

**Report of Head of Governance and Scrutiny Support**

**Report to Scrutiny Board (Strategy and Resources)**

**Date: 22 June 2017**

**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 (Strategy and Resources) 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 (Strategy and Resources).

## 2.0 Background information

### Scrutiny Board's terms of reference

- 2.1 This year, one document has been developed to define the Terms of Reference of all Scrutiny Boards (see Appendix 1). In doing so, the variations in the Scrutiny Boards' remit, together with their special responsibilities, are now captured within Article 6 of the constitution (see Appendix 2).
- 2.2 More detailed information surrounding the Scrutiny Board's alignment with relevant officer delegated functions is also attached as Appendix 3.
- 2.3 In terms of Executive Members, the Scrutiny Board's role encompasses the areas of responsibility assigned to:

- **Councillor J Blake (Leader of Council and Executive Member for Economy and Culture)**

- Setting, supporting and monitoring the Council's financial strategy
- International relations

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

- Functions in relation to elections
- Civic and ceremonial functions of the Council
- Managing effective financial management and controls
- Setting, supporting and monitoring the council's policies and procedures
- Corporate communications services
- The council's corporate planning and policy development services, including coordination of the Best Council Plan
- The council's city-wide resilience and emergency planning functions
- Civic Enterprise Leeds services
- Community Infrastructure Levy spending relating to Strategic Fund
- Registrars functions
- Licensing functions
- Local Land Charges functions
- Council tax processing and billing arrangements
- Ensuring effective financial management and controls<sup>1</sup>
- Legal Services;
- Democratic Services including support to elected members in their responsibilities
- Supporting the corporate governance of the council.

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

- Equalities

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<sup>1</sup> The Chief Officer (Financial Services) has responsibility for these arrangements as Section 151 Officer

2.4 In terms of changes to the Scrutiny Board's terms of reference from the previous municipal year (i.e. 2016/17), perhaps the most notable is the inclusion of the following areas (delegated to the Director of Communities and Environment):

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

### **3.0 Corporate Considerations**

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

3.1.1 These terms of reference were formally considered and approved by Council on 25<sup>th</sup> May 2017.

#### **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>2</sup>**

5.1 None

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<sup>2</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.