

Remit, Work Programme and Topic Reviews

SUMMARY

- 1.1 The Communities Scrutiny Review Board will have the opportunity to study its Terms of Reference and Remit for the forthcoming municipal year. The Board will meet five times in the municipal year and will be primarily focused on undertaking Topic Reviews supported by Democratic Services Officers and officers from other departments, but will also look at service reviews, policy development and any issues referred from the Executive Scrutiny Board.
- 1.2 The report allows officers to inform the Board of any key work areas, issues or potential topic review subjects for discussion or inclusion in the work programme.
- 1.3 Members of the Board will also have the opportunity to consider and agree items for the Integrating Communities work programme for the 2017/18 municipal year and any topic reviews.

RECOMMENDATIONS

- 2.1 To note the report.
- 2.2 To discuss and agree the future work programme and topic reviews for the forthcoming municipal year.

REASONS FOR RECOMMENDATIONS

- 3.1 To enable the council to undertake functions in relation to scrutiny and review specifically to investigate, gather evidence and make recommendations to the scrutiny board in an advisory capacity.

SUPPORTING INFORMATION

4.1 Terms of Reference of Scrutiny Review Boards

Within the scope of their terms of reference set out in Article 6 of the Constitution to:

1. Agree a programme of policy development and review in relation to the board's allocated topic area, and to undertake any policy development and review arising;
2. Consider service updates in relation to council and non council functions within the board's allocated topic area;
3. Make reports or recommendation to Council, Council Cabinet or any committees of the council in respect of the discharge of the council's functions; and
4. Make recommendations to the Corporate Scrutiny and Governance Board in respect of performance areas for review.

4.2 The remit of this board covers service areas (not in their entirety) that fall within the portfolios of the Cabinet Member for Neighbourhoods and the Cabinet Member for Leisure, Culture and Tourism. Remits of the scrutiny boards are not distinct and therefore some of the services within these portfolios will also fall under the responsibility of other scrutiny boards.

4.3 This item gives members an opportunity to discuss the proposed topic review/s for the forthcoming municipal year, and develop the basis for the topic reviews.

4.4 If a working group is formed for the purpose of conducting topic reviews, they should only exist for the duration of the review and be dissolved upon completion of the review. Individuals outside of the scrutiny board can be invited to join the working group, as the group has no formal scrutiny powers. The purpose of the working group is to investigate, gather evidence and make recommendations to the scrutiny board in an advisory capacity.

OTHER OPTIONS CONSIDERED

5.1 None

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	 David Walsh, Head of Democracy
For more information contact: Background papers: List of appendices:	Jackie Dominiczak 01332 643654 None Appendix 1 – Implications Appendix 2 – Draft work programme for Communities Scrutiny Review Board

IMPLICATIONS

Financial and Value for Money

- 1.1 There are no financial implications resulting from the recommendations of the report itself, however, there may be financial implications resulting from the recommendations of any further report or other Member recommendations passed back to Cabinet which will be reported as they are identified.

Legal

- 2.1 There are no legal implications resulting from the recommendations of the report itself. However, there may be legal implications resulting from the recommendations of any further report or other Member recommendations referred to Cabinet which will be reported as they are identified.

Personnel

- 3.1 The personnel implications of each of the topics if applicable would be covered in a more detailed report on them.

IT

- 4.1 None.

Equalities Impact

- 5.1 There are no direct equalities implications arising from this report, however, the topics outlined in the report would have detailed equalities implications on examination.

Health and Safety

- 6.1 The proposals will support the Health and Wellbeing Strategy.

Environmental Sustainability

- 7.1 There are no direct sustainability implications arising from this report.

Property and Asset Management

- 8.1 None.

Risk Management

- 9.1 The risk management implications of each of the topics would be covered in any more detailed report on them.

Corporate objectives and priorities for change

- 10.1
- A skilled and motivated workforce.

Integrating Communities O&S Board – Draft Work Programme 2017/18

Meeting	Items	Service Director / Lead officer
10 July	Enforcement Officers	Andy Thomas
	Fly Tipping	AndyThomas
	Community Buildings – <ul style="list-style-type: none"> a) Responsibility for day to day running b) Utility bills- who pays them/ who is responsible for paying them c) How much does each building charge for hurly usage? 	John Sadler
11 September	<ul style="list-style-type: none"> • Dustbin Renewal Contract • Relocation of Central library 	
27 November		
29 January		
26 March		
Items for Future Meetings – to be discussed at 10 July 2017 meeting		

