

APPENDIX 2

POLICY & ACCOUNTABILITY COMMITTEES

Terms of Reference

1. Introduction

- 1.1 Policy & Accountability Committees (PACs) will develop key policies for the Council on behalf of and with residents and community groups and hold the Executive to account.
- 1.2 All PACs will discharge the relevant statutory functions within the scope of the Committee.
- 1.3 All PACs will have the following key responsibilities:
 - To hold the Cabinet to account
 - To be a critical friend to the Cabinet and to challenge the assumptions behind the policies and actions of the Council and other local service providers
 - To amplify the voice and concerns of local residents and to give residents a mechanism to comment on, participate in and determine Council policy
 - To improve the Council's services by listening to residents and user groups
 - To scrutinise decisions made by partner organisations in the interest of the residents of the Borough
 - To be independent of party politics and ensure an informed evidence-based approach to policy development
- 1.4 PACs may also co-opt non-voting additional members to ensure residents and users' groups are fully represented. Only statutory co-optees will have voting rights. All co-opted members will be able to participate fully in all meetings and have the same access to information as elected members.
- 1.5 Each PAC will maintain a work programme of policies and issues identified by the PAC members to be investigated, analysed and understood prior to making recommendations to decision-makers. PACs may receive evidence from experts and user groups either in writing in advance or verbally at meetings.
- 1.6 All PACs may compel Council officers and Executive members to attend meetings as required and can expect to receive written evidence as requested.
- 1.7 Where appropriate, PAC members may conduct research outside of formal meetings and make site visits as required.
- 1.8 When considering major cross-cutting issues that impact upon the work of more than one PAC, PACs may meet concurrently to receive evidence in a

joint session. Following such meetings, reports may be published as joint reports or as separate responses. Alternatively, for major cross-cutting issues that impact the work of more than one PAC or require detailed attention, PACs may appoint sub-committees or task groups to examine the particular issue.

- 1.9 Overview and Scrutiny Committees will be known in Hammersmith & Fulham as the PACs.

FINANCE & DELIVERY POLICY & ACCOUNTABILITY COMMITTEE	
Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members 2 Opposition members.	Co-opted Members: (To be confirmed)
<p>Principal Functions</p> <p>All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007, and in particular:</p> <ul style="list-style-type: none"> • The coordination, and development of the Council's Policy and Scrutiny function and the monitoring of its performance • To develop policy within the scope of the Committee and make recommendations to the Cabinet • Monitor the administration and spending in services within its scope • To review the impact of decisions and policies implemented by the Council • Lead responsibility for scrutinising the relevant Cabinet Member(s) <p>Scope:</p> <ul style="list-style-type: none"> • setting and monitoring of the corporate budget • the development of long-term savings plans within the Medium Term Financial Strategy • oversight of finance and use of resources • performance management (including external assessment of the Authority and its services) • central support services and organisational development and human resources • Tri – Borough Programme and other joint working with outside bodies • electoral and other registration services • the Council's communication strategy • the Council's Community Strategy • customer care and complaints policies, including H&F Direct • member and MP enquiries and FOI responses • procurement and management of IT services • the development, implementation and operation of the governance, structure and processes in respect of joint working with other authorities, save for matters within specific service areas which fall within the remit of other PACs • other major cross-cutting functions of the Council 	

**COMMUNITY SAFETY, ENVIRONMENT & RESIDENT SERVICES POLICY
& ACCOUNTABILITY COMMITTEE**

Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members 2 Opposition members.	Co-opted Members: (To be confirmed)

Principal Functions

All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.

- To discharge of the functions and responsibilities of a Crime and Disorder Committee in accordance with section 19 of the Police and Justice Act 2006 and regulations made under section 20 of the Act.
- To discharge of functions contained in s.9FH of Schedule 2 to the Localism Act 2011 to review and scrutinise the exercise by flood risk management authorities of flood risk management functions which may affect the local authority's area
- To develop policy within the scope of the Committee and make recommendations to the Cabinet
- Monitor the administration and spending in services within its scope
- To review the impact of decisions and policies implemented by the Council
- Lead responsibility for scrutinising the relevant Cabinet Member(s)

Scope:

- transport, including roads maintenance, other transport infrastructure
- parking policy, traffic management and the relationship with TfL.
- planning policy and performance and the impact of developments on transport infrastructure and the environment.
- the local environment
- Street Scene
- parks and open spaces
- recycling and environmental sustainability
- waste disposal, street cleansing, refuse collection,
- cemeteries
- biodiversity
- quality of life
- community safety
- tackling anti-social behaviour
- licensing and gambling.
- neighbourhood governance
- any other matter referred by the Finance & Delivery PAC

Note: Planning decisions cannot be scrutinised

CHILDREN & EDUCATION POLICY & ACCOUNTABILITY COMMITTEE

Members:

Five voting councillors

Quorum:

Three Members of the Committee

Political proportionality:

3 Administration members

2 Opposition members.

Co-opted Members:

Statutory with voting rights on Education matters:

2 Parent Governor representatives
(one vacancy)

2 diocese representatives

Non-statutory without voting rights:

1 head teacher representative

Principal Functions

All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.

- To develop policy within the scope of the Committee and make recommendations to the Cabinet
- Monitor the administration and spending in services within its scope
- To review the impact of decisions and policies implemented by the Council
- Lead responsibility for scrutinising the relevant Cabinet Members(s).

Scope:

- the education of children and young people in the borough
- the authority's functions in its capacity as education authority
- Special Educational Needs
- the authority's social services functions as they relate to children
- Safeguarding
- Child protection
- Children in care
- Children and young people leaving care

- the education and children’s services budgets including social care
- the Employee-Led Mutual (3BM)
- any other matter allocated by the Finance & Delivery PAC

HEALTH, ADULT SOCIAL CARE & SOCIAL INCLUSION POLICY & ACCOUNTABILITY COMMITTEE	
Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members Opposition members.	Co-opted Members: Non-statutory without voting rights: (To be confirmed)
<p>Principal Functions</p> <p>All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.</p> <ul style="list-style-type: none"> • To discharge functions under the Health and Social Care Act 2001 • To discharge any functions under the Health and Social Care Act 2012 and any subsequent regulations • To develop policy within the scope of the Committee and make recommendations to the Cabinet • Monitor the administration and spending in services within its scope • To review the impact of decisions and policies implemented by the Council • Lead responsibility for scrutinising the relevant Cabinet Members(s). <p>Scope:</p> <ul style="list-style-type: none"> • health of both children and adults (including public health) • the provision, maintenance and improvement of primary and acute NHS services in the borough • the provision of mental health services in the borough • adult social care services in the borough, including the exercise of statutory responsibilities in relation to the scrutiny of health as set out in Article 6 and also the voluntary and community sector • the Council’s equalities and diversity programmes and support for vulnerable groups. 	

- Council and other out-of-school services for youth in the Borough
- the Council's Voluntary Sector strategy
- increasing access to opportunity in all aspects of social and economic life in the borough
- other policies and initiatives supporting social inclusion in the borough
- any other matter allocated by the Finance & Delivery PAC

ECONOMIC REGENERATION, HOUSING & THE ARTS POLICY & ACCOUNTABILITY COMMITTEE	
Members: Five voting councillors	Quorum: Three Members of the Committee
Political proportionality: 3 Administration members 2 Opposition members.	Co-opted Members: (To be confirmed)
<p>Principal Functions</p> <p>All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007.</p> <ul style="list-style-type: none"> • To develop policy within the scope of the Committee and make recommendations to the Cabinet • Monitor the administration and spending in services within its scope • To review the impact of decisions and policies implemented by the Council • Lead responsibility for scrutinising the relevant Cabinet Members(s). <p>Scope:</p> <p>To monitor the policy, administration and spending of all aspects of:</p> <ul style="list-style-type: none"> • The local economy • Housing (including privately owned, council, housing association, sheltered and supported housing) • Support for local businesses and high streets, including the ability of local businesses and the voluntary and community sector to procure from the Council and the Council's suppliers • Local employment opportunities • Regeneration and renewal of deprived areas • Provision of homes for local residents • Adult education 	

- Arts and cultural services
- Libraries
- any other matter allocated by the Finance & Delivery PAC