

DECISION-MAKER:	SCRUTINY INQUIRY PANEL		
SUBJECT:	INQUIRY TERMS OF REFERENCE		
DATE OF DECISION:	19 OCTOBER 2017		
REPORT OF:	SERVICE DIRECTOR – LEGAL AND GOVERNANCE		
<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY			
None			
BRIEF SUMMARY			
<p>On 10 August 2017 the Overview and Scrutiny Management Committee (OSMC) agreed the terms of reference for a scrutiny inquiry examining how incidence of drug related litter can be reduced in Southampton.</p> <p>The outline project plan for the inquiry identifies themes for each meeting. This report invites the Panel to note the terms of reference and to amend and approve a final version of the outline inquiry project plan.</p>			
RECOMMENDATIONS:			
	(i)	That the terms of reference set out in Appendix 1 be noted.	
	(ii)	That the Panel discuss, amend and approve a final version of the attached outline inquiry project plan allowing for sufficient flexibility and the availability of suitable witnesses.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To enable the Scrutiny Inquiry 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 the OSMC.		
DETAIL (Including consultation carried out)			
3.	The OSMC agreed the outline terms of reference for a scrutiny inquiry examining how incidence of drug related litter can be reduced in Southampton on 10 August 2017.		
4.	Panel members are invited to note the terms of reference and to amend and approve a final version of the attached outline inquiry project plan. The approved plan will then provide the structure to the subsequent meetings of this review, allowing for flexibility and the availability of suitable witnesses.		
5.	The outline inquiry project plan identifies that the review will be conducted		

	over 4 meetings of the Scrutiny Inquiry Panel. It is envisaged that each of the inquiry meetings will last for approximately two hours.	
RESOURCE IMPLICATIONS		
<u>Capital/Revenue</u>		
6.	Resources to support the scrutiny review will come from existing budgets.	
<u>Property/Other</u>		
7.	N/A	
LEGAL IMPLICATIONS		
<u>Statutory power to undertake proposals in the report:</u>		
8.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.	
<u>Other Legal Implications:</u>		
9.	None	
RISK MANAGEMENT IMPLICATIONS		
10.	None	
POLICY FRAMEWORK IMPLICATIONS		
11.	None	
KEY DECISION		No
WARDS/COMMUNITIES AFFECTED:		None directly as a result of this report
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Terms of Reference and Inquiry Plan	
Documents In Members' Rooms		
1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?		No
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out?		No
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	