

Business Change & Resources Scrutiny Commission

Monday 18 July 2016



Report of: Interim Service Director, Legal & Democratic Services

Title: Business Change & Resources Scrutiny Commission
Annual Business Report 2016/17.

Ward: N/A

Officer Presenting Report: Louise deCordova

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Recommendations:

- (1) To elect a Vice Chair for the municipal year 2016-2017;
- (2) To note the Business Change & Resources Scrutiny Commission Terms of Reference;
- (3) To confirm the meeting dates for the Business Change & Resources Scrutiny Commission 2016/17

Summary:

The report outlines the terms of reference for the Scrutiny Commission and proposes meeting dates and times for occurrences of Scrutiny within the 2016/17 municipal year.



Context and Proposal

Terms of Reference of the commission

At its meeting on 31 May 2016 Full Council established this commission with the following terms of reference:

BUSINESS CHANGE & RESOURCES SCRUTINY COMMISSION

Terms of Reference

Overview

The role of the commission is the overview and scrutiny of matters relating to the Business Change Directorate including the council's business change programme, ICT, integrated customer services, legal, financial and HR services.

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 Mayor/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.
6. To develop a budget review process and ensure that budget proposals are subject to rigorous challenge.

The Commission is asked to note its terms of reference as agreed by Full Council (Recommendation 2)

Dates and times of meetings.

Mondays or Thursdays, start time 9.30am are proposed for meetings/occurrences in 2016/17 and recommended as follows:

2016	2017
Thursday 22 September	Thursday 19 January
Thursday 20 October	Monday 20 February
Thursday 24 November	Thursday 23 March
Monday 19 December	Thursday 20 April

The full Scrutiny Work Programme is due to be developed and agreed at a Scrutiny day in September.

The commission to consider and confirm its meeting dates in 2016/17 (Recommendation 3)

Policy

1. N/A

Consultation

2. Internal

N/A

3. External

N/A

4. Other Options Considered

N/A

5. Risk Assessment

N/A

6. Legal and Resource Implications

N/A

7. Public Sector Equality Duties

Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);

- encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
 - tackle prejudice; and
 - promote understanding.

Appendices:

None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

- Annual Council Minutes – 31 May 2016