

Essex County Council

Committee role profiles

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Committee name	Audit, Governance and Standards Committee (AGS)
Summary of Committee	<p>This committee meet in public and advises on the Council's corporate governance arrangements.</p> <p>Its responsibilities include:</p> <ul style="list-style-type: none"> • monitoring the arrangements in place for managing risk and combating fraud and corruption • monitoring the adequacy and effectiveness of the external and internal audit services • approving the Annual Statement of Accounts and Annual Governance Statement • To advise the Council on local Code of Conduct for members and promote, develop and maintain high standards of conduct • To grant dispensations under Section 33 of the Localism Act 2011. <p>Standards Sub-Committee – Terms of Reference</p> <ul style="list-style-type: none"> • To exercise any of the Committee's powers with respect to decisions about individual complaints about breaches of the Code of Member Conduct. <p>Formal public meetings are broadcast.</p>
Frequency	4-5 meetings per year
Membership	<p>Ten Members of the Council other than the Cabinet and one non-voting Independent Member.</p> <p><i>Standards Sub Committee</i> Between three and five members of the Council appointed by the Monitoring Officer in consultation with the Chairman of the Audit, Governance and Standards Committee and the Leaders of relevant political groups in accordance with the political balance rules.</p>
Average monthly time commitment	Meetings last 2-4 hours on average, plus preparation time.
Useful prior knowledge and skills	Financial background would be desirable though not essential.
Training	Regular committee training sessions are held and a briefing on a specific topic can be arranged as required.

Committee name	Budget Consultation Forum
Summary of Committee	Budget Consultation is a statutory function for a local authority under the Non Domestic Ratepayers (Consultation) Regulations 1992 and a CPA requirement. The purpose of the Forum is for the local authority to consult with local communities prior to setting council budgets. This takes place with representatives of trades unions within the County Council (and separately with representatives of the business community, but it only takes the form of a meeting with the Union reps). It is held in private, chaired by the Cabinet Member, and is relatively informal. All papers are confidential.
Frequency	Three - four per year
Membership	Cabinet Member and officers
Average monthly time commitment	Meetings themselves normally last one hour.
Useful prior knowledge and skills	-
Training	-

Committee name	Senior Management Employment Committee (and sub-committees)
Summary of Committee	Formal committee dealing with HR issues relating to Senior officers. Approximately 60-70% of meetings are for the purpose of interviews. Officially public, however most business is normally considered in part 2 (i.e. confidentially).
Frequency	As and when. Usually, a minimum of 10 per year of which perhaps three will not relate to interviews. Meetings tend to come in clumps rather than spread out across the year, and often at short notice.
Membership	Flexible. Politically proportionate. Political groups are asked to nominate members for each individual meeting. The full committee numbers five members; each sub-committee numbers three.
Average monthly time commitment	Varied
Useful prior knowledge and skills	Interview skills required. General HR knowledge useful.
Training	Interview training is offered if members have not got previous experience or would like further development. Advice will be given as part of the meeting

Committee name	Co-Parenting Panel (CPP)
Summary of Committee	This Panel gives Members the opportunity to ensure that ECC is fulfilling its responsibilities as 'corporate parent' to Looked After Children and to monitor/'scrutinise' the care of Looked After Children. The meeting is fairly informal and takes place in private.
Frequency	Bi-monthly
Membership	10 Members (broadly politically proportionate but not required to be), four non-elected voting members plus a number of officers required to attend but not full Members.
Average monthly time commitment	Bi-monthly meetings of two -three hours. There have been additional task and finish groups formed from the Panel in the past.
Useful prior knowledge and skills	Understanding of children's services, social care and issues facing children in care.
Training	Will be provided as part of attendance at meetings.

Committee name	Corporate Policy and Scrutiny Committee (CPSC)
<p>Summary of Committee</p>	<p>This is a formal overview and scrutiny committee of the Council, which carries out its business through a range of councillor-led meetings, workshops, briefings and visits.</p> <p>As one of ECC's four scrutiny committees, it has two main roles based on statutory guidance:</p> <ul style="list-style-type: none"> • developing and reviewing policy; and • holding the executive (cabinet) to account through reviewing or scrutinising decisions. <p>The committee's remit is set out in the constitution. It includes the following subject matter areas:</p> <ul style="list-style-type: none"> • The overall strategic direction, policies and priorities of the Cabinet and of Council. • The Council's financial position and management of the council's finances and budgets (revenue and capital) • Corporate Policies • Internal and External Communications • Customer contact centres • Registration of Births, Deaths and Marriages • Coroners • Matters relating to the activities of support services including: Commercial/Procurement, Property and Facilities Management, Legal Services, Performance and Organisational Intelligence, Transformation, Internal Audit, Risk and insurance, Health and Safety, IT, Human Resources, Business Support and Democratic Services • The Council's role as an employer • Services which operate via a trading account • Essex companies and other legal entities (and ECC's shareholder role) • Democratic Engagement and Representation • Considering the Council's governance arrangements and the management of its performance including reports about that performance. <p>Scrutiny work is an opportunity for non-executive members (those who are not on the cabinet) to influence how the Council acts on behalf of Essex residents.</p> <p>The Council's scrutiny function is designed to focus primarily on shaping policy before decisions are made so that it can improve the outcomes of decisions. The committee can also examine the impacts of decisions after they have been made.</p>



	<p>meetings are usually broadcast, and recordings can be found on our YouTube – youtube.com/@eccdemocracy3400</p>
Frequency	<p><u>Committee activity</u></p> <p>The committee schedules one or two activity days a month.</p> <p>Activity is predominately in the form of formal public meetings, but can include briefings, workshops, task and finish groups and visits.</p> <p>Formal meetings generally start at 10.30, and usually conclude by 12.30, although they can run longer if there is a lot of business to consider. There may be a break for lunch if required, at the discretion of the Chairman.</p> <p><u>Task and finish groups (T&F)</u></p> <p>Scrutiny committees do some of their most detailed investigations through temporary projects called ‘task and finish (T&F) groups’. The Committee may make a decision about the make-up of the group or volunteers sought subsequently. Members of the Executive cannot be appointed as a member of a Task and Finish Group.</p> <p>T&F groups usually include up to six councillors or co-optees and take around three months to complete.</p> <p>Typically, a T&F group will require its members to meet on four separate working days over three months – but they can be shorter or, with the approval of the committee’s chairman, longer. Where possible, T&F group activity will coincide with existing committee activity days, but additional dates may have to be scheduled.</p>
Membership	<p>Scrutiny committees are politically proportional to the make-up of the Full Council.</p> <p>This committee consists of 14 members.</p>
Average monthly time commitment	<p>Committee members are expected to contribute between one and two days a month.</p> <p>Membership of a T&F group entails a separate commitment in addition to the main committee’s activity.</p>



Useful prior knowledge and skills	<p>A genuine interest in the subject matter and willingness to be proactive are much more important than pre-existing expertise. Personal experience or knowledge in a related professional field is helpful, but an objective 'layperson's view' may be as valuable when examining an issue on behalf of Essex residents.</p> <p>Experience of scrutiny in other authorities is not necessary, and indeed there is variation in the way it is approached by different councils.</p> <p>An open mind and willingness to work with peers across the County and across political lines to find solutions to strategic problems is important.</p>
Training	<p>A comprehensive induction and training programme is provided to support committee members' development as effective scrutineers.</p> <p>Councillors will be encouraged to attend subject matter briefings.</p>

Committee name	Development and Regulation Committee (D&R)
Summary of Committee	This committee considers and approves planning applications in respect of minerals and waste, County Council development and Village Green status. Meetings are formal, public and broadcast.
Frequency	Monthly
Membership	12 councillors, politically proportional.
Average monthly time commitment	Monthly meetings of two - four hours. Often significant reading time required in preparation. One or two half-day site visits per year.
Useful prior knowledge and skills	Knowledge of planning regulations and issues – training provided.
Training	Councillors appointed to the Development & Regulations committee must undertake mandatory induction training in planning procedures. There are also monthly training sessions on wide range of planning matters, which committee members are expected to attend.

Committee name	Essex Climate Action Commission
Summary of Committee	This is a formal independent cross-party commission, with the intention to develop and deliver a Climate Action Plan
Frequency	Four times a year
Membership	Members from the different political groups. Outside stakeholders representing a range of views, including from the University of Essex, environmental bodies and the National Farmers Union.
Average monthly time commitment	Quarterly meetings lasting two hours.
Useful prior knowledge and skills	No specific requirements
Training	Will be done as part of a meeting.

Committee name	Essex Countywide Traveller Unit Joint Committee (ECTU)
Summary of Committee	This is a Joint Committee and brings together representatives of councils across Essex and the Fire and Police Services to oversee the work of the Essex Traveller Unit. The Unit aims to bring education, health and welfare services to Gypsies and Travellers and supervises approved sites.
Frequency	Two meetings per year
Membership	The relevant ECC Cabinet Member or their appointee (in the chair) plus representatives from other councils.
Average monthly time commitment	Attendance at two meetings per year.
Useful prior knowledge and skills	No specific requirements
Training	Will be done as part of a meeting.

Committee name	Essex Flood Partnership Board
Summary of Committee	The Board brings together all key stakeholders so that they may contribute to a strategic overview of matters surrounding flooding in Essex to ensure a consistent and co-ordinated approach with regard to flood risk management. It contributes to key decisions on projects, strategies funding and communications. This is a private meeting.
Frequency	Quarterly
Membership	<p>The Chair of the partnership is the relevant ECC Cabinet Member, or their deputy cabinet member.</p> <p>There is no other ECC member representation on the Board. The Board comprises of an elected member from each of the 12 District, Borough and City councils within Essex. There are also representatives from Thames Water, Anglia Water, the Environment Agency and Essex Fire and Rescue.</p>
Average monthly time commitment	<p>Attendance at meetings quarterly – two to three hours</p> <p>Preparation time for meetings approx. three hours</p>
Useful prior knowledge and skills	It will form part of the Cabinet Member's portfolio.
Training	A briefing can be arranged with officers if required.

Committee name	Essex Health and Wellbeing Board (HWB)
Summary of Committee	The Essex Health and Wellbeing Board is a meeting held in public with responsibilities which include a duty to encourage integrated working between those who arrange for the provision of any health or social care services. It airs concerns, identifies problems and opportunities and gives advice, assistance or other support as it thinks appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 (arrangements between NHS bodies and local authorities) in connection with the provision of such services.
Frequency	The Committee meets six times a year, in January, March, May, July, September and November.
Membership	The Board has a membership of 33, comprising a mixture of elected councillors and professional officers. These are drawn from the County Council, borough, city and district councils and parish/town councils, Public Health, the NHS, the Essex Police, Fire and Crime Commissioner, the Essex Safeguarding Children and Adults Boards, Healthwatch Essex and the Voluntary Sector. There are three County Councillors nominated by the Leader and nominated substitutes may be appointed.
Average monthly time commitment	Four to five hours for members, more for the Chairman, usually concentrated on the months in which meetings are taking place, but with the possibility of reading and participation in task and finish groups/events at other times.
Useful prior knowledge and skills	An interest or background in health, public health, medical or social care.
Training	None specifically required

Committee name	Essex Police, Fire and Crime Panel (EPFCCP)
<p>Summary of Committee</p>	<p>To scrutinise the work of the Police and Crime Commissioner, exercising the function as a critical friend, in support of the Commissioner.</p> <p>The Panel examines the actions and decisions of the Essex Police, Fire and Crime Commissioner (PFCC). It plays a vital role in holding the Commissioner to account. The Panel's functions are to:</p> <ul style="list-style-type: none"> • Scrutinise the Commissioner's Annual Report and Fire Statement • Review and scrutinise the decisions and actions of the Commissioner • Review the Commissioner's proposed council tax precept levels and have the power to veto the decision • Review the Commissioner's proposed senior appointments and recommend to appoint or not; • Review the proposed appointment of the Chief Constable and recommend to appoint or not (or veto the appointment) • Review the conduct of the Commissioner and Deputy Commissioner, and consider non-criminal complaints against them • Appoint an Acting Commissioner, if required <p>The Panel cannot consider operational matters. The meeting is formal and public (it is usually broadcast).</p> <p>The Panel includes two Sub-Committees:</p> <p>Complaints Sub-Committee – Terms of Reference The Panel can consider any complaint about the PFCC or Deputy PFCC relating to the conduct of the PFCC, other than one which is to be considered by the Independent Office of Police Conduct.</p> <p>Ethics and Integrity Sub-Committee – Terms of Reference To scrutinise the Commissioner's performance in relation to ethics and integrity and, where appropriate, provide support, in order to ensure that the highest standards of ethics and integrity of policing and fire and rescue are maintained in Essex, both currently and in the future.</p>



Frequency	<p>There are around 5-6 formal Panel Meetings each year. These are in person meetings held at County Hall, Chelmsford. A few days prior to each formal Panel meeting a pre-meeting is held online to discuss the items on the agenda and potential lines of enquiry.</p> <p>In addition to the full Panel meetings there are two sub-committees which some Panel Members are appointed to annually; the 'Ethics and Integrity Sub-Committee' which meets twice a year and the 'Complaints Sub-Committee' which meets as and when required.</p> <p>There are also a number of Working Groups and Workshops arranged throughout the year to support the work of the Panel which all Panel Members are encouraged to take part in.</p>
Membership	<p>One representative from each of the 15 Councils in the Essex Police Force Area, including one ECC member. There are 2 independent co-opted members. It also currently has 3 members appointed to better achieve political balance; this is reviewed on an annual basis. It is a requirement under the Act to have a representative appointed from each Council in the force area.</p> <p>An authority can also appoint a named substitute if they wish. Subs cannot be accepted on an ad hoc basis</p>
Average monthly time commitment	<p>Four hours every other month if only attending and preparing for Panel meetings but there are opportunities to get more involved in wider Panel activities.</p>
Useful prior knowledge and skills	<p>An understanding of Community Safety Issues. It is useful to have background knowledge of the Police Service, Fire and Rescue Service or community safety, but it is not a requirement. The ability to comment on budgetary and performance matters would be an advantage.</p>
Training	<p>Induction and ongoing training is given to new members.</p>

Committee name	Essex Waste Partnership Board
Summary of Committee	The Essex Waste Partnership Board will be responsible for the development and steering of all pan-Essex and Southend waste management partnership working
Frequency	Quarterly, with the location of the meeting rotating around the districts
Membership	The relevant ECC Cabinet Member and their deputy, plus one elected Member from each District/City/Borough Council.
Average monthly time commitment	Two hours a month.
Useful prior knowledge and skills	Appointments are usually portfolio holder at District level. Working knowledge of topics and policies within the Waste portfolio.
Training	None specifically required.

Committee name	Great Notley Country Park Joint Venture Partnership Board (JVPB)
Summary of Committee	<p>As part of the Joint Working Agreement between Essex County Council and Braintree District Council, the Great Notley JVPB was established to:</p> <ul style="list-style-type: none"> • Discuss and formulate strategy (including an investment strategy) to meet the future needs of the Park, taking into consideration both Parties' aspirations • Agree specific projects/schemes at the Park and the funding of them • Monitor all aspects of the Park's performance • Consider and review the business plan and budget • Review customer feedback in relation to the facility • Make appropriate provisions to consult locally
Frequency	Minimum of 2 per year
Membership	Representatives of Essex County Council (2) Representatives of Braintree District Council (2)
Average monthly time commitment	Usually, two half-day meetings per year, though more could be arranged if necessary (this is rare).
Useful prior knowledge and skills	Knowledge of the Country Park/Local Member
Training	None required

Committee name	Health Overview Policy and Scrutiny Committee (HOPSC)
<p>Summary of Committee</p>	<p>This is a formal overview and scrutiny committee of the Council, which carries out its business through a range of councillor-led meetings, workshops, briefings and visits. As one of ECC's scrutiny committees, it has two main roles based on statutory guidance:</p> <ul style="list-style-type: none"> • developing and reviewing policy; • holding the executive (cabinet) to account for those health services that are commissioned by the County Council; • holding local health commissioners and providers to account; and • being a statutory consultee for service changes and variations. <p>The committee's remit is set out in the constitution. It includes the following subject matter areas:</p> <ol style="list-style-type: none"> (i) Role of the Health and Wellbeing Board and others in the co-ordination and integration of local services; (ii) Role of all health bodies to reduce health inequalities and promote prevention and early intervention; (iii) Role of Public Health; (iv) Primary health care (family health care in GPs, dentists, pharmacists etc.) (v) Community health services and role of voluntary sector in healthcare; (vi) Emergency, elective and non-elective treatments in Hospital Trusts (in-patient and outpatient care); (vii) Ambulance service; (viii) Specialist commissioning issues (treatments that are commissioned at regional or sub-regional level that are highly specialised and very low patient volume) (ix) Emotional wellbeing and mental health services provided in a variety of settings; (x) Patient and public engagement in health planning. <p>Some issues cut across the County Council's administrative border and there will be opportunities for joint working with the health scrutiny committees from other neighbouring county and unitary councils.</p> <p>Scrutiny work is an opportunity for non-executive members (those who are not on the cabinet) to influence how the Council acts on behalf of Essex residents.</p>



	<p>The Council's scrutiny function is designed to focus primarily on shaping policy before decisions are made so that it can improve the outcomes of decisions. The committee can also examine the impacts of decisions after they have been made.</p> <p>Formal public meetings are usually broadcast, and recordings can be found on our YouTube Channel.</p>
Frequency	<p><u>Committee activity days</u> Activity is predominately in the form of formal public meetings but can include a mixture of formal public meetings, briefings, workshops, task and finish groups and visits.</p> <p>The committee schedules one or two activity days a month. Activity days can include a mixture of formal public meetings, briefings, workshops, task and finish groups and visits.</p> <p>Formal meetings generally start at 10:30 and usually conclude by 1:00pm, although they can run longer if there is a lot of business to consider. There may be a break for if required, at the discretion of the Chairman.</p> <p><u>Task and finish groups (T&F)</u> Scrutiny committees do some of their most detailed investigations through temporary projects called 'task and finish (T&F) groups'. The Committee may decide about the make-up of the group or volunteers sought subsequently.</p> <p>Members of the Executive cannot be appointed as a member of a Task and Finish Group. T&F groups usually include up to six councillors or co-optees and take around three months to complete.</p> <p>Typically, a T&F group will require its members to meet on four separate working days over three months – but they can be shorter or, with the approval of the committee's chairman, longer. Where possible, T&F group activity will coincide with existing committee activity days, but additional dates may have to be scheduled.</p> <p>Some informal meetings and briefings – especially of small T&F groups – may be conducted online.</p>



Membership	<p>Scrutiny committees are politically proportional to the make-up of the Full Council.</p> <p>This committee currently consists of 12 county councillors and up to four additional non-voting co-opted members from borough and district councils that are not represented from the county councillor membership on the committee.</p>
Average monthly time commitment	<p>Committee members are expected to contribute between one and two days a month.</p> <p>Membership of a T&F group entails a separate commitment in addition to the main committee's activity.</p>
Useful prior knowledge and skills	<p>A genuine interest in the subject matter and willingness to be proactive are much more important than pre-existing expertise. Personal experience or knowledge in a related professional field is helpful, but an objective 'layperson's view' may be as valuable when examining an issue on behalf of Essex residents.</p> <p>Experience of scrutiny in other authorities is not necessary, and indeed there is variation in the way it is approached by different bodies.</p> <p>An open mind and willingness to work with peers across the County and across political lines to find solutions to strategic problems.</p>
Training	<p>A comprehensive induction and training programme is provided to support committee members' development as effective scrutineers.</p> <p>Councillors will be encouraged to attend subject matter briefings.</p>

Committee name	Outer North East London Joint Health Overview Scrutiny Committee (JHOSC)
Summary of Committee	<p>This is a Joint Committee and brings together representatives of London Borough Councils of Barking and Dagenham, Havering, Redbridge and Waltham Forest.</p> <p>The committee reviews and scrutinises matters related to the planning, provision and operation of health services affecting two or more boroughs in Outer North East London.</p>
Frequency	Quarterly meetings, meetings are two hours.
Membership	ECC nominates one member to sit on this committee.
Average monthly time commitment	Meetings are 2 hours long.
Useful prior knowledge and skills	No specific requirements
Training	Will be done as part of a meeting.

Committee name	Suffolk and North East Essex Joint Health Overview Policy and Scrutiny Committee (JHOSC)
Summary of Committee	To scrutinise the implementation of the Suffolk and North East Essex Sustainability and Transformation Plan (STP) and how the STP is meeting the needs of the local populations in Suffolk and Essex focussing on those matters which may impact upon services provided to patients in both counties.
Frequency	Quarterly meetings, meetings are two hours.
Membership	ECC nominates 4 members from North East Essex
Average monthly time commitment	2 hours
Useful prior knowledge and skills	No specific requirements
Training	Will be done as part of a meeting.

Committee name	Member Development Steering Group (MDSG)
Summary of Committee	<p>The Group will oversee, monitor, review and evaluate all aspects of Member Development at Essex County Council.</p> <p>Its remit includes:</p> <ul style="list-style-type: none"> • developing the County Council's Member Development Strategy and programme of events; • providing direction and guidance to officers in respect of all Member Development issues and activities; • reviewing member session attendance and evaluation information; • promoting best practice and participation in respect of Member Development amongst all elected Members of the Council; and • leading and overseeing Essex County Council's continued commitment to the East of England Member Development Charter Plus. <p>These are private, informal meetings.</p>
Frequency	Every 2-3 months
Membership	The Member Development Steering Group will comprise at least seven Members formed from a cross-section of Councillors. The Group will elect a Chairman from amongst its membership.
Average monthly time commitment	Approx two hours per meeting
Useful prior knowledge and skills	Knowledge of member training and development programmes is an advantage but not essential. It is important to have a strong commitment to the principle of member development and training.
Training	No specific training required.

Committee name	<u>Essex Pension Fund Strategy Board</u>
Summary of Committee	This Board (PSB) ensures that the governance and administration of the (Local Government Pension Scheme) Essex Pension Fund and its Fund investments comply with the relevant regulations and legislation through the <u>Investment Steering Committee (ISC)</u> [sub committee of the PSB].
Frequency	Quarterly Board meetings plus training days and events. Quarterly ISC meetings plus training days and events.
Membership	<p>PSB: Seven ECC elected Members. Plus four other representatives of the scheme:</p> <ul style="list-style-type: none"> • One Member representing District, City and Borough Councils in Essex; • One Member representing Unitary Councils in Essex; • One Member representing Scheme Members nominated by Unison; and • One Member representing Other Employing Bodies. <p>ISC: Seven ECC elected Members (same seven ECC Members on PSB). Plus two non voting Members: One Member representing District, City and Borough Councils in Essex and one Member representing Scheme Members nominated by UNISON (same Members on PSB).</p>
Average monthly time commitment	PSB: One hour per month. ISC: Two hours per month.
Useful prior knowledge and skills	Financial experience would be beneficial. Training is also provided where necessary in the form of induction training and other ongoing sessions and events in line with the legislation
Training	Full training and development is provided to Members of the Board and Committee in the form of an induction programme and ongoing training sessions and events.

Committee name	<u>Essex Pension Fund Advisory Board</u>
Summary of Committee	<p>This Board assists with ensuring compliance with relevant regulations and legislation and to ensure the effective and efficient governance and administration of the Local Government Pension Scheme.</p> <p>The PAB Act as a critical friend to the Essex Pension Fund Strategy Board (PSB) and Investment Steering Committee (ISC) and provides oversight to decisions made by the PSB to ensure due process has been followed.</p> <p>The meetings are generally formal private meetings held at County Hall.</p>
Frequency	Four times per year.
Membership	One ECC Councillor as a Scheme Employer representative, plus three other representatives of Scheme Employers and four Scheme Members from across Essex. The Chairman is independent.
Average monthly time commitment	One hour per month for Board meetings with an additional half an hour per month if observing PSB meetings.
Useful prior knowledge and skills	No specific experience is required, training is provided where necessary in the form of induction training and other ongoing sessions and events in line with the legislation
Training	Full training and development is provided to Members of the Board in the form of an induction programme and ongoing training sessions and events.

Committee name	People and Families Policy and Scrutiny Committee (PAF)
<p>Summary of Committee</p>	<p>This is a formal committee of the Council, which carries out its business through a range of councillor-led meetings, workshops, briefings and visits.</p> <p>As one of ECC's scrutiny committees, it has two main roles based on statutory guidance:</p> <ul style="list-style-type: none"> • developing and reviewing policy; and • holding the executive (cabinet) to account through reviewing or scrutinising decisions. <p>Membership: 18 members (including 4 statutory co-opted members voting on education issues only)</p> <p>The committee's remit is set out in the constitution. It includes the following subject matter areas:</p> <ul style="list-style-type: none"> • Education (other than skills and apprenticeships) • Children's Services • Youth Services • Services relating to support for the community safety and the reduction of offending • Adult social care, including the support of and assistance of people with learning or physical disabilities or sensory impairment and older people and the homeless • Sport and physical activity including Active Essex (the Health Overview, Policy and Scrutiny Committee to be included on healthy lifestyle matters). • Transport services relating to any of the above services. <p>Scrutiny work is an opportunity for non-executive members (those who are not on the cabinet) to influence how the Council acts on behalf of Essex residents.</p> <p>The Council's scrutiny function is designed to focus primarily on shaping policy before decisions are made so that it can improve the outcomes of decisions. The committee can also examine the impacts of decisions after they have been made.</p> <p>Formal public meetings are usually broadcast and recordings can be found on our Youtube Channel</p>

<p>Frequency</p>	<p><u>Committee activity</u></p> <p>Activity is predominately in the form of formal public meetings but can include a mixture of formal public meetings, briefings, workshops, task and finish groups and visits.</p> <p>The committee schedules one or two days of activity per month.</p> <p>Formal meetings generally start at 09:30 and usually conclude by 12:30, although they can run longer if there is a lot of business to consider. There may be a break for if required, at the discretion of the Chairman.</p> <p><u>Task and finish groups (T&F)</u></p> <p>Scrutiny committees do some of their most detailed investigations through temporary projects called ‘task and finish (T&F) groups’. The Committee may make a decision about the make-up of the group or volunteers sought subsequently. Members of the Executive cannot be appointed as a member of a Task and Finish Group. T&F groups usually include up to six councillors or co-optees and take around three months to complete.</p> <p>Typically, a T&F group will require its members to meet on four separate working days over three months – but they can be shorter or, with the approval of the committee’s chairman, longer. Where possible, T&F group activity will coincide with existing committee activity days but additional dates may have to be scheduled.</p> <p>Some informal meetings and briefings – especially of small T&F groups – may be conducted online.</p>
<p>Membership</p>	<p>Scrutiny committees are politically proportional to the make-up of the Full Council.</p> <p>This committee currently consists of 18 members (including 4 statutory co-opted members voting on education issues only).</p> <p>The co-opted members represent primary school parent governors; secondary school parent governors; the Church of England; the Roman Catholic Church</p>



Education Representatives	<p>The People and Families Policy and Scrutiny Committee dealing with education matters shall include in its membership the following voting representatives:</p> <ul style="list-style-type: none">(i) One Church of England diocese representative;(ii) One Roman Catholic diocese representative;(iii) and Two parent governor representatives representing any constituency determined by the Committee from time to time. <p>The representatives shall not vote on matters other than those relating to education, though they may stay in the meeting and speak.</p> <p>The Corporate Policy and Scrutiny Committee will include the above representatives in their membership when dealing with education matters. The representatives may speak and vote on such matters.</p>
Average monthly time commitment	<p>Committee members are expected to contribute between one and two days a month.</p> <p>Membership of a T&F group entails a separate commitment in addition to the main committee's activity.</p>
Useful prior knowledge and skills	<p>A genuine interest in the subject matter and willingness to be proactive are much more important than pre-existing expertise. Personal experience or knowledge in a related professional field is helpful, but an objective 'layperson's view' may be as valuable when examining an issue on behalf of Essex residents.</p> <p>Experience of scrutiny in other authorities is not necessary, and indeed there is variation in the way it is approached by different bodies.</p> <p>An open mind and willingness to work with peers across the County and across political lines to find solutions to strategic problems is important.</p>
Training	<p>A comprehensive induction and training programme is provided to support committee members' development as effective scrutineers.</p> <p>Councillors will be encouraged to attend subject matter briefings.</p>

Committee name	Place Services and Economic Growth Scrutiny Committee (PSEG)
Summary of Committee	<p>This is a formal overview and scrutiny committee of the Council, which carries out its business through a range of councillor-led meetings, workshops, briefings and visits.</p> <p>As one of ECC's four scrutiny committees, it has two main roles based on statutory guidance:</p> <ul style="list-style-type: none"> • developing and reviewing policy; and • holding the executive (cabinet) to account through reviewing or scrutinising decisions. <p>The committee's remit is set out in the constitution. It includes the following subject matter areas:</p> <ul style="list-style-type: none"> • The economy of Essex • Economic development and regeneration • Employment related Skills and apprenticeships • Strategic Highways and transportation • Heritage, Culture and the Arts • Tourism • Country Parks and other green assets • Library services • Broadband and public communications infrastructure • Planning • Environmental services • Community Safety (not Domestic Violence or Youth Offending Team) • Emergency Planning • Waste and recycling • Energy and emissions reduction • Trading standards • Housing • Gypsies and travellers <p>Scrutiny work is an opportunity for non-executive members (those who are not on the cabinet) to influence how the Council acts on behalf of Essex residents.</p> <p>The Council's scrutiny function is designed to focus primarily on shaping policy before decisions are made so that it can improve the outcomes of decisions. The committee can also examine the impacts of decisions after they have been made.</p>

<p>Frequency</p>	<p><u>Committee activity days</u></p> <p>The committee schedules one or two activity days a month.</p> <p>Activity days can include a mixture of formal public meetings, briefings, workshops, task and finish groups and visits.</p> <p>Committee activity days often include a break for lunch before continuing. However, even during very busy periods, committee members can expect activity days to not last longer than 09.30 to 15:30. Usually they will be shorter than this.</p> <p><u>Task and finish groups</u></p> <p>Scrutiny committees do some of their most detailed investigations through temporary projects called ‘task and finish (T&F) groups’. The Committee may make a decision about the make-up of the group or volunteers sought subsequently. Members of the Executive cannot be appointed as a member of a Task and Finish Group.</p> <p>T&F groups usually include up to six councillors or co-optees and take around three months to complete.</p> <p>Typically, a T&F group will require its members to meet on four separate working days over three months – but they can be shorter or, with the approval of the committee’s chairman, longer. Where possible, T&F group activity will coincide with existing committee activity days, but additional dates may have to be scheduled.</p>
<p>Membership</p>	<p>Scrutiny committees are politically proportional to the make-up of the Full Council.</p> <p>This committee currently consists of 14 members.</p>
<p>Average monthly time commitment</p>	<p>Committee members are expected to contribute between one and two days a month.</p> <p>Membership of a T&F group entails a separate commitment in addition to the main committee’s activity.</p>
<p>Useful prior knowledge and skills</p>	<p>A genuine interest in the subject matter and willingness to be proactive are much more important than pre-existing expertise. Personal experience or knowledge in a related professional field is helpful, but an objective ‘layperson’s view’ may be as valuable when examining an issue on behalf of Essex residents.</p> <p>Experience of scrutiny in other authorities is not necessary, and indeed there is variation in the way it is approached by different bodies.</p>



	An open mind and willingness to work with peers across the County and across political lines to find solutions to strategic problems.
Training	<p>A comprehensive induction and training programme is provided to support committee members' development as effective scrutineers.</p> <p>Councillors will be encouraged to attend subject matter briefings.</p>

Committee name	Scrutiny Board
Summary of Committee	The Scrutiny Board provides direction and management of the Council's overview and scrutiny function and helps to coordinate the work of the scrutiny committees.
Frequency	Every 6 weeks
Membership	Chairmen of the four Policy and Scrutiny Committees (PSCs): Health Overview PSC, Corporate PSC, People & Families PSC and Place Services PSC plus the Chairman of the Audit & Governance Committee. Vice-Chairmen of PSCs also invited.
Average monthly time commitment	Meetings are approximately an hour and to an hour and a half, with agendas published the week before.
Useful prior knowledge and skills	Scrutiny
Training	No specific training for the Board