

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

**Report to Scrutiny Board (Citizens and Communities)**

**Date: 27<sup>th</sup> June 2016**

**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 (Citizens and Communities) 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 (Citizens and Communities).

**2.0 Background information**

Scrutiny Board's terms of reference

- 2.1 This Board's terms of reference are related to functions delegated to the Assistant Chief Executive (Citizens and Communities). The terms of reference are shown as Appendix 1 and the relevant officer delegations as Appendix 2.
- 2.2 In terms of Executive Members, the Scrutiny Board's role encompasses the areas of responsibility assigned to:

- **Councillor J Lewis (Executive Member for Resources and Strategy)**

- Registrars functions;
- Licensing functions;
- Local Land Charges functions; and
- Council tax processing and billing arrangements.

- **Councillor D Coupar (Executive Member for Communities)**

- Integrated locality working and its associated citywide support and delivery functions;
- The council's corporate customer services functions; and
- Welfare and benefits services.

- **Councillor M Rafique (Executive Member for Employment, Skills and Opportunity)**

- Equalities.

### **3.0 Corporate Considerations**

#### **3.1 Consultation and Engagement**

- 3.1.1 These terms of reference were formally considered and approved by Council on 19<sup>th</sup> May 2016.

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

- 3.2.1 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.

#### **3.3 Council Policies and the Best Council Plan**

- 3.3.1 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.

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

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

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

- 3.5.1 This report has no specific legal implications.

#### **3.6 Risk Management**

- 3.6.1 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.