

Terms of Reference for Scrutiny Committees

Membership

The membership of all committees is determined by the Council at its Annual Meeting. The membership may be varied during the year only with the consent of the Council.

Terms of reference

Scrutiny Committee (Resources)

1. To evaluate and monitor the performance of Human Resources, IT, Business Transformation, Finance and all central/corporate services.
2. To consider and advise the Executive on draft budget proposals which fall within the remit of this Committee.
3. At the request of the Council or Executive, to consider such papers or issues that are to be presented to the Executive, in order that the views of the Committee are available to the Council or Executive in making its decision.
4. To monitor the overall financial performance of the Council, including stewardship and treasury management.
5. To undertake reviews of the appropriate strategies and policies emanating from the work and functions of those services within the remit of the Committee in accordance with a work plan agreed in consultation with the Executive.
6. To review progress made within the Corporate Plan.
7. To appoint members to participate in Task and Finish Groups within the remit of this Committee, receive reports from and recommend action arising from these reviews to the Executive.
8. To review and advise the Executive on corporate staffing issues, including:
 - industrial relations
 - health and safety
 - equalities
 - such other staffing issues as directed by the Executive

To establish an Employee Liaison Forum (see terms of reference below).

9. To monitor the effectiveness of the Council's participation in such Partnership and inter-agency initiatives as fall within the remit of this Committee.

10. To review such issues that might be appropriate arising from the portfolios held by Executive Members.
11. To request the Executive to reconsider such activities as have been the subject of debate following the use of call-in-powers.
12. To ensure that all services within its remit operate in accordance with equalities principles.

Employee Liaison Forum

1. To provide a means of consultation and communication on matters relating to corporate industrial relations and employee relations issues.
2. To actively consider methods of promoting the effective contribution of all employees and of management to the development and maintenance of a healthy and safe working environment.
3. To act as one of the points of consultation for new Council corporate policies and procedures, notwithstanding that consultation will also take place outside the Forum.
4. On an annual basis to discuss any employee relations' matters arising from the Council's agreed Best Value Performance Plan.
5. To consider the implications of major national or legislative initiatives which may impact on the working environment.
6. To keep under review the Council's Health and Safety Policy in the light of new national or legislative health and safety initiatives.
7. To consider any relevant matter referred to it by the Executive or the Council.
8. To receive an annual report on the key statistical criteria relating to employment e.g. recruitment, selection, equal opportunities, sickness, labour turnover, discipline and grievance issues.
9. To receive a bi-annual report outlining the accident and incidents during the year, the progress being made towards achieving the targets set out in the health and safety action plan and any reports of the Health and Safety Executive relating to the Council.
10. To discuss the targets for the Health and Safety adviser and for different parts of the organisation which are to be included in the action plan for the coming year.
11. To discuss any other matters as deemed appropriate by the Chair.

Scrutiny Committee (Community)

1. To evaluate and monitor the performance of all housing, contracts, community engagement, environmental health (including cleansing), river and canal, parks and open spaces, bereavement and CCTV/Home Call services.
2. To consider and advise the Executive on draft budget proposals which fall within the remit of this Committee.
3. At the request of the Council or Executive, to consider such papers or issues that are to be presented to the Executive, in order that the views of the Committee are available to the Council or the Executive in making its decision.
4. To monitor the financial performance and undertake stewardship in respect of community and environmental services.
5. To receive audit reports in respect of services within the remit of the Committee.
6. To undertake reviews of the appropriate strategies and policies emanating from the work and functions of those services within the remit of the Committee in accordance with a work plan agreed in consultation with the Executive.
7. To appoint members to participate in Task and Finish Groups within the remit of this Committee, receive reports from and recommend action arising from these reviews to the Executive.
8. To monitor the effectiveness of the Council's participation in such Partnership and inter-agency initiatives as fall within the remit of this Committee.
9. To review such issues that might be appropriate arising from the portfolios held by Executive Members.
10. To request the Executive to reconsider such activities as have been the subject of debate following the use of call-in-powers.
11. To ensure that all services within its remit operate in accordance with the equalities principles.
12. To undertake any appropriate scrutiny of health issues in Exeter.
13. To discharge the functions of a Crime and Disorder Committee to oversee and scrutinise the work of the Exeter Community Safety Partnership in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

Scrutiny Committee (Economy)

1. To evaluate and monitor the performance of all tourism, economic development, transportation, parking, estates, planning (except purely development control), Markets and Events, leisure and museums and technical (including flooding) services.
2. To consider and advise the Executive on draft budget proposals which fall within the remit of this Committee.
3. At the request of the Council or Executive, to consider such papers or issues that are to be presented to the Executive, in order that the views of the Committee are available to the Council or Executive in making its decision.
4. To monitor the financial performance and undertake stewardship in respect of economy and tourism services.
5. To receive audit reports in respect of services within the remit of the Committee.
6. To undertake reviews of the appropriate strategies and policies emanating from the work and functions of those services within the remit of the Committee in accordance with a work plan agreed in consultation with the Executive.
7. To appoint members to participate in Task and Finish Groups within the remit of this Committee, receive reports from and recommend action arising from these reviews to the Executive.
8. To monitor the effectiveness of the Council's participation in such Partnership and inter-agency initiatives as fall within the remit of this Committee.
9. To assist in the process for the adoption and approval of the Exeter Local Development Framework, and for the preparation of other elements of the Development Plan by Devon County Council and other authorities.
10. To review such issues that might be appropriate arising from the portfolios held by the Executive Members.
11. To request the Executive to reconsider such activities as have been the subject of debate following the use of call-in-powers.
12. To ensure that all services within its remit operate in accordance with the principles of equal opportunities.