

## REVIEW COMMITTEE – POSITION SCHEDULE FOR COMMITTEE STRUCTURE PROJECT

<b>Review Title: Monitoring of the Committee System – How Committees are progressing their remit</b>	<b>Date:</b> November 2006
<b>Project Leader: Cllr Mrs R Brown supported by Cllr P K Savill and Cllr Mrs J R Lumley</b>	
<b>Terms of Reference:</b>	
To monitor the operation of the 5 new policy committees, particularly in terms of their adherence to individual terms of reference. Specific consideration will be given to:- <ol style="list-style-type: none"> <li>1. The implementation of the policy priorities contained in the published corporate plan;</li> <li>2. The implementation of policy committee decisions;</li> <li>3. Adherence to the “5 day rule” for publishing Agendas and accompanying Reports;</li> <li>4. The reasons for, terms of reference and timescales of any new sub committees that are formed;</li> <li>5. The format of the reports submitted to the committees.</li> </ol>	
<b>Actions Completed since last update:</b>	
<ol style="list-style-type: none"> <li>1. Meeting of the project team took place on the 6 November to discuss the previous months monitoring reports.</li> <li>2. Monitoring of the adherence to the “5 Day Rule” for Committee meetings held in September.</li> <li>3. Monitoring of the implementation of policy committee decisions, which met in September.</li> <li>4. Monitoring of the implementation of the policy priorities contained in the published corporate plan.</li> <li>5. Monitoring of the format of the reports submitted to the committees, which met in September.</li> <li>6. Monitoring of the Committees that met in September for the formation of any new sub committees.</li> </ol>	
<b>Actions still in progress:</b>	
<p>Monitoring of the areas listed above for November.</p> <p>Monitoring the length of Agendas and the time taken to conclude Business by the Committees.</p> <p>Canvassing of Members and officers for their views on the Review Committee and the new Committee structure.</p>	
<b>Planned actions for next month:</b>	
Monitoring of the areas listed above for December.	
<b>Information/observations from Project to be shared since previous document produced:</b>	
None	