



Derby City Council

**Corporate Services Scrutiny Review Board  
16 August 2018**

Report of the Interim Strategic Director of  
Corporate Resources

# ITEM 5

## Remit, Work Programme and Topic Reviews

### SUMMARY

- 1.1 The Corporate Services Scrutiny Review Board will have the opportunity to study its Terms of Reference and Remit for the forthcoming municipal year. The Board will meet four times in the municipal year and will be primarily focused on undertaking Topic Review/s supported by Democratic Services Officers and officers from other departments, but will also look at service reviews, policy development and any issues referred from the Executive Scrutiny Board.
- 1.2 The report allows officers to inform the Board of any key work areas, issues or potential topic review subjects for discussion or inclusion in the work programme.
- 1.3 Members of the Board will also have the opportunity to consider and agree items for the Corporate Services Scrutiny Review Board work programme for the 2018/19 municipal year and any topic reviews.

### RECOMMENDATIONS

- 2.1 To note the report.
- 2.2 To consider and agree the future work programme and topic reviews for the 2018/19 municipal year.

### REASONS FOR RECOMMENDATIONS

- 3.1 To make the Board aware of its Terms of Reference.
- 3.2 To enable the council to undertake functions in relation to scrutiny, specifically to investigate, gather evidence and make recommendations to the scrutiny board in an advisory capacity.

## SUPPORTING INFORMATION

### 4.1 Terms of Reference of Scrutiny Review Boards

Within the scope of their terms of reference set out in Article 6 of the Constitution to:

1. Agree a programme of policy development and review in relation to the board's allocated topic area, and to undertake any policy development and review arising;
2. Consider service updates in relation to council and non council functions within the board's allocated topic area;
3. Make reports or recommendation to Council, Council Cabinet or any committees of the council in respect of the discharge of the council's functions; and
4. Make recommendations to the Executive Scrutiny Board in respect of performance areas for review.

### 4.1 The remit of this board covers service areas that fall within the portfolios of the Cabinet Member for Strategy and Policy (Councillor Poulter), the Cabinet Member for Governance and Licensing (Councillor Barker) and the Cabinet Member for Finance and Procurement (Councillor Roulstone):

- Overall strategic lead on all council services
- Strategic partnerships
- International development
- Derby Plan/Council Plan/Policy and Strategy
- Community Safety, Cohesion and Integration
- Emergency Planning/Business Continuity
- Licensing
- Markets
- Communications and Consultation
- Performance Monitoring and Review
- HR and Organisational Development including Corporate Health and Safety
- ICT, Customer Management and Business Support
- Property Services
- Legal and Democratic Services
- Finance
- Revenue and Benefits
- Procurement

### 4.2 This item gives members an opportunity to discuss the proposed topic review/s for the forthcoming municipal year, and develop the basis for the topic reviews.

4.3 If a working group is formed for the purpose of conducting topic reviews, they should only exist for the duration of the review and be dissolved upon completion of the review. Individuals outside of the scrutiny board can be invited to join the working group, as the group has no formal scrutiny powers. The purpose of the working group is to investigate, gather evidence and make recommendations to the scrutiny board in an advisory capacity.

<b>OTHER OPTIONS CONSIDERED</b>
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5.1 None

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Estates/Property officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	      David Walsh – Head of Democracy
<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Jody Shelton 01332 643652 None Appendix 1 – Implications Appendix 2 – Draft work programme for Corporate Services Scrutiny Review Board

## IMPLICATIONS

### **Financial and Value for Money**

- 1.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **Legal**

- 2.2 Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **Personnel**

- 3.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **IT**

- 4.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **Equalities Impact**

- 5.1 Effective scrutiny benefits all Derby people.
- 5.2 Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **Health and Safety**

- 6.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

### **Environmental Sustainability**

- 7.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

## **Property and Asset Management**

- 8.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

## **Risk Management**

- 9.1 None arising directly from this report. Implications may arise from future items identified for inclusion on the work programme as and when they are considered by the board and from the final recommendations resulting from topic reviews.

## **Corporate objectives and priorities for change**

- 10.1 Our aim is to work together so that Derby and its people will enjoy a thriving sustainable economy, good health and well-being and an active cultural life.

## Appendix 2

### Corporate Services Scrutiny Review Board – Draft Work Programme 2018/19

Meeting	Items	Service Director / Lead officer
12 July	Work Programme and Topic Reviews  Asset Management Plan	Dinesh Kotecha
4 October	Budget setting process  Modern Slavery	Toni Nash / Amanda Fletcher / Alison Parkin / Nicola Goodacre  Pop Gill / Andy Thomas
31 January	Corporate Health and Safety	Mike Kay / Wendy Johnson
14 March	Procurement of Contracts / Services	Linda Spiby