

REVIEW COMMITTEE – SCOPING FORM FOR REVIEW OF AREA COMMITTEE BUDGETS

Project Team: Cllr Mrs J R Lumley, Cllr M Maddocks and Cllr M J Steptoe	Date: June 2009
Review Title: Review of Area Committee Budgets	
Terms of Reference: To examine the feasibility of providing a budget allocation to each of the Area Committees. To assess whether this would generate more interest in the Area Committees and to identify what items the funding could be allocated to.	
Out of Scope: No other aspects relating to the Area Committees would be examined in this Review.	
Brief outline of how review will be conducted: The team will look at:- <ul style="list-style-type: none"> a number of other Authorities who have introduced budgets for their Area Committees or equivalents and assess whether this has been of benefit to the residents of the Area. Member involvement in the decision-making and how this enhances their community leadership role. which items could be switched to budget allocation and how monies could be divided between the three Committees. 	
Documents/information: None identified at the current time.	
Witnesses: Consideration will be given to extend invitations to Members and officers from other authorities to meet with the team.	
Site visits: Consideration will be given to arranging visits to other Authorities' Area Committees during the review.	
Consultation/research: The team will wish to contact various Members and officers from other authorities who are involved in organising their Area Committees.	

Venues to be used for meetings/evidence gathering:
To be decided during the Review.
Officer support and other resources:
<p>Overview & Scrutiny Officer</p> <p>Head of Information and Customer Services</p> <p>Committee Services Manager</p>
Timescale/milestones:
<p>9 July 2009 Commence initial evidence gathering</p> <p>8 November 2009 Completion of investigation phase</p> <p>8 December 2009 Acceptance of Report by Review Committee</p>
Reporting line for the Review:
Review Committee with recommendations into the Executive/Full Council as appropriate.

PROJECT PLAN FOR REVIEW OF AREA COMMITTEE BUDGETS

Plan Date	Action	Date Commenced	Date Completed
WB 16 June 09	Scoping of the Review		
WB 16 June 09	Project Plan Review		
WB 30 June 09	Agree Scoping and project plan by Team		
8 July 09	Agree Scoping and project plan by Review Committee		
WB 6 July 09	Commence initial evidence gathering		
WB 13 July 09	Initial meeting of the team		
8 November 09	Completion of Investigation phase		
9 November 09	Preparation of draft of final report		
22 November 09	Circulation of draft report		
28 November 09	Last day for amendments		
29 November 09	Circulation of final report to Review Committee Members		
8 December 09	Acceptance of report by Review Committee		
9 October 09	Recommendations passed to the Executive/full Council for ratification if appropriate		

All dates are indicative and can be moved, although those in bold can be considered to be the milestones for the project. The dates can be brought forward should the initial evidence gathering phase be completed earlier than envisaged. The follow-up activities resulting from the initial investigation have not been added, as these will be decided during the course of the Review.