

## REVIEW COMMITTEE– SCOPING FORM FOR OPERATION OF THE NEW POLITICAL DECISION MAKING STRUCTURE

<b>Project Leader: Cllr Mrs S A Harper with support from Cllr Mrs L M Cox</b>	<b>Date: 7 June 2007</b>
<b>Review Title: Operation of the New Political Decision Making Structure</b>	
<b>Terms of Reference:</b>	
<p>To monitor the decision making of the Executive Board against the published Forward Plan and Key Policies and Actions report for 2007/08 submitted to Council on the 27 February 2007.</p> <p>To monitor the operation of the 3 Area Committees in relation to their engagement with the public and other appropriate bodies.</p>	
<b>Out of Scope:</b>	
The Review will not look at regulatory or probity Committees	
<b>Brief outline of how review will be conducted:</b>	
<p>The team will monitor:-</p> <ol style="list-style-type: none"> <li>1. The Decisions of the Executive Board via the published minutes and compare these to the decision dates contained within the published Forward Plan and the Key Policies and Actions report for 2007/08.</li> <li>2. The topics covered by the Area Committees with attention being paid to those items covered within the Community Forum section of the meetings.</li> </ol> <p>Questionnaires will be prepared for Members of the public who speak at the meetings as well for those that attend to listen to the debates to obtain their input.</p> <p>A meeting will be arranged for specified witnesses to be able to attend and provide evidence to the Review Committee.</p> <p>Parish Council representatives on the Area Committees will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Police representatives on the Area Committees will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Representatives from the other bodies on the Area Committees will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Area Committee Lead Officers will be asked for their opinions on the format of the Area Committee meetings and suggestions for possible changes.</p> <p>Other officers attending the Area Committee meetings to provide updates will also be asked for their opinions on the format.</p>	
<b>Documents/information:</b>	
<p>Council Item 11 for 27 February 2007 report and appendices</p> <p>Executive Board Item 6 for 7 June 2007 report and appendix</p> <p>Minutes from Executive Board meetings</p> <p>Minutes from Area Committee meetings</p>	
<b>Witnesses:</b>	
<p>Chairman of the Executive Board</p> <p>Area Committee Chairmen</p>	

<p>Sample of Parish Representatives of Area Committees</p> <p>It will be identified during the course of the Review whether any Members of the public who have taken part in the Community Forums at Area Committees wish to meet the Committee to express their views verbally.</p> <p>It will be identified during the course of the Review whether any of the other people who have been asked to submit their views in writing on the format of the Area Committees wish to meet the Committee to express their views verbally.</p>
<p><b>Site visits:</b></p>
<p>No sites identified at the current time</p>
<p><b>Consultation/research:</b></p>
<p>To contact public speakers from the Area Committees to gain their opinions and input as to how the Community Forums are being received and suggestions for possible improvement.</p>
<p><b>Venues to be used for meetings/evidence gathering:</b></p>
<p>It is proposed to use Committee Room 4 as the venue for meetings with witnesses</p>
<p><b>Officer support and other resources:</b></p>
<p>Overview &amp; Scrutiny Officer</p>
<p><b>Timescale/milestones:</b></p>
<p>WB 11 June 07 Commence initial evidence gathering</p> <p>12 February 08 Completion of Investigation phase</p> <p>15 April 08 Acceptance of report by Review Committee</p>
<p><b>Reporting line for the Review:</b></p>
<p>Project Leader into</p> <p>Review Committee with recommendations into Area Committees/Executive Board/full council as appropriate</p>