

REVIEW COMMITTEE – POSITION SCHEDULE FOR COMMITTEE STRUCTURE PROJECT

Review Title: Monitoring of the Committee System – How Committees are progressing their remit	Date: July 2006
Project Leader: Cllr Mrs R Brown	
Actions Completed this month:	
<ol style="list-style-type: none"> 1. Meeting with Overview & Scrutiny Officer regarding Scoping document and Project Plan. 2. Scoping document and Project Plan produced and agreed in principle. 	
Actions still in progress:	
<ol style="list-style-type: none"> 1. Monitoring of the adherence to the “5 Day Rule” for Committee meetings to be held July. 2. Monitoring of the implementation of policy committee decisions, which are meeting in July. 3. Monitoring of the implementation of the policy priorities contained in the published corporate plan. 4. Monitoring of the format of the reports submitted to the committees, which are meeting in July. 5. Monitoring of the Committees meeting in July for the formation of any new sub committees. 	
Planned actions for next month:	
<ol style="list-style-type: none"> 1. Project Team to meet on the 26 July with Overview and Scrutiny officer in attendance to clarify various matters. 	
Information/observations from Project to be shared at the current time:	
It was recognised that for ease of use all charts should be made available in colour.	