

Remit, Work Programme and Topic Reviews

SUMMARY

- 1.1 The Corporate Services Scrutiny Review Board will have the opportunity to study its Terms of Reference and Remit for the forthcoming municipal year. The Board will meet four times in the municipal year and will be primarily focused on undertaking Topic Review/s 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 Corporate Services Scrutiny Review Board work programme for the 2017/18 municipal year and any topic reviews.

RECOMMENDATIONS

- 2.1 To note the report.
- 2.2 To consider and agree the future work programme and topic reviews for the 2017/18 municipal year.

REASONS FOR RECOMMENDATIONS

- 3.1 To make the Board aware of its Terms of Reference.
- 3.2 To enable the council to undertake functions in relation to scrutiny, 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 Executive Scrutiny Board in respect of performance areas for review.

4.1 The remit of this board covers service areas that fall within the portfolios of the Cabinet Member for Finance and Governance (Councillor Shanker):

- Governance
- HR and Organisational Development
- Finance/Revenue and Benefits
- ICT and Customer Management
- Communications and Consultation
- Performance Management
- Business Support
- Corporate Health and Safety
- Emergency Planning/Business Continuity
- Property management
- Taxi Licensing

4.2 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.

4.3 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:	Jody Shelton 01332 643652 None Appendix 1 – Implications Appendix 2 – Draft work programme for Corporate Services Scrutiny Review Board

IMPLICATIONS

Financial and Value for Money

- 1.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Legal

- 2.2 Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Personnel

- 3.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

IT

- 4.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Equalities Impact

- 5.1 Effective scrutiny benefits all Derby people.
- 5.2 Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Health and Safety

- 6.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Environmental Sustainability

- 7.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Property and Asset Management

- 8.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Risk Management

- 9.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

Corporate objectives and priorities for change

- 10.1 Our aim is to work together so that Derby and its people will enjoy a thriving sustainable economy, good health and well-being and an active cultural life.

Appendix 2

Corporate Services Scrutiny Review Board – Draft Work Programme 2017/18

Meeting	Items	Service Director / Lead officer
24 July 2017	<p>Work Programme and Topic Reviews</p> <p>Brief Update from Officers for Potential Work Programme and Topic Review discussion.</p> <p>Possible work programme items:</p> <ul style="list-style-type: none"> • Topic Review – Online Accessibility of Council Services • Topic Review – Employee IT Services • Topic Review - Organisational Development Strategy 	Strategic & Service Directors
9 October 2017	Items for Future Meetings – to be discussed and schedule decided at July meeting.	
15 January 2018	Items for Future Meetings – to be discussed and schedule decided at July meeting.	
12 March 2018	Items for Future Meetings – to be discussed and schedule decided at July meeting.	