

Scrutiny Board (City Development)

Inquiry to Review Consultation Processes in the City Development Department

Draft terms of reference

1.0 Introduction

- 1.1 The Scrutiny Board on the 16th October 2007 agreed to consider undertaking an inquiry to review the consultation processes in the City Development Department to ensure that they are fit for purpose.
- 1.2 The Scrutiny Board requested draft terms of reference to be drawn up to assist the Board determine if it wished to proceed with such an inquiry.
- 1.3 The choice of this topic accords with priorities in the Council's Vision for Leeds namely to have an effective communications system connecting people, goods and ideas under the theme Enterprise and the Economy.

2.0 Scope of the inquiry

- 2.1 The purpose of the inquiry is to make an assessment of and, where appropriate, make recommendations on the effectiveness of specific consultation processes used in the City Development Department and determine if they are fit for purpose.
- 2.2 The City Development Department each year undertakes hundreds of statutory and voluntary consultations on a wide range of topics. In order for the Board to undertake useful scrutiny it is proposed that two specific cases studies are selected for review.
- 2.3 The inquiry on the case studies will focus on the following areas:
 - Has the reason for the consultation been explained adequately to the client and or service user?
 - Has the process of consultation been applied fairly and effectively?
 - Has the consultation followed either national or local processes?
 - Has the consultation resulted in the City Development Department incorporating a change to a policy, procedure or process?
 - Has the timescale allowed for consultation been sufficient?
 - Has adequate resources been made available to ensure progress following consultation?
 - Has the consultation not only been effective but proportionate?

3.0 Comments of the relevant Director and Executive Board Member

3.1 The Director of City Development and Councillor Andrew Carter, Executive Board with portfolio responsibility for Development and Regeneration have been requested to comment on these terms of reference and will be reported to the Scrutiny Board.

4.0 Timetable for the Inquiry

4.1 The inquiry will take place between January and March 2008.

4.2 It is envisaged that the inquiry will take place over four sessions. The inquiry will conclude with the publication of a formal report setting out the board's conclusions and recommendations in April 2008.

5.0 Submission of evidence

5.1 The following evidence will be considered by the Board:

5.2 Session One - 22nd January 2008

Case Study 1 - Aire Valley Area Action Plan

To consider evidence from the City Development Department on the consultation with regard to this case.

To hear from clients who contributed to the consultation.

5.3 Session Two - 19th February 2008

Case Study 2 - 20 Mile Per Hour Zone

To consider any further issues raised under Session 1.

To consider evidence from the City Development Department on the consultation with regard to this case.

To hear from clients who contributed to the consultation.

5.4 Session Three - 13th March 2008

To consider best practice from other Local Authorities.

To consider the board's emerging conclusions and recommendations to inform the production of the final inquiry report.

5.4 Session Four - 22nd April 2008

To consider the Board's final report and recommendations

6.0 Witnesses

6.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Director of City Development
- Relevant officers from City Development involved with the two case studies selected
- Representative from the Chief Executive's Department
- Individuals who were consulted by the City Development Department

7.0 Monitoring Arrangements

7.1 Following the completion of the scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

7.2 The final inquiry report will include information on the detailed arrangements for monitoring the implementation of recommendations.

8.0 Measures of success

8.1 It is important to consider how the Board will deem whether its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

8.2 The Board will look to publish practical recommendations.