

REVIEW COMMITTEE– SCOPING FORM FOR THE REVIEW OF AREA COMMITTEES

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| Project Team: Cllr K A Gibbs, Cllr Mrs H L A Glynn and Cllr P F A Webster | Date: June 2010 |
| Review Title: Review of Area Committees | |
| Terms of Reference: To assess the operation of the Area Committees and consider their benefit to the public as a means of getting their issues and concerns heard by Councillors and other local officials. | |
| Out of Scope: The team will not look at the aspect of allocating a budget to each of the Area Committees. | |
| Brief outline of how review will be conducted: The team will contact the Parish/Town Councils to obtain their views on the benefits of the Area Committees. They will contact the members of the public who attend the Meetings to obtain their thoughts on the benefits of the meetings. They will also contact Members of the Council and also the officials who attend the meetings to obtain their input into the Review. They will examine other Authorities who also have Area Committees (or similar) to see if they are engaging with their local residents in a more productive manner. They will look to obtain input from members of the public who do not currently attend Area Committee meetings. | |
| Documents/information: The team will examine past reports relating to Area Committees and responses from participants of Area Committees. | |
| Witnesses: Leader of the Council. Consideration will be given to extend invitations to those responders who request a meeting with the project team. | |
| Site visits: No specific locations have been identified at the current time | |
| Consultation/research: The team will wish to look at and possibly contact some other local authorities in its Audit Commission grouping that have Area Committees or their equivalent. | |

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| Venues to be used for meetings/evidence gathering: |
| No formal meetings are proposed at the current time |
| Officer support and other resources: |
| Overview & Scrutiny Officer Member Services Manager |
| Timescale/milestones: |
| WB 14 July 10 Commence initial evidence gathering 17 Jan 11 Completion of Investigation phase 8 March 11 Acceptance of report by Review Committee |
| Reporting line for the Review: |
| Review Committee with recommendations into the Executive/Full Council as appropriate. |