

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

**Report to Scrutiny Board (Resources and Council Services)**

**Date: 23<sup>rd</sup> June 2014**

**Subject: Scrutiny Board Terms of Reference**

Are specific electoral Wards affected? 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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. This report presents the terms of reference for Scrutiny Board (Resources and Council Services) for Members' information.

**Recommendation**

2. Members are requested to note the Scrutiny Board's terms of reference.

**1.0 Purpose of this report**

- 1.1 This report presents the terms of reference for Scrutiny Board (Resources and Council Services).

**2.0 Background information**

Scrutiny Board's terms of reference

- 2.1 The Annual Review of the Constitution more often than not identifies areas for amendment in relation to the Scrutiny Boards' terms of reference to ensure consistency in wording and provide procedural clarity.
- 2.2 On this occasion there have been no changes to the remit of this Scrutiny Board. The terms of reference are attached for Members' information (Appendix A).
- 2.3 The Board's terms of reference are related to functions delegated to the Chief Executive, the Deputy Chief Executive, the Assistant Chief Executive (Citizens and

Communities) (excluding a) and the City Solicitor. The relevant delegations are shown as Appendix B.

- 2.4 In terms of Executive Members, the Scrutiny Board's role encompasses the areas of responsibility assigned to the Executive Members for
- Finance & Inequality – Cllr Wakefield
  - Digital & Creative Technologies, Culture and Skills –Cllr Yeadon, in relation to internal ICT (including Members ICT)
  - Neighbourhoods, Planning and Personnel – Cllr P Gruen, in relation to Democratic Services, Corporate governance, support services including HR and procurement, legal services, registration services, communications and traded services.

### **3.0 Corporate Considerations**

#### **Consultation and Engagement**

- 3.1 These terms of reference were formally considered and approved by Council on 9<sup>th</sup> June 2014.

#### **Equality and Diversity / Cohesion and Integration.**

- 3.2 In line with the Scrutiny Board Procedure Rules, the Scrutiny Boards will continue to ensure through service review that equality and diversity/cohesion and integration issues are considered in decision making and policy formulation.

#### **Council Policies and City Priorities**

- 3.3 The terms of reference of the Scrutiny Board will continue to promote a strategic and outward looking Scrutiny function that focuses on the Best Council Plan.

#### **Resources and Value for Money**

- 3.4 This report has no specific resource and value for money implications.

#### **Legal Implications, Access to Information and Call In**

- 3.5 This report has no specific legal implications.

#### **Risk Management**

- 3.6 This report has no risk management implications.

### **4.0 Recommendation**

- 4.1 Members are requested to note the Scrutiny Board's terms of reference.

### **5.0 Background documents<sup>1</sup>**

- 5.1 None

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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.