

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 10th October 2011

Subject: Scrutiny review of Health and Safety and Food Safety Regulatory Services within Environmental Health - Draft 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. The Safer and Stronger Communities Scrutiny Board agreed to undertake a review this year of the Health and Safety and Food Safety Regulatory Services provided by the Council to businesses across the city. This report presents the draft terms of reference for this review.
2. The Scrutiny Board Procedure Rules Guidance Notes require that, before embarking on an Inquiry, the Board seeks and considers the views of the relevant Director and Executive Member. These views will need to be taken into account in finalising the terms of reference for this inquiry.

Recommendations

3. Members are asked to agree the terms of reference for its forthcoming Scrutiny review of Health and Safety and Food Safety Regulatory Services within Environmental Health.

1 Purpose of this report

- 1.1 This report presents the draft terms of reference in relation to the Scrutiny Board's forthcoming review of Health and Safety and Food Safety Regulatory Services within Environmental Health.

2 Background information

- 2.1 In July 2011, the Director of Environment and Neighbourhoods and Head of Environmental Action made a referral to the Safer and Stronger Communities Scrutiny Board to undertake a review of the Health and Safety and Food Safety regulatory services provided by the Council to businesses across the city.

3 Main issues

- 3.1 Draft terms of reference for the Board's forthcoming review of Health and Safety and Food Safety Regulatory Services within Environmental Health are attached for Members' consideration and approval.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Scrutiny Board Procedure Rules Guidance Notes require that, before embarking on an inquiry, the Board seeks and considers the views of the relevant Director and Executive Member. These views will need to be taken into account in finalising the terms of reference for both Inquiries.
- 4.1.2 Any comments received on the draft terms of reference will be reported to the Board at the meeting.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced within the draft terms of reference.

4.3 Council Policies and City Priorities

- 4.3.1 Relevance to Council Policies and City Priorities will be detailed within the draft terms of reference.

4.4 Resources and Value for Money

- 4.4.1 Details of any significant resource and financial implications will be referenced within the draft terms of reference.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report does not contain any exempt or confidential information.

4.6 Risk Management

- 4.6.1 This section is not relevant to this report.

5 Conclusions

- 5.1 Terms of reference for the Scrutiny Board's forthcoming review of Health and Safety and Food Safety Regulatory Services within Environmental Health have been drafted and are attached for Members' consideration and approval.

6 Recommendations

- 6.1 Members are asked to agree the terms of reference for its forthcoming Scrutiny review of Health and Safety and Food Safety Regulatory Services within Environmental Health.

7 Background documents

- 7.1 None used.