

Introduction to the Policy and Scrutiny Process and the Committees

19.1 Terms of reference

The Council has appointed the Policy and Scrutiny committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000 in relation to the matters broadly set out in the right hand column of the same table. The detailed terms of reference for the Policy and Scrutiny Committees are set out in Chapter 4, sub-section 4 to this constitution.

COMMITTEE	MEMBERSHIP	SCOPE
WESTMINSTER SCRUTINY COMMISSION	6 non-executive Members of the Council	To be responsible for the Policy and Scrutiny function. To scrutinise the work of the Leader, to approve the annual report of Policy and Scrutiny activity.
ADULT'S AND CHILDREN'S SERVICES POLICY AND SCRUTINY COMMITTEE	12 persons of whom 8 will be non executive Members of the Council , 4 co-opted Members with voting rights ie one co-opted representative each from the Church of England and Roman Catholic Diocesan Education Boards and two Parent Governor representatives, and 2 co-opted Members without voting rights, i.e., 2 Headteachers of Westminster maintained schools	To be responsible for the Policy and Scrutiny functions in respect of the remit of the Cabinet Members for Adult Social Care and Public Health and Children's Services, including functions relating to the provision of Health Services within Westminster including the consideration of any reports referred by the Healthwatch Central West London.
ENVIRONMENT, HIGHWAYS AND PUBLIC PROTECTION POLICY AND SCRUTINY COMMITTEE	8 non executive Members of the Council.	To perform the Policy and Scrutiny functions in respect of the remits of the Cabinet Members for Environment and Highways and the Cabinet Member for Public Protection and Licensing.

COMMITTEE	MEMBERSHIP	SCOPE
HOUSING, FINANCE AND REGENERATION POLICY AND SCRUTINY COMMITTEE	8 non executive Members of the Council	To perform the Policy and Scrutiny functions in respect of the remit of the Cabinet Member for Housing and the Cabinet Member for Finance and Property and Regeneration.
COMMUNITY SERVICES, BUSINESS AND PLANNING POLICY AND SCRUTINY COMMITTEE	8 non executive Members of the Council	Cabinet Member for Business and Planning and the Cabinet Member for Community Services and Digital.

19.2 General role

Within their terms of reference, policy and scrutiny committees will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to the full Council and/or the executive and/or any policy, joint or area committee in connection with the discharge of any functions;
- iii) consider any matter affecting the area or its inhabitants; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the executive.

19.3 Specific functions

- (a) **Policy development and review.** Policy and Scrutiny committees may:
 - i) assist the Council and the executive in the development of its budget and policy framework by in-depth analysis of policy issues;
 - ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
 - iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

- iv) question members of the executive and/or committees and chief officers about their views on issues and proposals affecting the area; and
 - v) 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.
- (b) **Scrutiny.** Policy and Scrutiny committees may:
- i) review and scrutinise the decisions made by and performance of the executive and/or committees and council officers both in relation to individual decisions and over time;
 - ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - iii) question members of the executive and/or committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
 - iv) make recommendations to the executive and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
 - v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Policy and Scrutiny committee and local people about their activities and performance; and
 - vi) question and gather evidence from any person (with their consent).
- (c) **Finance.** Policy and Scrutiny committees may exercise overall responsibility for any finances made available to them by the Westminster Scrutiny Commission.
- (d) **Annual report.** Policy and Scrutiny committees may report annually to full Council via the Westminster Scrutiny Commission on their workings and make recommendations for future work programmes and amended working methods if appropriate.
- (e) **Officers.** The Westminster Scrutiny Commission may exercise overall responsibility for the work programme of the officers employed to support their work in particular the statutory scrutiny officer.

19.4 Proceedings of Policy and Scrutiny committees

Policy and scrutiny committees will conduct their proceedings in accordance with the Policy and Scrutiny Procedure Rules and, so far as relevant, the Council Procedure Rules set out in Part 4 of this Constitution.