

DECISION-MAKER:	SCRUTINY PANEL A			
SUBJECT:	REVIEW TERMS OF REFERENCE			
DATE OF DECISION:	28 th NOVEMBER 2013			
REPORT OF:	ASSISTANT CHIEF EXECUTIVE			
<u>CONTACT DETAILS</u>				
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STATEMENT OF CONFIDENTIALITY				
None				

BRIEF SUMMARY

On 12th September 2013 the Overview and Scrutiny Management Committee (OSMC) agreed the outline terms of reference for a scrutiny review examining the contribution planning policy can make to maintaining balanced neighbourhoods and the quality of life for their residents.

The OSMC asked Scrutiny Panel A to conduct the review and the outline terms of reference were circulated to the Panel for comment in advance of this meeting. Attached at Appendix 1 are the draft terms of reference reflecting the input from Panel Members. The Panel are recommended to approve the draft terms of reference, including the inquiry plan to enable the review to commence.

RECOMMENDATION:

- (i) That the Panel discuss, amend and approve a final version of the attached draft terms of reference allowing for sufficient flexibility and the availability of suitable witnesses.

REASON FOR REPORT RECOMMENDATIONS

1. To enable the Scrutiny Panel to commence the evidence gathering process.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. There are numerous options that could be included within the attached draft terms of reference. The version attached reflects the feedback from both the OSMC and members of Scrutiny Panel A.

DETAIL (Including consultation carried out)

3. The OSMC agreed the outline terms of reference for a scrutiny review examining the contribution planning policy can make to maintaining balanced neighbourhoods and the quality of life for their residents on 12th September 2013.
4. The outline terms of reference were supplemented to include the potential consultees and the timescales for the review. This document was circulated

to Scrutiny Panel A for comment. Feedback from the Panel was incorporated into the draft terms of reference that is attached at Appendix 1.

5. Panel members are invited to discuss, amend and approve the draft terms of reference. The approved plan will then provide the structure to the subsequent meetings of this review allowing for flexibility and the availability of suitable witnesses.
6. The draft outline project plan identifies that the review will be conducted over 6 meetings of the Scrutiny Panel. It is envisaged that each of the inquiry meetings will last for approximately two hours.

RESOURCE IMPLICATIONS

Capital/Revenue

7. Resources to support the scrutiny review will come from existing budgets.

Property/Other

8. N/A.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

9. The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.

Other Legal Implications:

10. None

POLICY FRAMEWORK IMPLICATIONS

11. The outcome of the scrutiny review may contribute to the following priorities within the Council Plan:
 - Making the city more attractive and sustainable
 - Encouraging new house building and improving existing homes
 - Helping individuals and communities to work together and to help themselves.

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report
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SUPPORTING DOCUMENTATION

Appendices

1.	Draft Terms of Reference
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Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	Dependent upon forward plan item
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Other Background Documents

Equality 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)

1.	None	
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