

CORPORATE IMPROVEMENT & BUDGET WORKING PARTY TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to Corporate Performance and the Council Budget

Membership, Chairmanship and Quorum

Number of Members	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Challenge the alignment of priorities and optimal use of resources to ensure value for money;
2. Participate in the Service Review Programme;
3. Evaluate partnerships the Council is party to in order to ensure effective use of resources and a return on investment of those partnerships;
4. Review the 2012/2016 Corporate Plan to determine progress in relation to delivering projects and improvements noticeable to residents;

Challenge the assumptions of the Medium Term Financial Strategy;
5. Provide a critical friend challenge to officers, reflecting the voice and concerns of the public in order to make an impact on corporate improvement and the effectiveness of the budget processes;
6. Contribute towards the budget setting process for 2013/14 and subsequent years;
7. Review the implementation and effectiveness of the Service Review Programme;
8. The Group may wish to set out a programme of work and a timetable of meetings. Ideally if Members were of the view that there was anything

significant to go into the agenda for the following Overview and Scrutiny Panel meeting; there is a need for the group to meet in good enough time to thereafter include any outputs from the group meeting into the Panel agenda.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 28 May 2008. These terms of reference were approved by the Overview & Scrutiny Panel on 30 August 2011.

EAST KENT HOSPITALS CLINICAL STRATEGY REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review proposed changes to health delivery services in East Kent with particular emphasis on Thanet District.

Membership, Chairmanship and Quorum

Number of Members	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the working party are given below:

- i. Ensure the public consultation process for the proposed East Kent Hospitals NHS clinical strategy involves and reflects the views of communities in the Thanet area;
- ii. Seek to minimise any adverse implications and maximise benefits of the proposed East Kent Hospitals NHS Clinical Strategy

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 29 May 2012.

EAST KENT SPATIAL DEVELOPMENT COMPANY REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

The purpose of the working party has been to establish a member led cross party scrutiny of key crime and disorder topics in Thanet

Membership, Chairmanship and Quorum

Number of Members	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the working party are given below:

- i. Scrutinise the performance of the East Kent Spatial Development Company

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 29 May 2012.

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

General

A Sub-Committee of the Overview and Scrutiny Panel established to review certain matters relating to the electoral registration process.

Membership, Chairmanship and Quorum

Number of Members	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members Only
Restrictions on Chairmanship	Non Executive Members Only
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required

Terms of Reference

1. To advise the Council's Electoral Registration Officer on options for improving the level of voter registration across the District as a whole.
2. To advise the Council's Electoral Registration Officer on options for improving the accuracy of the electoral register.
3. To advise the Council's Electoral Registration Officer on options for increasing public awareness of, and participation in, voter registration.

General

It is not within the Terms of Reference of the Panel or the Task & Finish Group to consider matters relating to the registration of an individual or a specific household. There are statutory processes for objecting to a new registration or reviewing an existing registration.

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 10 January 2012.

MINNIS BAY DAY CENTRE REVIEW TASK & FINISH GROUP TERMS OF REFERENCE AND WORK PROGRAMME FOR 2012/13

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise the Minnis Bay Day Centre user fee charges for 2012/13

Membership, Chairmanship and Quorum

Number of Members	Six
Political Composition	2 Labour 2 Conservative 1 Thanet Independent Group 1 Independent Group
Substitute Members Permitted	Yes
Political Balance Rules apply	N/A
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Reviewing the new user fees for the Minnis Bay Day Centre;
2. Review the potential impact of such charges on Thanet older residents.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 7 August 2012. These terms of reference were approved by the Overview & Scrutiny Panel on 7 August 2012.

RICHBOROUGH HOUSEHOLD WASTE RECYCLING CENTRE REVIEW TASK & FINISH GROUP DRAFT TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the Kent County Council decision to close the Richborough Household Waste & Recycling Centre.

Membership, Chairmanship and Quorum

Number of Members	6
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	3
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

4. To review the recent decision by Kent County Council to close the Richborough Household Waste & Recycling Centre;
2. To assess the likely impact of the KCC decision on Thanet residents particularly those living in Ramsgate, Broadstairs and Margate;
3. To produce a final report with findings and recommendations for consideration by the Overview & Scrutiny Panel.

Delegations

None

Notes

This Task & Finish Group was established in principle by the decision of the Overview & Scrutiny Panel on 20 December 2012. These terms of reference were approved by the Overview & Scrutiny Panel on 20 December 2012.

SHARED SERVICES WORKING PARTY TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise the development, implementation and performance of Shared Services

Membership, Chairmanship and Quorum

Number of Members	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Scrutinise the process for establishing Shared Services;
2. Review the implementation of shared services arrangements that include the following:
 - a) East Kent Services
 - b) East Kent Housing
 - c) East Kent HR Partnership
 - d) Recycling & Waste
3. Scrutinise the tenants' consultation process;
4. Keep a watching brief on all developments in relation to the Shared Services project;
5. Monitor the performance of the shared services arrangements;
6. Draft regular progress reports to be considered by the Panel;
7. Draft a final report to be considered by the Panel;

8. Keep a watching brief on scrutiny undertaken by the EKJSC on services already shared.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 15 June 2010. These terms of reference were approved by the Overview & Scrutiny Panel on 30 August 2011.

THANET BEACHES CONTAMINATION REVIEW TASK & FINISH GROUP TERMS OF REFERENCE AND WORK PROGRAMME FOR 2012/13

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the collaborative working between Thanet District Council, Southern Water and the Environment Agency especially during emergencies.

Membership, Chairmanship and Quorum

Number of Members	8
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	4
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

2. Review the events in relation to the Southern Water sewage release incidents that occurred recently;
3. Review of the Southern Water and Thanet District Council emergency planning arrangements for managing similar incidents;
4. Review the collaborative working arrangements between Thanet District Council, Southern Water and the Environment Agency;
5. Gather evidence in relation to the impact of the sewage release from members of the public and businesses;
6. Make recommendations to the Overview & Scrutiny Panel on how the emergency plan can be made more robust and fit for purpose if appropriate;
7. Submit written interim and final reports with recommendations to the Overview and Scrutiny Panel.

Delegations

None

Notes

This task & finish group was proposed for establishment in principle by the decision of the Overview & Scrutiny Panel on 17 July 2012. These terms of reference were approved by the Overview & Scrutiny Panel on 17 July 2012.

WELFARE REFORM REVIEW TASK & FINISH GROUP TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

The purpose of the working party has been to establish a member led cross party scrutiny of key crime and disorder topics in Thanet

Membership, Chairmanship and Quorum

Number of Members	Six
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the task & finish group are given below:

- i. Evaluate the impact of the proposed changes to the benefits system on Thanet residents;
- ii. Review Government proposal for a Council tax reduction system;
- iii. Scrutinise the impact of the proposed changes to the benefits system on potential homelessness in Thanet.

Delegations

None

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 29 May 2012.

AIRPORT WORKING PARTY DRAFT TERMS OF REFERENCE AND WORK PROGRAMME FOR 2012/13

A. TERMS OF REFERENCE

General

A Sub-Committee of the Overview & Scrutiny Panel established to review and scrutinise issues related to the operation and development of Manston International Airport.

Membership, Chairmanship and Quorum

Number of Members	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. Review of the existing section 106 agreement for the airport;
2. Review the regional airport Strategy for the South East and develop a range of options to enable the Council to support the Airport's future success;
3. Scrutinise any future airports proposed night time flying policy including establishment of parameters for community consultation and assessment of technical criteria against which the policy can be judged;
4. Submit written interim and final reports with recommendations to the Overview and Scrutiny Panel.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 2 October 2007. These terms of reference were approved by the Overview and Scrutiny Panel on 30 August 2011.

CRIME & DISORDER REDUCTION PARTNERSHIP WORKING PARTY TERMS OF REFERENCE

A. TERMS OF REFERENCE

General

The purpose of the working party has been to establish a member led cross party scrutiny of key crime and disorder topics in Thanet

Membership, Chairmanship and Quorum

Number of Members	Eight
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the working party are given below under the Crime and Disorder (Overview & Scrutiny) Regulations 2009, hereby attached. The scope of the group for 2012/13 will be specifically to:

1. Scrutinise the Council's and key partners approach to anti-social behaviour investigations and Street Scene Enforcement;
2. Specifically look at housing management of anti-social behaviour and powers to deal with issues especially in terms of tenancy agreements;
3. Debate key issues relevant to the two areas listed, interview key witnesses, make findings and suggest recommendations for improvement.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 01 October 2009.

The Crime and Disorder (Overview and Scrutiny) Regulations 2009

Made

6th April 2009

Laid before Parliament

8th April 2009

Coming into force in accordance with regulation 1(2)

The Secretary of State makes the following Regulations in exercise of the powers conferred by section 20(3) and (4) of the Police and Justice Act 2006⁽¹⁾.

In accordance with section 20(4) of that Act, the Secretary of State has consulted with the Welsh Ministers⁽²⁾ regarding the provisions in relation to local authorities in Wales.

Citation and commencement

1.—(1) These Regulations may be cited as the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

(2) These Regulations shall come into force in respect of local authorities in England on 30th April 2009 and in respect of local authorities in Wales on 1st October 2009.

Interpretation

2. In these Regulations—

“2006 Act” means the Police and Justice Act 2006;

“depersonalised information” means information which does not constitute personal data within the meaning of the Data Protection Act 1998⁽³⁾.

Co-opting of additional members

3.—(1) The crime and disorder committee of a local authority may co-opt additional members to serve on the committee subject to paragraphs (2), (3), (4) and (5).

(2) A person co-opted to serve on a crime and disorder committee shall not be entitled to vote on any particular matter, unless the committee so determines.

(3) A co-opted person’s membership may be limited to the exercise of the committee’s powers in relation to a particular matter or type of matter.

(4) A crime and disorder committee shall only co-opt a person to serve on the committee who—

(a) is an employee, officer or member of a responsible authority or of a co-operating person or body; and

(b) is not a member of the executive of the committee's local authority (or authorities).

(5) The membership of a person co-opted to serve on a crime and disorder committee may be withdrawn at any time by the committee.

Frequency of meetings

4. A crime and disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions as the committee considers appropriate but no less than once in every twelve month period.

Information

5.—(1) Where a crime and disorder committee makes a request in writing for information, as defined in section 20(6A) of the 2006 Act(4), to the responsible authorities or the co-operating persons or bodies, the authorities, or persons or bodies (as applicable) must provide such information in accordance with paragraphs (2) and (3).

(2) The information referred to in paragraph (1) must be provided no later than the date indicated in the request save that if some or all of the information cannot reasonably be provided on such date, that information must be provided as soon as reasonably possible.

(3) The information referred to in paragraph (1)—

(a) shall be depersonalised information, unless (subject to sub-paragraph (b)) the identification of an individual is necessary or appropriate in order to enable the crime and disorder committee to properly exercise its powers; and

(b) shall not include information that would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the co-operating persons or bodies.

Attendance at committee meetings

6.—(1) Subject to paragraph (2), a crime and disorder committee may require the attendance before it of an officer or employee of a responsible authority or of a co-operating person or body in order to answer questions.

(2) The crime and disorder committee may not require a person to attend in accordance with paragraph (1) unless reasonable notice of the intended date of attendance has been given to that person.

Reports and recommendations

7. Where a crime and disorder committee makes a report or recommendations to a responsible authority or to a co-operating person or body in accordance with section 19(8)(b) of the 2006 Act, the responses to such report or recommendations of each relevant authority, body or person shall be—

(a) in writing; and

(b) submitted to the crime and disorder committee within a period of 28 days from the date of the report or recommendations or, if this is not reasonably possible, as soon as reasonably possible thereafter.

Vernon Coaker
Minister of State

Home Office
6th April 2008