

## EXECUTIVE, POLICY AND COMMUNITY SAFETY SCRUTINY PANEL DRAFT TERMS OF REFERENCE

### Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	3 Conservative; 2 Independent and UKIP; 2 Thanet Independent Councillors 1 Labour
Substitute Members Permitted	Yes
Political Balance Rules apply	Yes
Appointments/Removals from Office	By Council
Restrictions on Membership	Non Cabinet Members only
Restrictions on Chairmanship	Non Cabinet Members only
Quorum	Four
Number of ordinary meetings per Council Year	Seven

### General role

Within their terms of reference, the Executive, Policy & Community Safety Scrutiny Panel will:

- (a) Lead in reviewing proposals by the executive regarding policy development matters affecting the delivery of services in Thanets;
- (b) To consider matters relating community wellbeing and safer neighbourhoods;
- (c) Within the remit of the Panel, make reports and/or recommendations to the Cabinet, Council or any appropriate Committee in connection with the discharge of any functions;
- (d) Consider any matter affecting the area or its residents within the remit of the Panel; and
- (e) Exercise the call-in function of the Council.

### Specific functions

#### Terms of Reference

1. To lead on overview and scrutiny policy matters having specific regard for developing new approaches to policy and making appropriate recommendations to assist the Cabinet and the Council in the development of its policy framework. This includes reviewing all the plans and strategies within the policy framework as set out in Article 4 of the Constitution;
2. Considering the Council's Forward Plan;

3. Consider all petitions that request for new services or requiring council action on an emerging matter affecting the local community;
4. Consider all community safety matters and act as the community safety scrutiny panel;
5. To deal with all call-in matters arising under Overview and Scrutiny Procedure Rule 15 and Budget and Policy Framework Procedure Rule 6;
6. Consider all valid Councillor Call for Action (CCfA) submissions made through the CCfA protocol in the Constitution;
7. Within the constraints of officer time and budgets, conduct research, community and other consultation in the analysis of policy issues and possible options;
8. Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
9. Within the remit of the Panel, to make reports or recommendations to the authority or the Cabinet (where appropriate) with respect to the discharge of any functions which are not the responsibility of the Cabinet;
10. 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;
11. To make reports on community wellbeing and policy development recommendations to the authority or the Cabinet on matters which affect the authority's area or the inhabitants of the area.

### **Annual Report**

The Executive, Policy & Community Safety Scrutiny Panel will report annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.