


<p>Non-Executive Report of the:</p> <p><b>Grants Scrutiny Sub-Committee</b></p> <p>4<sup>th</sup> June 2018</p>	
<p><b>Report of:</b> Asmat Hussain, Monitoring Officer and Corporate Director Governance</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Terms of Reference, Quorum, Membership and Dates of Meetings</b></p>	

<b>Originating Officer(s)</b>	Farhana Zia, Senior Committee Officer
<b>Wards affected</b>	All wards

### **Executive Summary**

This report sets out the Terms of Reference, Quorum, Membership and Dates of Meetings of the Grants Scrutiny Sub-Committee for the Municipal Year 2018/19 for the information of members of the Sub-Committee.

### **Recommendations:**

The Grants Scrutiny Sub-Committee is recommended to:

1. note and follow the Terms of Reference, Quorum, Membership and Dates of meetings for the Municipal Year 2018/19 as set out in Appendices 1, 2 and 3 to this report and as stated in the Council's Constitution.

### **1. REASONS FOR THE DECISIONS**

- 1.1 This report is brought annually to assist new and returning Members by informing them of the framework of the sub-committee as set out in the Council's Constitution.

### **2. ALTERNATIVE OPTIONS**

- 2.1 The report asks Members solely to confirm its constitutional arrangements and therefore they are not required to consider any alternative options.

### **3. DETAILS OF THE REPORT**

- 3.1 Each year, following the establishment of the Sub-Committee by the Overview and Scrutiny Committee, who held an extraordinary meeting on the 23<sup>rd</sup> May 2018, to establish this sub-committee, it is customary that the newly established sub-committee considers its procedural arrangements.

#### **Grants Scrutiny Sub-Committee Arrangements**

- 3.2 At the Annual General Meeting of the full Council held on 23<sup>rd</sup> May 2018, the Authority approved the review of proportionality, establishment of the Committees and Panels of the Council and appointment of Members thereto.
- 3.3 At the extraordinary meeting of the Overview and Scrutiny Committee held 23<sup>rd</sup> May 2018 the Committee noted the proportionality and establishment of the Grants Scrutiny Sub-Committee.
- 3.4 It is traditional that following the Annual General Meeting of the Council at the start of the Municipal Year, at which various committees are established, that those committees note their Terms of Reference, Quorum and Membership for the forthcoming Municipal Year. These are set out in Appendix 1 and 2 to the report respectively.
- 3.5 The Committee's meetings for the remainder of the year, as agreed at the Annual General Meeting of the Council on 23<sup>rd</sup> May 2018, as set out in Appendix 3 to this report.
- 3.6 In accordance with the programme of meetings for principal meetings, meetings are scheduled to take place at 6.30pm, except where the meeting falls within the month of Ramadan which will be at 5.30 pm.

### **4. EQUALITIES IMPLICATIONS**

- 4.1 When drawing up the schedule of dates, consideration was given to avoiding school holiday dates and known dates of religious holidays and other important dates where at all possible.

### **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
  - Consultations,
  - Environmental (including air quality),
  - Risk Management,
  - Crime Reduction,
  - Safeguarding.

5.2 In considering the above statutory implications, please note:

- There are no specific Best Value implications arising from this noting report.
- Members and Senior Officers were consulted in the drafting of the municipal calendar, as approved by Council at its meeting of 23<sup>rd</sup> May 2018.
- There are no specific sustainability implications arising from this noting report.
- There are no specific risk management implications arising from this noting report.
- There are no specific crime and disorder implications arising from this noting report.
- There are no specific safeguarding implications arising from this noting report.

## **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

6.1 Matters brought before the Committee under its terms of reference during the year will include comments on the financial implications of decisions provided by the Chief Finance Officer. There are no specific comments arising from the recommendations in this report.

## **7. COMMENTS OF LEGAL SERVICES**

7.1 The terms of reference provided for the Sub-Committee to note are in line with Section 3.3.3 In Part 3 of the Council's Constitution.

---

## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

NONE

### **Appendices**

- Appendix 1 – Grants Scrutiny Sub-Committee Terms of Reference (Revised)
- Appendix 2 – Appointments to Committee
- Appendix 3 – Dates of meetings

### **Local Government Act, 1972 Section 100D (As amended)**

#### **List of "Background Papers" used in the preparation of this report**

- NONE

#### **Officer contact details for documents:**

N/A