REVIEW COMMITTEE – POSITION SCHEDULE FOR COMMITTEE STRUCTURE PROJECT

Review Title: Monitoring of the Committee System – How Committees are progressing their remit	**Date**: September 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:-

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:

1. Meeting of the project team took place on the 26 July to discuss the previous months monitoring reports.
2. Monitoring of the adherence to the "5 Day Rule" for Committee meetings to be held July.
3. Monitoring of the implementation of policy committee decisions, which are meeting in July.
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 are meeting in July.
6. Monitoring of the Committees meeting in July for the formation of any new sub committees.

Actions still in progress:

1. Monitoring of the adherence to the "5 Day Rule" for Committee meetings to be held in September.
2. Monitoring of the implementation of policy committee decisions, which are meeting in September.
3. Monitoring of the implementation of the policy priorities contained in the published corporate plan.
4. Monitoring of the format of the reports submitted to the committees, which are meeting in September.
5. Monitoring of the Committees meeting in September for the formation of any new sub committees

Planned actions for next month:

1. Monitoring of the adherence to the "5 Day Rule" for Committee meetings to be held in October.
2. Monitoring of the implementation of policy committee decisions, which are meeting in October.
3. Monitoring of the implementation of the policy priorities contained in the published corporate plan.
4. Monitoring of the format of the reports submitted to the committees, which are meeting in October.
5. Monitoring of the Committees meeting in October for the formation of any new sub

committees.
Information/observations from Project to be shared since previous document produced:

The Planning Policy sub committee was made up of 9 members and it is felt that, whilst there are no restrictions to the numbers in the Constitution, sub committees with only 5 or 6 members had worked effectively in the past.

A Policy, Finance and Strategic Performance Committee had been notably long which perhaps points to the value of an additional meeting.

Because of the length and complexity of policy documents for a particular meeting there needs to be effective preparatory arrangements by the department producing the documents, in terms of timescale/arrangements for report production and dispatch to Members. These can include outsourcing of printing.

The quality of a report from the external auditors was not easily understandable and contained acronyms that could not be understood. It was disappointing that the Auditor had not been able to present his report and answer any questions.

Policy Chairman should be more involved in the work of their Committees, which could include, for example, agenda preparation.