government Act 2000)

Appendix 1: Overview and Scrutiny Committee Remits

- 1.1 Scrutiny Committee remits may be subject to minor amendments in line with any organisational changes. The Scrutiny Coordinating Committee are also able to periodically review the Scrutiny structure and make recommendations to Council.

The Budget, Performance and Coordinating Scrutiny Committee

Membership and meeting frequency

Up to 10 members, comprised of:

Chair: 1 Chair independent of other committees ~~elected by Council~~

Members: 5 Chairs of individual scrutiny committees,

Up to 4 additional members to be appointed proportionally
~~Opposition members to maintain political balance (currently 2)~~

Meetings: 5 meetings per year

Committee remit

- Budget and council tax setting
- Revenues and benefits
- Financial management and monitoring
- Transformation
- Procurement
- Equalities, diversity and inclusion strategy
- Voluntary and community sector and volunteering
- Resident experience and digital
- Libraries
- Workforce development
- Corporate communications and campaigns
- Corporate framework and performance
- The Coordinating Committee will also:
 - maintain oversight of scrutiny committee work plans (although committees should continue to set their own work plans)

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- coordinate the annual report to Council on the activity, impact and effectiveness of scrutiny against its terms of reference and Council objectives.
- monitor the Cabinet forward plan and recommend scrutiny of up-coming decisions to individual committees where not already included in work plans.
- review and shape proposals for any 'Scrutiny Reviews' that individual committees may wish to undertake – this includes commissioning time-limited informal groups to undertake scrutiny of cross-cutting issues
- receive recommendations or reports from Scrutiny Reviews and make recommendations to Cabinet or Council
- be responsible for periodically reviewing the effective structure of scrutiny and proposing adjustments to Council for agreement.

Children and Families Scrutiny Committee

Membership and meeting frequency

Members: 7 members including a chair and vice chair made up of members reflecting the current political balance of the Council.

Meetings: 5 meetings per year

Committee remit

- Statutory responsibilities in relation to Children's social care (including services for looked after children, children in need of help and protection and care leavers)
- Early Help
- Family Hubs
- Supporting families programmes
- Youth offending service
- Special educational needs and disabilities
- Education (including schools capital projects, children's safeguarding, , early years, primary and secondary, and post-16 provision)
- Integrated Disability Service
- Youth engagement

Climate Scrutiny Committee

Membership and meeting frequency

Members: 7 members including a chair and vice chair made up of members reflecting the current political balance of the Council.

Meetings: 5 meetings per year

Committee remit

- Green infrastructure
- Climate action plan
- Waste and recycling
- Transport and active travel
- Parking and highways management
- Air quality
- Sports and leisure
- Neighbourhood services (street cleaning, parks management)
- Flood resilience
- Biodiversity
- Culture and heritage
- **Libraries**

Communities and Public Protection Scrutiny Committee

Membership and meeting frequency

Members: 7 members including a chair and vice chair made up of members reflecting the current political balance of the Council.

Meetings: 5 meetings per year

Committee remit

- Community safety
- Crime and disorder
- Community cohesion

- Crime and disorder
- Anti-social behaviour
- Violence against women and girls
- Enforcement
- Environmental health and trading standards
- Property licensing

Health and Adult Social Care Scrutiny Committee

Membership and meeting frequency

Members: 7 members including a chair and vice chair made up of members reflecting the current political balance of the Council.

Meetings: 5 meetings per year

Committee remit

- Adult social care
- Wellbeing and independence
- Adult safeguarding
- Health, including strategic health partnerships
- Health and Wellbeing Board and the Health and Wellbeing Strategy
- Public health
- Health inequalities

Inclusive Growth and Housing Scrutiny Committee

Membership and meeting frequency

Members: 7 members including a chair and vice chair made up of members reflecting the current political balance of the Council.

Meetings: 5 meetings per year

Committee remit

- Housing strategies

- Housing standards
- Waltham Forest Housing
- Housing Options and support
- Inclusive growth
- Registered social landlords (Housing Associations and Registered Providers)
- Area regeneration
- Housing Delivery
- Strategic planning, design and infrastructure
- Corporate assets
- Capital strategy