

CARLISLE AND EDEN JOINT CDRP SCRUTINY PANEL

TERMS OF REFERENCE – MARCH 2010

1.0 Membership, Voting and Substitutions

1.1 The Panel will be comprised of:

- 3 elected members nominated from Carlisle City Council;
- 3 elected members nominated from Eden District Council;
- 1 elected member from Cumbria County Council;
- 1 nominated member from the Police Authority.

In line with scrutiny good practice, no Member who sits on the CDRP Leadership Group should be a Member of the Scrutiny Panel.

The above nominations will be from each authority's designated Overview and Scrutiny body, as follows:

Carlisle City – 'Community Overview and Scrutiny' Panel

Eden District – 'Housing and Community Panel'

Cumbria County – 'Safe, Stronger and Inclusive Communities Advisory Board'

- 1.2 Scrutiny and Police Authority members will be nominated to the Joint Panel for a minimum of 1 year.
- 1.3 Substitute members will also be nominated from each of the authorities involved., to mirror the number of standing members.

Standing Members

- 1.4 All of the above appointed members, or a member substituting for an appointed member at a meeting, shall be entitled to vote. A total of 8 Panel members will have voting rights.
- 1.5 No member may act as a substitute unless they have been named in accordance with the above arrangements.

Additional Co-opted Members

- 1.6 Where the Panel is undertaking a piece of scrutiny work and where members determine specific expertise is required to support the work, each authority may co-opt an additional member as specialist support on a particular topic area. Where additional member expertise is required in

consideration of a topic at a formal meeting of the Panel, a member with specialist knowledge may be invited to attend as a witness.

Chairmanship

- 1.7 The Chair to be chosen by nominated standing members from either of the district authorities, on a 12-monthly rotational basis.

Frequency of Meetings

- 1.8 The Panel will meet at least three times per year, with the option for a greater frequency of meetings where members deem this necessary.
- 1.9 This will be determined partly by the annual production of the CDRP's Strategic Assessment and the annual refreshment of the Partnership Plan. The Panel may also wish to hold a year end performance meeting in early May.

2.0 Terms of Reference

- 2.1 The Panel's focus will be upon priority factors of risk, value for money, performance, efficiency, public concern and community confidence.
- 2.2 There will be a presumption that the formal meetings of the Panel will be in public, unless the agenda contains information that is categorised as 'restricted' under the definitions of the [quote relevant legislation] and will therefore be taken as a 'Part 2' item.
- 2.3 The role of the Joint CDRP Scrutiny Panel is to:
 - (a) Hold to account the Carlisle and Eden CDRP, in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009, which supplements provisions made in Section 19 of the Police and Justice Act 2006;
 - (b) Hold a meeting to review and scrutinise the Carlisle and Eden CDRP's annual Strategic Assessment;
 - (c) Hold a meeting to review and scrutinise the annually updated Partnership Plan;
 - (d) Review and scrutinise the delivery of the Partnership Plan and how expected outcomes are being progressed and hold a year end performance meeting to take an overview of activities in the previous year.
 - (e) Focus upon the plans and activities of the Carlisle and Eden CDRP as a whole and not on the *operational activities* of the individual responsible authorities that comprises the CDRP membership;

- (f) Make reports and recommendations to the Carlisle and Eden CDRP Manager in the first instance, then Leadership Group, the respective district executives and the Safer and Stronger Thematic Partnership;
 - (g) Provide a co-ordinated forum for the purpose of discussion and information sharing on matters that arise from the function of the Carlisle and Eden CDRP.
 - (h) Consider matters referred to it from either the Carlisle or Eden scrutiny functions on crime and disorder matters that are pertinent to the activities of the Carlisle and Eden CDRP;
 - (i) Undertake scrutiny reviews, as it sees fit, on matters that arise from, or relate to, activities to achieve the aims and priorities outlined in the Joint CDRP's Partnership Plan.
- 2.3 Where the Joint CDRP Scrutiny Panel makes reports and recommendation it shall include:
- (a) an explanation of the matter reviewed or scrutinised;
 - (b) a summary of evidence considered;
 - (c) a list of participants involved in the review;
 - (d) any recommendations on the matter reviewed or scrutinised.
- 2.4 Under the direction of the Panel a scrutiny task group may be established to review a topic of interest. In doing so, the Panel must establish the objectives of the review and identify a timescale for completion and reporting back to the whole Panel. There will be a presumption that these meetings will be held in public.
- 2.5 The arrangements outlined in this document are to be reviewed at the end of the Joint CDRP Scrutiny Panel's first year [end April 2011] including purpose, function, membership and scrutiny reviews undertaken, along with the accompanying protocol.
- 2.6 The Panel will produce an Annual Report to outline its activities over the year and to identify the outcomes and achievements of its work.

3.0 Officer Support

- 3.1 The Panel shall be supported through shared arrangements between scrutiny officers at Carlisle City Council and Eden District Council;
- 3.2 Officer support to the Panel should include the Carlisle and Eden CDRP Manager as the Lead Officer to provide guidance and context for the Panel on CDRP matters. The contact within the CDRP Leadership Group will be Locality Manager from the Fire and Rescue Service.

4. Training

4.1 In the first instance, there will need to be an induction session for members of the Panel; thereafter, on an annual basis, an orientation session will be held for Panel members covering the following primary issues:

- Role and remit of Panel;
- Scrutiny of CDRPs;
- Scrutiny of Performance;
- Scrutiny of Risk;
- Scrutiny of Value for Money.