

Business and Finance Scrutiny Committee

No.	Issues	Yes	No	N/A	Comment
1	Does the authority have a dedicated Business and Finance Scrutiny Committee?				
2	Do the terms of reference clearly set out the purpose of the committee?				
3	Does the committee fulfil the statutory requirements surrounding the local authority scrutiny arrangements?				
4	Does the Business and Finance Scrutiny Committee report directly to Cabinet and/or full Council?				
5	Does the Business and Finance Scrutiny Committee provide support to the authority in meeting the requirements of good governance?				
6	Does it use that power to challenge the Executive/Committees?				
7	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?				
8	Has an effective committee structure and composition of the committee been selected? This should include: i) Separation from the executive ii) Politically balanced membership iii) an appropriate mix of knowledge and skills among the membership iv) size of the committee that is not unwieldy v) where co-opted members are used, that they have been appointed using appropriate process.				
9	Does the chair of the committee have appropriate knowledge and skills?				
10	Are arrangements in place to support the committee with briefings and training?				
11	Does the committee have good working relationships with key people and organisations, including the executive and management team?				
12	Does the committee plan its work in order to ensure best value added?				
13	Does the Committee meet regularly to a planned timetable and work schedule?				

14	Are meetings free and open without political influences being displayed and are agenda papers available to members of the public?				
15	Are decisions reached promptly?				
16	Are agenda papers circulated in advance of meetings to allow adequate preparation by Members?				
17	Does the Committee have the benefit of appropriate officers at its meetings?				
18	Has the Cabinet Member attended a meeting of the Business and Finance Scrutiny Committee in the past year?				
19	Does a member of the Senior Management Team and a member the Council's Executive attend all meetings?				
20	Does the committee take a role in: <ul style="list-style-type: none"> • risk management • performance monitoring • financial monitoring and budget scrutiny • holding Portfolio Holders to account 				
21	Has the committee used pre-decision scrutiny?				
22	Have the relevant performance monitoring reports been considered promptly?				
23	Has the committee been involved in early policy development?				
24	Has the committee been provided with updates on the progress of its recommendations?				
25	Have the committee's recommendations been accepted by Cabinet?				
26	Has the committee evaluated whether and how it is adding value to the organisation?				
27	Can the committee access other committees and call officers to account as necessary?				
28	Is the role and purpose of the Overview and Scrutiny Committee understood and accepted across the authority?				
29	Is adequate secretarial and administrative support to the committee provided?				

Children & Young People Scrutiny Committee

No.	Issues	Yes	No	N/A	Comment
1	Does the authority have a dedicated Children & Young People Scrutiny Committee?				
2	Do the terms of reference clearly set out the purpose of the committee?				
3	Does the committee fulfil the statutory requirements surrounding the local authority scrutiny arrangements?				
4	Does the Children & Young People Scrutiny Committee report directly to Cabinet and/or full Council?				
5	Does the Children & Young People Scrutiny Committee provide support to the authority in meeting the requirements of good governance?				
6	Does it use that power to challenge the Executive/Committees?				
7	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?				
8	Has an effective committee structure and composition of the committee been selected? This should include: i) Separation from the executive ii) Politically balanced membership iii) an appropriate mix of knowledge and skills among the membership iv) size of the committee that is not unwieldy v) where co-opted members are used, that they have been appointed using appropriate process.				
9	Does the chair of the committee have appropriate knowledge and skills?				
10	Are arrangements in place to support the committee with briefings and training?				
11	Does the committee have good working relationships with key people and organisations, including the executive and management team?				
12	Does the committee plan its work in order to ensure best value added?				
13	Does the Committee meet regularly to a planned timetable and work schedule?				

14	Are meetings free and open without political influences being displayed and are agenda papers available to members of the public?				
15	Are decisions reached promptly?				
16	Are agenda papers circulated in advance of meetings to allow adequate preparation by Members?				
17	Does the Committee have the benefit of appropriate officers at its meetings?				
18	Has the Cabinet Member attended a meeting of the Children & Young People Scrutiny Committee in the past year?				
19	Does a member of the Senior Management Team and a member the Council's Executive attend all meetings?				
20	Does the committee take a role in: <ul style="list-style-type: none"> • risk management • performance monitoring • financial monitoring and budget scrutiny • holding Portfolio Holders to account 				
21	Has the committee used pre-decision scrutiny?				
22	Have the relevant performance monitoring reports been considered promptly?				
23	Has the committee been involved in early policy development?				
24	Has the committee been provided with updates on the progress of its recommendations?				
25	Have the committee's recommendations been accepted by Cabinet?				
26	Has the committee evaluated whether and how it is adding value to the organisation?				
27	Can the committee access other committees and call officers to account as necessary?				
28	Is the role and purpose of the Children & Young People Scrutiny Committee understood and accepted across the authority?				
29	Is adequate secretarial and administrative support to the committee provided?				

Communities Scrutiny Committee

No.	Issues	Yes	No	N/A	Comment
1	Does the authority have a dedicated Communities Scrutiny Committee?				
2	Do the terms of reference clearly set out the purpose of the committee?				
3	Does the committee fulfil the statutory requirements surrounding the local authority scrutiny arrangements?				
4	Does the Communities Scrutiny Committee report directly to Cabinet and/or full Council?				
5	Does the Communities Scrutiny Committee provide support to the authority in meeting the requirements of good governance?				
6	Does it use that power to challenge the Executive/Committees?				
7	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?				
8	Has an effective committee structure and composition of the committee been selected? This should include: i) Separation from the executive ii) Politically balanced membership iii) an appropriate mix of knowledge and skills among the membership iv) size of the committee that is not unwieldy v) where co-opted members are used, that they have been appointed using appropriate process.				
9	Does the chair of the committee have appropriate knowledge and skills?				
10	Are arrangements in place to support the committee with briefings and training?				
11	Does the committee have good working relationships with key people and organisations, including the executive and management team?				
12	Does the committee plan its work in order to ensure best value added?				
13	Does the Committee meet regularly to a planned timetable and work schedule?				
14	Are meetings free and open without political influences being displayed and are agenda papers available to members of the public?				

15	Are decisions reached promptly?				
16	Are agenda papers circulated in advance of meetings to allow adequate preparation by Members?				
17	Does the Committee have the benefit of appropriate officers at its meetings?				
18	Has the Cabinet Member attended a meeting of the Communities Scrutiny Committee in the past year?				
19	Does a member of the Senior Management Team and a member the Council's Executive attend all meetings?				
20	Does the committee take a role in: <ul style="list-style-type: none"> • risk management • performance monitoring • financial monitoring and budget scrutiny • holding Portfolio Holders to account 				
21	Has the committee used pre-decision scrutiny?				
22	Have the relevant performance monitoring reports been considered promptly?				
23	Has the committee been involved in early policy development?				
24	Has the committee been provided with updates on the progress of its recommendations?				
25	Have the committee's recommendations been accepted by Cabinet?				
26	Has the committee evaluated whether and how it is adding value to the organisation?				
27	Can the committee access other committees and call officers to account as necessary?				
28	Is the role and purpose of the Communities Scrutiny Committee understood and accepted across the authority?				
29	Is adequate secretarial and administrative support to the committee provided?				

Environment Scrutiny Committee

No.	Issues	Yes	No	N/A	Comment
1	Does the authority have a dedicated Environment Scrutiny Committee?				
2	Do the terms of reference clearly set out the purpose of the committee?				
3	Does the committee fulfil the statutory requirements surrounding the local authority scrutiny arrangements?				
4	Does the Environment Scrutiny Committee report directly to Cabinet and/or full Council?				
5	Does the Environment Scrutiny Committee provide support to the authority in meeting the requirements of good governance?				
6	Does it use that power to challenge the Executive/Committees?				
7	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?				
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15	Are decisions reached promptly?				
16	Are agenda papers circulated in advance of meetings to allow adequate preparation by Members?				
17	Does the Committee have the benefit of appropriate officers at its meetings?				
18	Has the Cabinet Members attended a meeting of the Environment Scrutiny Committee in the past year?				
19	Does a member of the Senior Management Team and a member the Council's Executive attend all meetings?				
20	Does the committee take a role in: <ul style="list-style-type: none"> • risk management • performance monitoring • financial monitoring and budget scrutiny • holding Portfolio Holders to account 				
21	Has the committee used pre-decision scrutiny?				
22	Have the relevant performance monitoring reports been considered promptly?				
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27	Can the committee access other committees and call officers to account as necessary?				
28	Is the role and purpose of the Overview and Scrutiny Committee understood and accepted across the authority?				
29	Is adequate secretarial and administrative support to the committee provided?				

Health Scrutiny Committee

No.	Issues	Yes	No	N/A	Comment
1	Does the authority have a dedicated Health Scrutiny Committee?				
2	Do the terms of reference clearly set out the purpose of the committee?				
3	Does the committee fulfil the statutory requirements surrounding the local authority scrutiny arrangements?				
4	Does the Health Scrutiny Committee report directly to Cabinet and/or full Council?				
5	Does the Health Scrutiny Committee provide support to the authority in meeting the requirements of good governance?				
6	Does it use that power to challenge the Executive/Committees?				
7	Is an annual evaluation undertaken to assess whether the committee is fulfilling its terms of reference and that adequate consideration has been given to all core areas?				
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15	Are decisions reached promptly?				
16	Are agenda papers circulated in advance of meetings to allow adequate preparation by Members?				
17	Does the Committee have the benefit of appropriate officers at its meetings?				
18	Has the Cabinet Member attended a meeting of the Health Scrutiny Committee in the past year?				
19	Does a member of the Senior Management Team and a member the Council's Executive attend all meetings?				
20	Does the committee take a role in: <ul style="list-style-type: none"> • risk management • performance monitoring • financial monitoring and budget scrutiny • holding Portfolio Holders to account 				
21	Has the committee used pre-decision scrutiny?				
22	Have the relevant performance monitoring reports been considered promptly?				
23	Has the committee been involved in early policy development?				
24	Has the committee been provided with updates on the progress of its recommendations?				
25	Have the committee's recommendations been accepted by Cabinet?				
26	Has the committee evaluated whether and how it is adding value to the organisation?				
27	Can the committee access other committees and call officers to account as necessary?				
28	Is the role and purpose of the Health Scrutiny Committee understood and accepted across the authority?				
29	Is adequate secretarial and administrative support to the committee provided?				