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COMMUNITY SAFETY PARTNERSHIP WORKING PARTY TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the working party was to scrutinise key community safety issues in Thanet and make recommendations to the Community Safety Partnership through the Overview & Scrutiny Panel.

Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	3 Labour 3 Conservative 1 Thanet Independent Group 1 Independent Group
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 provided for under the Crime and Disorder (Overview & Scrutiny) Regulations 2009. The scope of the group for 2014/15 will be specifically to:

1. To review the implementation and effectiveness of the Community Safety Partnership Plan.
2. To scrutinise the Council's and key partners approach to anti-social behaviour investigations and Environmental Enforcement;
3. To specifically look at housing management of anti-social behaviour and powers to deal with issues especially in terms of tenancy agreements;
4. To debate key issues relevant to the three areas listed, interview key witnesses, make findings and suggest recommendations for improvement.

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Delegations

None

Notes

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

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CORPORATE PERFORMANCE REVIEW WORKING PARTY TERMS OF REFERENCE FOR 2014/15

General

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

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	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. To challenge the alignment of priorities and optimal use of resources to ensure value for money;
2. To make recommendations regarding the development of the Peer Review Report Action Plan and monitor progress of the implementation of that Action Plan;
3. To participate in the Service Review Programme;
4. To evaluate partnerships the Council is party to in order to ensure effective use of resources and a return on investment of those partnerships;
5. To review the 2012/2016 Corporate Plan to determine progress in relation to delivering projects and improvements noticeable to residents;

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6. To review the implementation and effectiveness of the Service Review Programme through quarterly/bi-annual service performance monitoring of TDC Departments;
7. To keep a watching brief on all developments in relation to the Shared Services project;
8. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and propose action points for improvement;
9. To review the impact of lack of income and other revenue shortfall in forward budget, and debt management strategies;
10. To conduct an annual review of the Corporate Plan 2012-2016 to determine progress and propose actions points for improvement.

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.

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ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

General

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

Membership, Chairmanship and Quorum

Number of Members	Five
Political Composition	2 Labour 2 Conservative 1 Thanet Independent Group
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members Only
Restrictions on Chairmanship	Non-Executive Members Only
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required

Terms of Reference

1. To review the implementation of Individual Electoral Registration;
2. To review the postponed 2013/14 Canvass;
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.

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QEQM HOSPITAL A & E REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review matters related to the operation of the QEQM Hospital's Accidents and Emergency Services in response to a petition referred to the Overview & Scrutiny Panel by Full Council on 5 December 2013.

Membership, Chairmanship and Quorum

Number of Members	Seven
Political Composition	3 Labour 3 Conservative 1 Independent Group
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
Co-option Arrangements	None
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. The scope of the group for 2014/15 will be specifically to:

1. To investigate the process currently adopted by East Kent Hospitals University Foundation Trust (EKHUFT) in the provision of trauma services, including how choices are made regarding the transfer of trauma unit patients;
2. To investigate the process for undertaking major changes to trauma services, including the way in which public consultation is undertaken ; and if public consultation is not undertaken, and the way in which urgent decisions are taken and who is informed;
3. To investigate how a public body like Thanet District Council is informed in cases where there will be no public consultation on a health delivery

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services decision that is significant to the local community; and how public/stakeholders views are taken into consideration;

4. To investigate whether and how accessibility issues are taken into consideration when making health delivery decisions (for example, the ability of relatives/friends to visit trauma units some distance from Thanet);
5. To investigate the pattern of visits to the Accidents & Emergencies Department at QEQM Hospital, to explore whether there are “repeat patients”, and if so, the factors that might contribute to that, and how it might be avoided;
6. To investigate whether the funding profile of the health delivery service is one of the main driving factors behind the rationalisation exercise of emergency services in East Kent, or what the clinical justification is;
7. To produce a final report with recommendations for submission to the Overview and Scrutiny Panel and if appropriate to Cabinet for forwarding to the EKHUFT Board.

Delegations

None

Notes

This task & finish group was established in principle by the decision of the Overview & Scrutiny Panel on 14 January 2014 in response to a petition referred to the Overview & Scrutiny Panel by Full Council on 5 December 2013. A report by the Panel would be forwarded to Full Council for noting.

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TDC ARTEFACTS MANAGEMENT REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review management of artefacts owned by Thanet District Council and advise Cabinet through the Overview & Scrutiny Panel.

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	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Co-option agreed by the Overview & Scrutiny Panel	One Member of the public has been co-opted as a specialist (Non-voting member)
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. The scope of the group for 2014/15 will be specifically to:

1. To review the past management of the Council and its agents' management of art and artefacts and advise on ways of recovering lost/missing artefacts;
2. To scrutinise the Council's management systems and procedures in relation to Council owned art and artefacts and best practice and make recommendations the OSP and then Cabinet;

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3. To propose criteria to be used by Council when accepting donations of artefacts, including reviewing insurance implications;
4. To produce a final report with recommendations for submission to the Overview and Scrutiny Panel and then Cabinet.

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 23 April 2013.