

## **Scrutiny Board (Environment and Neighbourhoods)**

### **Inquiry to Review of the Establishment of a Shared Services Centre (SSC) for the Leeds ALMOs**

#### **Draft Terms of Reference**

#### **1.0 Introduction**

- 1.1 The November 2010 Executive Board approved a report on the future of council housing in Leeds. The report was subsequently called in and was discussed at a special meeting of the Environment and Neighbourhoods Scrutiny Board on 23<sup>rd</sup> November 2010.
- 1.2 The Executive Board report was released but in so doing it was agreed that the Environment and Neighbourhoods Scrutiny Board would carry out an inquiry in to one of the key recommendations of the report, the establishment of the Shared Services Centre (SSC).

#### **2.0 Proposed Approach for the Scrutiny Review**

- 2.1 It is important that the Scrutiny review compliments the wider piece of work already being undertaken to establish the SSC. To this end the work already underway will not stop but the findings of this review will be fed in to the final principles of the SSC.

#### **3.0 The Scope of this Inquiry**

- 3.1 It is proposed that the Scrutiny review will look in to three key facets in the establishment of the SSC:
- The potential for achieving the savings identified within the Executive Board in establishing the SSC and offer views on how further efficiencies could be made
  - The best fit of services to be delivered within the SSC
  - The potential to develop single service level agreements with services delivered to the ALMOs by Council service departments

#### **4.0 Proposed Methodology and Timetable**

- 4.1 It was agreed at the call in meeting on 23<sup>rd</sup> November 2010 to establish a working group to lead the inquiry in to this work. It is proposed that Scrutiny Board agree the membership of this group and that three meetings are convened in 2011 so that a report can be published by 31<sup>st</sup> March 2011.

#### **5.0 Comments of the Relevant Director and Executive Board Member**

- 5.1 The Director of Environment and Neighbourhoods and the relevant Executive Board Member have been requested to comment on these terms of reference.

#### **6.0 Witnesses**

- 6.1 The working group will want to call a range of officers from both the Council and the ALMOs to hear evidence.

#### **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 the Board's 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.