

# **Report to Neighbourhood & Community Services Select Committee**

**Date of meeting: 8 July 2015**



**Subject:** Neighbourhood & Community Services Select Committee - Terms of Reference & Work Programme 2015/16

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**Democratic Services Officer:** A Hendry

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## **Recommendations/Decisions Required:**

- (1) To receive a brief presentation from the lead officer for the Select Committee, on the identification of relevant priorities and work areas for the year ahead;**
- (2) To consider the proposed terms of reference and work programme for the Select Committee for 2015/16; and**
- (3) To recommend the terms of reference to the Overview and Scrutiny Committee for adoption.**

## **Report:**

### **Introduction**

1. The new overview and scrutiny framework, based on a structure of four 'select committees', has been introduced from the start of this municipal year. Details of the new framework are attached (Appendix 1).
2. The select committee framework is intended to improve previous arrangements that resulted in a situation where not all service areas were subject to scrutiny (if required) or allocated to a particular member group for scrutiny purposes. The framework ensures that all services have a 'reporting' route for Overview and Scrutiny and that there is clear scope to the scrutiny activities of each Committee. The following 'Lead Officers' have been nominated for each select committee:

Governance Select Committee – N. Richardson (Assistant Director (Development Management))

Housing Select Committee – A. Hall (Director of Communities)

Neighbourhoods & Community Services Select Committee – D. Macnab (Director of Neighbourhoods)

Resources Select Committee – P. Maddock (Assistant Director (Accountancy))

3. The respective lead officer will make a brief presentation to members on priorities for the activities of the Select Committee during 2015/16. In adopting the new framework, the Council was keen to stress that it did not wish to place additional burden on service directors in respect of attendance at meetings of the select committees, and meetings

of the committees will therefore also be supported by the Assistant Directors relevant to specific topics under consideration.

4. The initial responsibility of the lead officers has been the development of terms of reference and work programmes for each select committee. The terms of reference reflect the scope of each select committee and provide for regular progress reporting on relevant matters to be made to the Overview and Scrutiny Committee, whilst ensuring consistency of operation across each of the select committees. The terms of reference are required to be considered by each select committee at the first meeting in the municipal year, and then be agreed by the Overview and Scrutiny Committee. The draft terms of reference for the Select Committee are attached as Appendix 2 to this report.
5. The work programmes for the Select Committee should be relevant and achievable, and be informed by relevant service aims and member priorities. The work programme is similarly required to be considered by each select committee at the first meeting, for subsequent and ongoing review by the Overview and Scrutiny Committee. The draft work programme for the Select Committee is attached as Appendix 3.
6. The select committee framework continues to provide for relevant scrutiny activity to be undertaken by way of the establishment (by the Overview and Scrutiny Committee) of Task and Finish Panels as necessary. The new framework arrangements include provision for enhanced member training, particularly in the use of techniques to improve scrutiny activities.
7. The calendar of meetings for 2015/16 provides for meetings of each select committee to be held before the Overview and Scrutiny Committee in each cycle. This approach is intended to allow for meaningful reports of the activities of each select committee to be made to the Overview and Scrutiny Committee at each meeting.
8. The Select Committee is asked to consider its draft Terms of Reference and work programme for 2015/16 and to recommend these to the Overview and Scrutiny Committee for adoption.