

# Bolton Council

**Report to:** Corporate Issues Scrutiny Committee

**Date:** 25 June 2007

**Report of:** Director of Legal and Democratic Services

**Report No:** 5

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**Report Title:** **Remit of the Committee**

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**Non Confidential:** This report does **not** contain information which warrants its consideration in the absence of the press or members of the public.

**Purpose:** To inform Members of the powers and duties of the Committee.

**Background:**

At this year's Annual Meeting of Council there were some changes to the Executive Portfolios and the Powers and Duties of Scrutiny Committees. Attached is a copy of the revised terms of reference of this Committee.

Also appended to the report is a copy of the portfolios for the Executive Members with responsibility for Corporate Strategy and Finance, Human Resources, Performance and Diversity, Culture, Community Services and Area Working in relation to Area Working and Development in relation to Customers Services and E-Government.

**Recommendations:** That Members note the remit of the Committee.

## **Powers And Duties Of Committees And Panels**

### **Corporate Issues Scrutiny Committee**

- (1) To monitor and review and make recommendations to the Council and/or to the Executive or an Executive Member with regard to all policy and operational matters falling within the purview of the Executive Members with responsibility for Corporate Strategy and Finance; Human Resources, Performance and Diversity; Culture, Community Services and Area Working in relation to area working and Development in relation to customer services and e-government.
- (2) To consider matters referred to the Committee by members of the Committee in accordance with Standing Order 35.
- (3) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the Executive Members with responsibility for Corporate Strategy and Finance, Human Resources, Performance and Diversity, Culture, Community Services and Area Working in relation to area working and Development in relation to customer services and e-government and to recommend the Council accordingly on the outcome of such reviews.
- (4) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (5) To receive reports on the outcome of Best Value Reviews and Inspectors reports thereon, relating to the functions of the Chief Executive's, Legal and Democratic Services and Corporate Resources Departments.
- (6) The Committee shall have the power to summon the Executive Members with responsibility for Corporate Strategy and Finance, Human Resources, Performance and Diversity; Culture, Community Services and Area Working in relation to Area Working and Development in relation to customer services and e-government and the relevant Chief Officer(s) to attend its meetings to consider, provide information and give evidence on matters before the Committee.
- (7) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development (membership to be agreed by the Council).
- (8) The Quorum for a meeting of the Committee shall be five.

Subject to the acts and proceedings of the Committee being approved by the Council.

### **Service Area: Corporate**

#### **Corporate Strategy And Finance**

The designated Executive Member will act as Leader of the Council and is responsible for all matters relating to the Council's Corporate Strategy and Finance (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Member is responsible for liaising and, where appropriate, working in consultation with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to Corporate Strategy and Finance.

The actions and decisions of the designated Executive Member will, at all times, remain within the context of the policy framework established or any variation thereto approved by the Council.

The Leader will represent and act as ambassador for the Council.

**To have overall responsibility for:**

- (1) The development and implementation of corporate policy.
- (2) The construction of an annual budget.
- (4) The making of recommendations to the Council in respect of Electoral Boundary Reviews.
- (5) The Council's input into the Local Strategic Partnership, lead on the Community Strategy and monitoring of the Local Area Agreement.
- (6) The development of special projects, including bidding for external funding streams.
- (7) The central services of the Council save where these fall within the remit of another Executive Member.
- (8) Assigning responsibility for executive functions to those members chosen to act with executive responsibility by the Council.
- (9) Adopting and reviewing on an annual basis the strategic service improvement plans for services falling under the aegis of the portfolio.
- (10) The co-ordination of the Council's Public Relations, Consultation, Marketing and Communications and Information Strategies.
- (11) The Council's civic functions including the Mayoralty and Registration service.
- (12) The Council's Lead Authority function in respect of the Greater Manchester West District Coroner's Services.
- (13) Matters relating to the Council of the Association of Greater Manchester Authorities, the Greater Manchester Forum, the North West Regional Chamber and the North West Regional Assembly, save for those matters relating to transportation being the specific responsibility of the Executive Member for Development.
- (14) Recommendations with respect to Licensing Strategy and Policy except where they fall within the remit of the Licensing and Environmental Regulations Committee.
- (15) The acquisition and management of land and property acquired for the general purposes of the Council until required for the specific functions of another service or until disposal of the land.
- (16) The control and management or disposal of land and property surplus to service requirements by receiving (if necessary) a transfer or an appropriation of such land or property.
- (17) The management and control of the municipal estates (other than housing), the municipal buildings forming the civic centre in Bolton and buildings used as offices by Council departments.
- (18) The repair and maintenance of buildings (except insofar as this is the responsibility of individual service departments) in accordance with the Council's strategic policies.

- (19) Risk management in relation to activities falling within the remit of Corporate Strategy and Finance portfolio
- (20) Considering any recommendations made by the relevant Scrutiny Committee with regard to any matter within the portfolio.
- (21) Fees and charges in relation to activities falling within the remit of the Corporate Strategy and Finance Portfolio.

**To submit to the Executive (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to the general management of the financial affairs of the Council.
- (2) Recommendations with regard to the preparation, co-ordination and monitoring of corporate policies and the principal objectives of the Authority and the presentation of such (together with plans for their attainment) to the Council for consideration/discussion/adoption.
- (3) Recommendations with regard to the review and determination of appropriate action in respect of strategic policy areas and issues of concern to the Authority as a whole and areas of activity which are not the responsibility of any other designated Executive Member.
- (4) Recommendations with regard to the development, co-ordination and monitoring of the Corporate Business Planning Process and the performance review process.
- (5) Recommendations with regard to the Community Strategy.
- (6) Recommendations with regard to the co-ordination and allocation of financial resources between services and/or departments of the Council.
- (7) Recommendations with regard to the level of the Council Tax and dealing with matters relating to the Council Tax and the National Non-Domestic (Business) Rate.
- (8) Recommendations with regard to matters relating to Manchester Airport plc and any other joint company as may affect the Authority as a shareholder or member.
- (9) Recommendations to the Executive relating to Corporate Risk Management.
- (10) Recommendations with regard to the Council's Investment Strategy.
- (11) Recommendations with respect to the Council's Licensing Act and Gambling Act Policies.
- (12) Recommendations with regard to the Council's Asset Management Plan.
- (13) Recommendations with regard to compulsory purchase matters and blight notices as these are within the remit of Corporate Strategy and Finance
- (14) Reports and recommendations with regard to strategic policies in relation to all of the Authority's land and property holdings, except for Council houses.
- (15) Recommendations with regard to policies for the acquisition and disposal of land and property, the effective use of the Council's land and property and the identification of land surplus to requirements throughout the Council's entire land holding.

## **Service Area: Human Resources**

### **Human Resources, Performance And Diversity Portfolio**

The designated Executive Member is responsible for all matters relating to the Council's affairs in respect of Human Resources, Performance and Diversity (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Member is responsible for liaising and, where appropriate, working in consultation with other members of the Executive, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Member is responsible for ensuring appropriate consultation with partners and the community on matters within the Human Resources, Performance and Diversity Portfolio.

The actions and decisions of the designated Executive Member will, at all times, remain within the context of the policy framework established or any variation thereto approved by the Council.

#### **To have overall responsibility for:**

- (1) The implementation of the Council's policies to maintain and enhance community cohesion in the Borough.
- (2) Assessment of the long-term personnel requirements of the Council and the provision thereof.
- (3) Ensuring the provision of proper facilities for training, career development and staff welfare.
- (4) Fostering good industrial relations at all levels within the Authority and in particular the promotion of systems for communication and consultation between the Council and its employees.
- (5) The control and monitoring, as appropriate, of global departmental establishments through the return of staffing information.
- (6) The development of arrangements to safeguard, within the working environment, the health, safety and welfare of all employees of the Council.
- (7) Elected Members' support and development.
- (8) The Corporate Performance Assessment.
- (9) Matters relating to relations with the Minority Communities in Bolton.
- (10) Risk management in relation to services falling within the remit of the Human Resources and Diversity Portfolio
- (11) Monitoring compliance with strategic policies of the Council in relation to the promotion and celebration of diversity, in all its forms, across the Authority's services and activities, including its inter-action with individuals and the community.
- (12) Fees and charges for services and activities falling within the remit of the Portfolio.
- (13) To monitor performance against Strategic Plans and Service Improvement Plans across the Council.

- (14) Considering any recommendations made by the relevant Scrutiny Committee with regard any matter within the portfolio.

**To submit to the Executive (for approval, where appropriate, by the Council):**

- (1) Recommendations with regard to the development of personnel and equal opportunities policies appropriate to the recruitment, employment and retention of an effective workforce for the Council and the examination/monitoring of policies and practices to ensure equality of opportunity and the avoidance of discrimination.
- (2) Recommendations with regard to policies to maintain and enhance social cohesion within the Borough.
- (3) Recommendations with regard to Pay and Grading Review Implementation
- (4) Recommendations with regard to the Equal Pay Strategy

**Service Area: Adult Social Care and Health and Culture, Community Services and Area Working**

**Culture, Community Services and Area Working Portfolio**

- (1) The development and implementation of the Council's policies in respect of Area Working.

**Service Area: Development and Regeneration**

**Development Portfolio**

- (1) The Council's Customer Relations Management Strategy.
- (2) Development and implementation of the Council's E-Government Strategy.