

REVIEW COMMITTEE – POSITION SCHEDULE FOR COMMITTEE STRUCTURE PROJECT

Review Title: Monitoring of the Committee System – How Committees are progressing their remit	Date: October 2006
Project Leader: Cllr Mrs R Brown supported by Cllr P K Savill and Cllr Mrs J R Lumley	
Terms of Reference:	
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"> 1. The implementation of the policy priorities contained in the published corporate plan; 2. The implementation of policy committee decisions; 3. Adherence to the “5 day rule” for publishing Agendas and accompanying Reports; 4. The reasons for, terms of reference and timescales of any new sub committees that are formed; 5. The format of the reports submitted to the committees. 	
Actions Completed since last update:	
<ol style="list-style-type: none"> 1. Meeting of the project team took place on the 21 September to discuss the previous months monitoring reports. 2. Monitoring of the adherence to the “5 Day Rule” for Committee meetings held in September. 3. Monitoring of the implementation of policy committee decisions, which met in September. 4. Monitoring of the implementation of the policy priorities contained in the published corporate plan. 5. Monitoring of the format of the reports submitted to the committees, which met in September. 6. Monitoring of the Committees that met in September for the formation of any new sub committees. 	
Actions still in progress:	
Monitoring of the areas listed above for October. Monitoring of the length of agendas against the time taken for the business to be processed with a view to preparing a report in March.	
Planned actions for next month:	
Monitoring of the areas listed above for November.	
Information/observations from Project to be shared since previous document produced:	
Following discussions it has been agreed that members and Officers will be canvassed for their views on the new Committee structure and the Review Committee.	