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**Report of Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Sustainable Economy and Culture)**

**Date: 17 September 2013**

**Subject: Draft terms of reference – Scrutiny Board inquiry on Jobs and Skills**

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|--|------------------------------|--|
| Are specific electoral Wards affected?<br>If relevant, name(s) of Ward(s):   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are there implications for equality and diversity and cohesion and integration?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

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**Summary of main issues**

1. The Board decided in June that it wishes to carry out an inquiry on jobs and skills this year. A working group meeting will be held on 9 September to meet with representatives from City Development to scope the inquiry. Draft terms of reference for the inquiry will be circulated before the meeting for the Board's approval.

**Views of the director and executive member**

2. The Scrutiny Board Procedure Rules also require that, where a Scrutiny Board undertakes an Inquiry, the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference. These views will need to be taken into account in finalising the terms of reference.
3. Any comments received on the draft terms of reference will be reported to the Board at the meeting.

**Recommendation**

4. The Board is requested to agree the terms of reference for the inquiry.

**Background papers<sup>1</sup>**

None used

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.