

REVIEW SCOPING TEMPLATE

Review Topic (name of review)	Review of LATC Shareholder Committee arrangements
Body Undertaking Review	LATC Shareholder Review Committee
Final Report to (name of Body and date)	Full Council 20 October 2016
Lead Officer	Jo Brooks, Director Operations
Rationale for Review (key issues and/or reasons for conducting review)	To ensure that the Shareholder Committee is 'fit for purpose' and to review future options and arrangements for the Shareholder Committee to ensure that it is able to effectively monitor and scrutinise the LATC.
Objectives/expected Outcomes for Review	To consider and make recommendations to Council, as necessary, on: <ul style="list-style-type: none"> • the progress and effectiveness of the current Shareholder Committee; • overall governance and constitutional issues relating to the Shareholder Committee; • other potential options/arrangements for a Shareholder Committee of the Council that it is able to effectively monitor and scrutinise the LATC.
Evidence Sources/Documents (specify what wish to look at)	<ul style="list-style-type: none"> • Terms of Reference of Asset Development Committee/Shareholder Committee and other Policy Committees – attached at Appendix 1 • LATC Overall Business Plan and Shareholder Agreement – attached at Appendix 2 • LATC Structure and Control Functions and Roles and Responsibilities Charts - attached at Appendix 3 • Information on Shareholder Committee arrangements for other Local Authority Trading Companies – attached at Appendix 4 • Agendas, Reports and Minutes of East Cambs Shareholder Committee when published
Methodology/Approach (what methods to be used to gather evidence)	<ul style="list-style-type: none"> • Submission of relevant evidence documents/information to Review Committee • Written submissions and/or attendance and questioning of relevant 'expert witnesses' at Review Committee meeting(s) • Attendance of Members of Review Committee as observers at meetings of LATC Shareholder Committee meeting(s) • Evaluation by Review Committee of all evidence submitted to them and formulation of recommendation(s) to full Council on future structural arrangements for Shareholder Committee

AGENDA ITEM 6

Witnesses/Experts (who wish to see and when)	<ul style="list-style-type: none"> • Director Operations – 27 April Review Committee meeting • Democratic Services Manager - 27 April Review Committee meeting • Chair/Vice-Chair of Shareholder Committee – August Review Committee meeting • Representative of East Cambs LATC - August Review Committee meeting
Site Visits (are these required and if so where and when)	Attendance by Members of Review Committee as observers at meetings of LATC Shareholder Committee meeting(s) scheduled for 12 July 2016 and 10 October 2016.
Views of Stakeholders (are these required and if so how to be gathered – e.g. consultation mechanisms, stakeholder representative(s) give evidence to Body)	See above.
Publicity Requirements (if any)	Publication of Agendas, reports and Minutes of Review Committee on Council website.
Resource Requirements <ul style="list-style-type: none"> • Officer/Member • Expenditure 	Officer/Member time spent on: <ul style="list-style-type: none"> • Background research/evidence gathering • Preparation of agendas, reports, Minutes • Attendance at Review Committee meetings • Attendance at Shareholder Committee meetings • Provision of guidance and advice outside of meetings • General correspondence relating to work of Review Committee Expenditure: <ul style="list-style-type: none"> • Printing/postage costs • SRAs for Chair/Vice-Chair of Review Committee • Travelling expenses for Review Committee Members

Start Date	14 March 2016	Draft Report/ Recommendations deadline	10 October 2016
Meeting Frequency	Proposed meeting dates: 27 April 2016 Scoping Document /Work Plan	Projected completion date	Full Council 20 October 2016

AGENDA ITEM 6

	<p>August 2016</p> <ul style="list-style-type: none">• interviewing of 'expert witness(es)'• feedback of Members from attendance at first Shareholder Committee meeting <p>September 2016</p> <ul style="list-style-type: none">• examination by Members of all evidence submitted to Review Committee• formulation of recommendations to full Council on future structural arrangements for Shareholder Committee		
--	--	--	--