

## Report of Principal Corporate Governance Officer

### Report to Head of Scrutiny and Member Development

**Date: 10<sup>th</sup> May 2016**

### **Subject: Scrutiny Board procedure Rules – Guidance Note**

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 The Councils Scrutiny Officer (Head of Scrutiny and Member Development) has undertaken a review of the Scrutiny Board Procedure Rules – Guidance Notes currently held in the Council's Constitution. This review has highlighted that those guidance notes that currently sit within the constitution are no longer needed either because the Scrutiny Board Procedure Rules or the Articles in the Constitution make adequate reference to the processes to be undertaken by a Scrutiny Board in carrying out its functions.

### Recommendations

2. The Head of Scrutiny and Member development is asked to approve, under delegated authority the constitutional amendments described in paragraph 3.1 with effect from 19<sup>th</sup> May 2016.

## **Purpose of this report**

- 1.1 To request that the Head of Scrutiny and Member Development Officer is asked under delegated authority to remove the Scrutiny Board Procedure Rules – Guidance Notes from the Council's Constitution;

## **2 Background information**

- 2.1 The Council's Scrutiny Officer (Head of Scrutiny and Member Development) has undertaken a review of the Scrutiny Board Procedure Rules – Guidance Notes currently held in the Council's Constitution. This review has highlighted that those guidance notes that currently sit within the constitution are no longer needed either because the Scrutiny Board Procedure Rules and the Articles in the Constitution make adequate reference to the processes to be undertaken by a Scrutiny Board in carrying out its functions.

## **3 Main issues**

- 3.1 The following guidance notes are proposed to be removed from the Constitution
  - Memorandum of understanding between the Executive Board and Overview and Scrutiny
  - Protocol between Scrutiny and the Community Safety Partnership in Leeds
  - Protocol for the Yorkshire and Humber Councils joint Health Scrutiny Committee
- 3.2 The removal of the above guidance notes would result in no guidance notes being contained within the constitution. The Scrutiny Board Procedure Rules and the Articles in the Constitution make adequate reference to the processes to be undertaken by a Scrutiny Board in carrying out its functions.
- 3.3 Given the proximity of the annual meeting of Council and the subsequent republication of the Council's constitution it is proposed that the guidance notes are removed with effect from 19<sup>th</sup> May 2016 (the date of the annual meeting.)

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Executive Member and Scrutiny Chairs have been advised of the proposed decision.

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

- 4.2.1 There are no identified issues relating to equality and diversity, cohesion and integration

### **4.3 Council policies and Best Council Plan**

- 4.3.1 The Scrutiny Board Procedure Rules and the Articles in the Constitution make adequate reference to the processes to be undertaken by a Scrutiny Board in carrying out its functions.

### **4.4 Resources and value for money**

- 4.4.1 There are no resource implication

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

- 4.5.1 No legal, access or call in implications

### **4.6 Risk Management**

- 4.6.1 The Scrutiny Board Procedure Rules and the Articles in the Constitution make adequate reference to the processes to be undertaken by a Scrutiny Board in carrying out its functions.

## **5 Conclusions**

- 5.1 The Councils Scrutiny Officer (Head of Scrutiny and Member Development) has undertaken a review of the Scrutiny Board Procedure Rules – Guidance Notes currently held in the Council's Constitution. This review has highlighted that those guidance notes that currently sit within the constitution are no longer needed either because the Scrutiny Board Procedure Rules and the Articles in the Constitution make adequate reference to the processes to be undertaken by a Scrutiny Board in carrying out its functions.

## **6 Recommendations**

- 6.1 The Head of Scrutiny and Member development is asked to approve, under delegated authority the constitutional amendments described in paragraph 3.1 with effect from 19<sup>th</sup> May 2016.

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

- 7.1 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.