

<p>Bristol City Council</p> <p>People Scrutiny Commission</p> <p>31st July 2014</p>

Report of the Service Manager, Democratic Services

**People Scrutiny Commission
Annual Business Report**

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Recommendations -

1. To note the People Scrutiny Commission's terms of reference;
2. To note the Commission's Membership (as stated on the agenda) and the proportionality arrangements;
3. To agree the meeting dates for the Commission in 2014/15 and to confirm the start times of the meetings;
4. To discuss and agree the Work Programme for 2014/15 - Appendix A to the report.

Context and Proposal

1 Terms of Reference of the Commission

At its meeting on 10 June, 2014 Full Council established the People Scrutiny Commission with the following terms of reference:

Terms of reference - Overview

The role of the commission is the overview and scrutiny of matters relating to the People Directorate, including care provision, housing solutions, child and family support, education and skills, health (including the statutory health function) and strategic commissioning

Functions

1. To ensure that overview and scrutiny directly responds to corporate and public priorities, is used to drive service improvement, provides a focus for policy development and engages members of the public, key stakeholders and partner agencies.
2. To develop an annual work programme within the total of ten meetings per year allocated to the commission which concentrates on limited areas for in depth

review (including the use of time limited task and finish groups to facilitate this e.g. Select Committees, Working Groups, Inquiry Days) using the following framework:

- (a) Scrutiny of corporate plans and other major plan priorities with particular reference to those areas where targets are not being met or progress is slow;
 - (b) Input to significant policy developments or service reviews;
 - (c) Review and scrutiny of decisions made, or other action taken in connection with the discharge of any functions which are the responsibility of the Mayor/Executive, functions which are not the responsibility of the Executive, and functions which are the responsibility of any other bodies the Council is authorized to scrutinize.
3. To make reports and recommendations to Full Council, the Mayor/Executive and/or any other body on matters within their remit and on matters which affect the authority's area or the inhabitants of that area and to monitor the response, implementation and impact of recommendations.
 4. To work in collaboration with the Mayor/relevant Executive Member and receive updates from that member on key policy developments, decisions taken or to be taken and progress against corporate priorities.
 5. To report on a quarterly basis to the Overview and Scrutiny Management Board on progress against the work programme and on any recommendations it makes.

2. Proportionality of the People Scrutiny Commission – 2014/15

The Commission will comprise of 9 members and the following proportionality will apply:

Labour - 4; Liberal Democrat - 2; Conservative - 2 and Green - 1.

3. Dates and Times of Meetings of People Scrutiny Commission

Dates and times for the Commission in 2014/15 are recommended as follows -

2014	2015
Thursday, 31st July – 5pm	Monday, 19th January 2015 - 10am
Monday, 1st September – 10am	Monday, 16th February - 10am
Monday, 6th October – 10am	Monday, 16th March - 10am
Monday, 3rd November - 10am	Monday, 13th April- 10am
Monday, 1st December - 10am	

4. Work Programme 2014/15 – Appendix A

The Full Council meeting on the 10th June 2014 approved the revised Overview & Scrutiny Structure for 2014/15. An integral part of the new structure is the creation of a universal work programme which covers all scrutiny functions for the coming year. This work programme was devised and agreed at by members and Strategic Directors at a workshop session on the 19th June. The Overview & Scrutiny Management Board (OSMB) has the on-going responsibility to review the work programme to ensure that it remains effective and achievable, contributes to the Council's Corporate Strategy and does not duplicate activity elsewhere.

The People Scrutiny Commission Work Programme 2014/15 is attached for discussion.

Other Options Considered

Not applicable

Risk Assessment

Not applicable

Equalities Impact Assessment

Not applicable

Legal and Resource Implications

None sought

Appendices: A – People Scrutiny Commission Work Programme 2014/15

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985:

Background Papers- None

