

BRISTOL CITY COUNCIL
PLACE SCRUTINY COMMISSION
13 JULY 2015

Report of the Service Director - Legal & Democratic Services

Place Scrutiny Commission
Annual Business Report

Officer presenting report: Sam Mahony, Democratic Services

Contact telephone number: 0117 92 23846

RECOMMENDATIONS:

1. To note the commission's terms of reference.
2. To confirm meeting dates / times for 2015/16.

Context and Proposal

Terms of Reference of the Place Scrutiny Commission:

1. At its annual meeting on 26 May, 2015, Full Council established the Overview & Scrutiny Management Board and scrutiny commissions for 2015/16.
2. The terms of reference agreed for the Place Scrutiny Commission are as follows:

PLACE SCRUTINY COMMISSION

Terms of Reference

Overview

The role of the commission is the overview and scrutiny of matters relating to the Place directorate including property, planning and place strategy, highways and transport, management development and regeneration, and the statutory flood risk management scrutiny function.

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 authorised to scrutinise.

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 Board on progress against the work programme and on any recommendations it makes.

The commission is asked to note its terms of reference as agreed by Full Council (see recommendation 1 above).

Dates and times of meetings of Place Scrutiny Commission

3. Dates / meeting times for the commission in 2015/16 are recommended as follows:

2015

Thu 10 September 2015 - 10.00 am

Thu 15 October 2015 - 6.00 pm

Thu 19 November 2015 - 2.00 pm

Thu 10 December 2015 - 2.00 pm

2016

Thu 21 January 2016	-	10.00 am
Thu 11 February 2016	-	6.00 pm
Thu 17 March 2016	-	2.00 pm
Thu 14 April 2016	-	10.00 am

**The commission is asked to confirm its meeting dates and times in 2015/16.
(see recommendation 2 above)**

Other Options Considered

Not applicable

Risk Assessment

Not applicable

Equalities Impact Assessment

Not applicable

Legal and Resource Implications

None sought

Appendices:

None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985:**Background Papers-**

- Annual Council minutes - 26 May 2015