REVIEW COMMITTEE– SCOPING FORM FOR COMMITTEE STRUCTURE PROJECT

Project Leader: Cllr Mrs R Brown with support from Cllr P K Savill and Cllr Mrs J R Lumley	Date: 16th June 2006

Review Title: Monitoring of the Committee System – How Committees are progressing their remit.

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:-
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.

Out of Scope:

The review will not look at other regulatory or probity matters.

Brief outline of how review will be conducted:

The implementation of the policies contained in the Corporate Plan will be monitored from the Quarterly Performance Report and will be monitored by way of individual graphs for each area of the report.

The implementation of the policy committee decisions will be monitored graphically. Each committee will have its own chart showing the three monthly trends by way of a bar chart. Any failure to meet the "5 day rule" by any contributors to the committee agendas or reports will be flagged up by the Committee section.

All new sub committees will be flagged up by the Committee section with details of terms of reference and timescales being supplied to the Review Committee.

A sample of the reports submitted to the committees will be assessed for ease of reference on a monthly basis. This will include RDC produced reports as well as ECC and other external organisations. The reports to be sampled to develop a best practice if deemed to be required.

Documents/information:

Document 1: Corporate Plan

Document 2: The 5 policy committee's agendas

Document 3: The 5 policy committee's Minutes

Document 4: The Reports submitted to the 5 policy committees

Document 5: Progress on decisions

Witnesses:
To be identified in the course of the review

Site visits:
None envisaged at the current time.

Consultation/research:
No outside comparisons are envisaged at the current time.

Venues to be used for meetings/evidence gathering:
All evidence gathering will be by way of document monitoring in the first incidence.

Officer support and other resources:
Committee Section

Timescale/milestones:
June 2006 – May 2007 No actual milestones will be agreed, as this will be an ongoing review.

Reporting line for the Review:
Project Leader into Review Committee with recommendations into policy committee/full council if appropriate.