

## **ARTICLE 7 – SELECT COMMITTEES**

The Council will appoint a number of select committees to discharge the functions conferred by sections 21 and 21A and 22 and 22A of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000 in relation to the matters set out in the Select Committees Procedure Rules with the terms of reference set out below.

### **7.01 Select Committees - Terms of Reference**

The number of select committees will vary from time to time as agreed by the Council. The committees will between them cover all of the executive functions. The portfolio of responsibility of each committee is summarised in the Schedule on pages 44 to 47.

The terms of reference of the select committees appointed by the Council are set out as follows:

#### **(a) General role**

Within their agreed portfolio, select committees will:-

- (i) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any executive functions wherever they may be exercised;
- (ii) Make reports and/or recommendations to the Council and/or the Leader/Cabinet/Cabinet Member and/or any joint or local committee in connection with the discharge of any functions; make reports and/or recommendations to partners.
- (iii) Exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Leader/ Cabinet/ Cabinet Member and/or any joint or local committees;
- (iv) Consider any matter affecting the County, part of the County or its inhabitants.

#### **(b) Specific role**

Select committees have three specific roles – scrutiny; overview, policy review and development; and performance management:

Within their agreed portfolios, select committees will fulfil these roles by:-

(i) **Scrutiny**

- Reviewing and scrutinising the decisions made by the Leader/Cabinet/Cabinet Members, any joint or local committee and/or officers both in relation to individual decisions and over time;
- Questioning the Leader, Deputy Leader and members of the Cabinet and officers about their decisions and performance whether generally in relation to corporate plan policies and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- Reviewing the performance of statutory partners with regard to the achievement of improvement targets to which they are signed up. The committee can require partner organisations to provide information in relation to the particular target.
- Scrutinising the Surrey Strategic Partnership through scrutiny of the work of the thematic partnership boards.
- Making reports and/or recommendations to the Leader/Cabinet/Cabinet Member and/or Council arising from the outcome of the scrutiny process.
- Making reports and/or recommendations to partner authorities.

(ii) **Overview, policy development and review**

- Reviewing current policies and strategies and making recommendations to the Leader/Cabinet and/or the Council;
- Undertaking in-depth analysis of policy issues and options to assist the Council and the Leader/Cabinet in developing and setting of budget and the policy framework;
- Considering matters referred to them by the Leader/Cabinet and reporting to the Leader/Cabinet with proposals;
- Monitoring the Leader's Cabinet forward plan and advising the Leader/Cabinet on matters within the remit of the select committee;
- Reviewing and investigating matters which are not the direct responsibility of the County Council but

which affect the economic, environmental and social well-being of the county.

(iii) **Performance management**

- Reviewing and commenting on draft service delivery plans and budgets including priorities, targets and performance indicators.
- Undertaking in-depth performance reviews with the relevant Cabinet Member, Strategic Director and Heads of Service.
- Monitoring service risk management measures and identifying to the Leader, Deputy Leader or Cabinet Members significant risks and concerns;
- Anticipating and advising the Leader/Cabinet/ Cabinet Member or Council on areas of performance which give rise to concern.

**7.02 Council Overview & Scrutiny Committee**

The Committee will take lead responsibility for the Council's overview and scrutiny function, ensuring that scrutiny focuses on key strategic issues, adds value, holds decision-makers to account, and contributes effectively to policy development.

**Specific Role**

- Approve Select Committee work programmes and task group scoping documents prior to the commencement of work, ensuring that proposed reviews take account of any impact on other Council services outside their remit, do not duplicate work being carried out elsewhere, and can be properly resourced;
- Review performance, finance and risk information for all County Council services, referring issues to the appropriate Select committee for detailed scrutiny as necessary;
- Review the performance of and hold to account any trading companies established by the County Council;
- Scrutiny of Corporate Business Services and the Chief Executive's Office, focusing the delivery and impact Council's corporate services across the County Council and commissioning reviews by the appropriate Select committee as necessary.

- Act as a resource to the Cabinet in the development of strategic policies;
- Hold the Leader and Deputy Leader to account, scrutinising the delivery and impact of corporate policies and decisions.

### 7.03 **Health Scrutiny Committee** **Terms of Reference**

The Committee may review and scrutinise health services commissioned or delivered in the authority's area within the framework set out below:

- arrangements made by NHS bodies to secure hospital and community health services to the inhabitants of the authority's area;
- the provision of both private and NHS services to those inhabitants;
- the provision of family health services, personal medical services, personal dental services, pharmacy and NHS ophthalmic services;
- the public health arrangements in the area;
- the planning of health services by NHS bodies, including plans made in co-operation with local authorities, setting out a strategy for improving both the health of the local population, and the provision of health care to that population;
- the plans, strategies and decisions of the Health and Wellbeing Board;
- the arrangements made by NHS bodies for consulting and involving patients and the public under the duty placed on them by Sections 242 and 244 of the NHS Act 2006;
- any matter referred to the Committee by Healthwatch under the Health and Social Act 2012;
- social care services and other related services delivered by the authority.

The Committee may require partner authorities to provide information in respect of matters relating to the health service in the authority's area.

In addition, the Committee will be required to act as consultee to NHS bodies within their areas for:

- (a) substantial development of the health service in the authority's area; and
- (b) any proposals to make any substantial variations to the provision of such services.

These terms of reference include health services provided from a body outside the local authority's area to inhabitants within it.

The Health Scrutiny Committee shall appoint a joint committee where an NHS body intends to consult on a substantial development or variation to health services that extends beyond the area covered by the Committee and agree:

- (i) the size of any joint committee appointed for this purpose in consultation with other appropriate authorities which have an interest as consultees;
- (ii) the share of the Council's seats on each such joint committee; and
- (iii) the County Council's membership of any such joint committee in accordance with the wishes of political groups.

#### 7.04 **Select Committee Procedure Rules**

##### (a) **Arrangements for select committees**

The number of select committees will vary from time to time as agreed by the Council. The committees will between them cover all of the executive functions, combining responsibilities for policy development and service improvement, and questioning decisions in respect of executive functions.

##### (b) **Membership of committees**

Any Member of the Council (except the Leader, Deputy Leader and members of the Cabinet) may serve on a select committee. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.

##### (c) **Co-optees**

Committees may co-opt non-councillors, as and when required, to provide a degree of independent advice and expertise. Co-opted members cannot have voting rights unless allowed by law.

(d) **Education representatives**

The select committee dealing with education matters shall include in its membership the following voting representatives:

- (i) 1 Church of England diocesan representative;
- (ii) 1 Roman Catholic diocesan representative; and
- (iii) A minimum of 2 parent governor representatives.

This shall apply where the committee's functions relate wholly or in part to any education functions which are the responsibility of the Leader/Cabinet/Cabinet Member. If the select committee deals with other matters, these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

(e) **Meetings of committees**

Select committees shall meet regularly following an agreed calendar of meetings. In addition, extraordinary meetings may be called from time to time as and when appropriate. A committee meeting may be called by the committee chairman, by any 3 members of the committee, or by the proper officer if he/she considers it necessary or appropriate.

(f) **Quorum**

The quorum for select committees shall be one quarter of the total number of voting Members. A quorum may not be fewer than three voting Members.

(g) **Election of committee chairmen**

The chairmen and vice-chairmen of select committees will be elected by the Council. The appointments of the Chairmen and Vice-Chairmen of Adult Social Care and Children & Education Select Committees will be subject to a valid enhanced criminal records check.

(h) **Work programmes**

Committees will be responsible for setting their own work programmes and may include within them any business which they wish to review on the Leader's/Cabinet's/Cabinet Member's or Council's behalf. Any member of a select committee shall be entitled to give notice to the proper officer that he/she wishes to include an item relevant to the functions of the committee on the agenda for the next available meeting. On receipt of such a

request the proper officer will ensure that it is included on the next available agenda.

(i) **Referral of matters to committees ('councillor call for action')**

- (i) Any Member of the Council may refer to a select committee any local government matter which is relevant to the functions of the committee.
- (ii) The Member referring the matter may make representations as to why it would be appropriate to scrutinise the matter.
- (iii) If the committee decides not to scrutinise the matter, it must notify the Member of its decision and the reasons for it.
- (iv) The committee must provide the Member with a copy of any report or recommendations which it makes to the Leader/Cabinet/Cabinet Member or Council in relation to the matter.

(j) **Reports from committees**

- (i) Select committees will report their views and recommendations to the Leader/Cabinet/Cabinet Member, Council or partner organisations as appropriate. Select committees may report direct to the Council where they wish to draw its attention to issues of interest or concern, or where they wish to enlist the Council's support or invite it to express a view.
- (ii) If a committee cannot agree on one single final report to the Leader/Cabinet/Cabinet Member or Council as appropriate, then a minority report may be prepared and submitted for consideration by the Leader/Cabinet/Cabinet Member or Council with the majority report.
- (iii) Select committees will have access to the Leader's Cabinet forward plan and timetable for decisions and intentions for consultation and may respond in the course of the Leader's/Cabinet's/Cabinet Member's consultation process in relation to any key decision.

(k) **Rights to copies**

Subject to paragraph (l) below, a member of a select committee will be entitled to copies of any document which is in the possession or control of the Cabinet, its committees, or

individual Cabinet Members and which contains material relating to any business transacted at a public or private meeting of the Cabinet, its committees, or individual Cabinet Members or any decision which has been made by an officer of the authority in accordance with executive arrangements.

A copy of the document must be provided as soon as reasonably practicable and in any case no later than 10 clear days after the request has been received. Where it is determined that, , a member of a select committee is not entitled to a copy of a document or part of any such document for a reason set out under paragraphs (k) and (l) a written statement must be provided to the relevant select committee setting out the reasons for the decision.

**(l) Limit on rights**

A member of a select committee will not be entitled to:

- (i) any document that is in draft form;
- (ii) any part of a document that contains exempt or confidential information, unless that information is relevant to an action or decision it is reviewing or scrutinising or intends to scrutinise; or
- (iii) the advice of a political adviser.

**(m) Attendance by witnesses**

(i) Select committees may examine and review decisions made or actions taken in connection with the discharge of any Council or executive functions as appropriate. As well as reviewing documentation, in fulfilling the scrutiny role a committee may require the Leader, Deputy Leader or any Member of the Council, and/or any senior officer to attend before it to explain in relation to matters within the committee's remit:

- (i) any particular decision or series of decisions;
- (ii) the extent to which the actions taken implement Council policy; and/or
- (iii) their performance

and it is the duty of those persons to attend if so required.

(ii) Where any Member or officer is required to attend a committee under this provision, the committee chairman will inform the proper officer. The proper officer shall inform the Member or officer in writing giving at least 10



working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the committee. Where the account to be given to the committee will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

- (iii) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the committee shall, in consultation with the Member or officer, arrange an alternative date for attendance.
- (iv) When officers appear to answer questions, their evidence will be confined, as far as possible, to questions of fact and explanation relating to policies and decisions. Officers may explain what the policies are and how administrative factors may have affected the choice of policy measures and the manner of their implementation. Officers may be asked to explain and justify advice that they have given in relation to the exercise of executive functions prior to decisions being taken, and to justify decisions they themselves have taken under the Scheme of Delegation where they fall within the terms of the matter under scrutiny. As far as possible, officers should avoid being drawn into discussion of the merits of alternative policies where this is politically contentious, and should certainly not venture an opinion as to whether one policy option is preferable to another.

(n) **Attendance by others**

A committee may invite people other than those people referred to in paragraph (m) above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, partner authorities, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

(o) **Call in**

The intention is that call in powers will be used exceptionally by select committees.

- (i) When a decision is made by the Leader, Cabinet, individual Cabinet Members, a committee of the Cabinet or local Members in relation to their local area, or a key decision is made under joint arrangements or by officers, the formal record of the decision shall be published not

later than three working days after the decision is taken. An information bulletin will be published on the S-Net on the day after the meeting summarising the decision taken pending publication of the record.

- (ii) That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless the appropriate select committee objects to it and calls it in.
- (iii) During that period, a decision may be called in for scrutiny by the committee chairman or vice-chairman or any three or more other committee members from more than one political group. The chairman shall call a meeting of the committee within 10 working days of the expiry of the period referred to in paragraph (ii) above, and where possible after consultation with the decision maker(s).
- (iv) If, having considered the decision, the select committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to Council. If referred to the decision maker it shall then reconsider within a further 7 working days, amending the decision or not, before adopting a final decision.
- (v) If following an objection to the decision, the select committee does not meet in the period set out in paragraph (iii) above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the select committee meeting, or the expiry of that further 10 working day period in paragraph (iii), whichever is the earlier.
- (vi) If the matter was referred to Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no locus to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget.

Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose

whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole, or a committee of it, a meeting will be convened to reconsider within 10 working days of the Council's request. Where the decision was made by an individual, the individual will reconsider within 5 working days of the Council's request.

- (vii) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.
- (viii) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

#### **EXCEPTION**

- (ix) The call-in procedure set out above shall not apply where the decision being taken is urgent in accordance with Rule 6.05(f) (special urgency). A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The chairman of the select committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the chairman of the select committee, the Chairman of the Council's consent shall be required. In the absence of both, the Chief Executive's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

#### **(p) The party whip**

When considering any matter in respect of which a member of the select committee is subject to an official party whip, the Member must declare the existence of the whip, and the nature of it before the commencement of the committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

## SELECT COMMITTEES

Name	Relevant Services
Council Overview & Scrutiny	<ul style="list-style-type: none"> <li>➤ Performance, finance and risk monitoring for all Council services</li> <li><i>All corporate areas, including:</i></li> <li>➤ Budget Strategy/Financial Management</li> <li>➤ Improvement Programme, Productivity and Efficiency</li> <li>➤ Equalities and Diversity</li> <li>➤ Corporate Performance Management</li> <li>➤ Corporate and Community Planning</li> <li>➤ Property</li> <li>➤ Emergency and Contingency Planning</li> <li>➤ HR and Organisational Development</li> <li>➤ IMT</li> <li>➤ Procurement</li> <li>➤ Other Support Functions</li> <li>➤ Risk Management</li> <li>➤ Europe</li> <li>➤ Communications</li> </ul>

Name	Relevant Services
Adult Social Care	<ul style="list-style-type: none"> <li>➤ Services for people with: <ul style="list-style-type: none"> <li>○ Mental health needs, including those with problems with memory, language or other mental functions</li> <li>○ Learning disabilities</li> <li>○ Physical impairments</li> <li>○ Long-term health conditions, such as HIV or AIDS</li> <li>○ Sensory impairments</li> <li>○ Multiple impairments and complex needs</li> </ul> </li> <li>➤ Services for Carers</li> <li>➤ Safeguarding</li> </ul>
Children and Education	<ul style="list-style-type: none"> <li>➤ Children's Services, including <ul style="list-style-type: none"> <li>Looked after children</li> <li>Fostering</li> <li>Adoption</li> <li>Child Protection</li> <li>Children with disabilities</li> <li>Transition</li> </ul> </li> <li>➤ Schools and Learning</li> <li>➤ Services for Young People (including Surrey Youth Support Service)</li> </ul>

Name	Relevant Services
Communities	<ul style="list-style-type: none"> <li>➤ Community Safety, including: <ul style="list-style-type: none"> <li>○ Crime and Disorder Reduction</li> <li>○ Relations with the Police</li> </ul> </li> <li>➤ Fire and Rescue Service</li> <li>➤ Cultural Services, including: <ul style="list-style-type: none"> <li>○ Library Services</li> <li>○ Adult and Community Learning</li> <li>○ Major cultural and community events</li> <li>○ Heritage</li> <li>○ Arts</li> <li>○ Citizenship</li> </ul> </li> <li>➤ Sport</li> <li>➤ Voluntary Sector Relations</li> <li>➤ Customer Services</li> <li>➤ Localism</li> <li>➤ Trading Standards and Environmental Health</li> <li>➤ Legacy and Tourism</li> </ul>

Name	Relevant Services
Environment and Transport	<ul style="list-style-type: none"> <li>➤ Strategic Planning</li> <li>➤ Countryside</li> <li>➤ Waste</li> <li>➤ Transport Service Infrastructure</li> <li>➤ Aviation</li> <li>➤ Highway Maintenance</li> <li>➤ Community Transport</li> <li>➤ Economic Development and the Rural Economy</li> <li>➤ Housing</li> <li>➤ Local Transport Plan</li> <li>➤ Road Safety</li> <li>➤ Concessionary Travel</li> <li>➤ Minerals</li> <li>➤ Flood prevention</li> </ul>
Health	<ul style="list-style-type: none"> <li>➤ Review and scrutiny of all health services commissioned or delivered within Surrey</li> <li>➤ Public health</li> <li>➤ Health and Wellbeing Board</li> </ul>