

<b>DECISION-MAKER:</b>	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
<b>SUBJECT:</b>	SCRUTINY REVIEW PROGRAMME 2012/13 - TERMS OF REFERENCE
<b>DATE OF DECISION:</b>	16 <sup>th</sup> AUGUST 2012
<b>REPORT OF:</b>	SENIOR MANAGER – CUSTOMER AND BUSINESS IMPROVEMENT
<b>STATEMENT OF CONFIDENTIALITY</b>	
None	

### **BRIEF SUMMARY**

At the July 2012 meeting of the Overview and Scrutiny Management Committee members agreed a scrutiny review programme for 2012/13 and requested that officers develop draft terms of reference for the selected reviews.

Appended to the report are draft terms of reference for the Welfare Reforms Review and the Apprenticeships Review. Members are asked to consider and approve the appendices to enable the Scrutiny Panel's to undertake the reviews, commencing with the Welfare Reforms Review.

### **RECOMMENDATION:**

- (i) That the Committee consider and approve the attached draft terms of reference for the Welfare Reforms Review and the Apprenticeships Review.
- (ii) That authority is delegated to the Senior Manager – Customer and Business Improvement, in consultation with the Chair of Scrutiny Panel B, to develop the review programme for the Apprenticeships Review.

### **REASONS FOR REPORT RECOMMENDATIONS**

1. To enable the Scrutiny Panel's to commence the review programme.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2. None.

### **DETAIL (Including consultation carried out)**

3. At the 12 July 2012 meeting of this Committee members agreed that the review programme, to be undertaken by Scrutiny Panels A and B, would comprise reviews into Welfare Reforms and Apprenticeships.
4. Attached as Appendix 1 and Appendix 2 are draft terms of reference for the aforementioned reviews. It is proposed that the Welfare Reforms Review, to be undertaken by Scrutiny Panel A, commences in October 2012 and finishes in March 2013, and that the Apprenticeships Review, to be undertaken by Scrutiny Panel B, commences in April 2013 and concludes in August 2013.
5. The attached draft terms of reference outline the proposed purpose and objectives for each of the reviews. The Welfare Reform Review plan is more developed in recognition that it is scheduled to commence in October 2012. The Apprenticeships Review plan needs to be developed further but as it is not due to start until April 2013 it enables developments in the interim period

to be incorporated into the review plan. It is recommended that authority be delegated to the Senior Manager – Customer and Business Improvement, in consultation with the Chair of Scrutiny Panel B, to develop the review programme for the Apprenticeships Review.

6. The Committee are asked to consider and approve the draft terms of reference to enable Scrutiny Panel A to commence the Welfare Reforms Review and for officers to schedule appropriate guests to attend the soon to be scheduled meetings.
7. The final report and recommendations of the Scrutiny Panel will be considered by the OSMC prior to Cabinet to ensure that the review has met the agreed terms of reference set by this Committee.

**RESOURCE IMPLICATIONS**

**Capital/Revenue**

8. There are no additional financial implications arising from the approval of the reports recommendations.

**Property/Other**

9. None

**LEGAL IMPLICATIONS**

**Statutory power to undertake proposals in the report:**

10. The duty to undertake overview and scrutiny is set out in Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

**Other Legal Implications:**

11. None.

**POLICY FRAMEWORK IMPLICATIONS**

12. None.

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**KEY DECISION?** No

<b>WARDS/COMMUNITIES AFFECTED:</b>	None directly as a result of this report.
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**SUPPORTING DOCUMENTATION**

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

**Appendices**

1.	Draft Terms of Reference – Welfare Reforms Review
2.	Draft Terms of Reference – Apprenticeships Review

**Documents In Members' Rooms**

	None
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**Integrated Impact Assessment**

Do the implications/subject of the report require an Integrated Impact Assessment (IIA) to be carried out.	No
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**Other Background Documents**

**Integrated Impact Assessment and Other Background documents available for inspection at:**

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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