

## Report of the Head of Scrutiny and Member Development

### Report to Tenant Scrutiny Board

**Date: 18 February 2015**

### Subject: Report Writing and Report Style

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

## 1.0 Summary of main issues

- 1.1 The Tenant Scrutiny Board procedure rules state that at the conclusion of a review it shall, where it considers it to be appropriate, produce a written report summarising the evidence that it has taken and set out its recommendations.
- 1.2 Where the Tenant Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to it finalising its recommendations. The detail of that advice shall be reported to the tenant Scrutiny Board and considered before the report is finalised.
- 1.3 The review report shall include:
  - an explanation of the matter reviewed or scrutinised;
  - a list of the participants involved in the Inquiry (save where the Board considers that a name of a witness should be withheld for reasons of confidentiality) ;
  - a list of all documentation that has been considered by the Board; and
  - any conclusions and recommendations on the matter reviewed or scrutinised.
- 1.4 Where any member of the Tenant Scrutiny Board does not agree with the content of the Board's Report, they may produce a Minority Report setting out their findings and recommendations. The Minority Report will be an appendix to the Tenant Scrutiny Board's Report.
- 1.5 The Board's report into Annual Tenancy Visits will be this Board's first report. The Chair is mindful therefore to clarify with the Board how it wishes to proceed with the drafting of the report and what report style it wishes to use. To help with the

latter discussion, examples of tenant board reports from other areas (along with the style used by Leeds Scrutiny Boards) have been circulated.

## **2.0 Recommendations**

- 2.1 The Board is requested to agree how it wishes to produce its report on Annual Tenancy Visits and in what style.

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

- 3.1 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.