

REPORT OF CHIEF EXECUTIVE

TERMS OF REFERENCE OF POLICY COMMITTEE

Purpose of the Report

1. To note the Policy Committee's terms of reference.

Information and Advice

1. Full Council have agreed the following terms of reference for the Policy Committee:-
 - 2.1. The powers and functions set out below are delegated by the Full Council:
 - 2.1.1 All decisions within the control of the Council including but not limited to those listed in the Table below
 - 2.1.2 Policy development and approval except on matters reserved for the Full Council
 - 2.1.3 Review of performance on at least a quarterly basis
 - 2.1.4 Review of day to day operational decisions taken by Officers
 - 2.1.5 Approval of consultation responses relating to the Committee's areas of responsibility
 - 2.1.6 Approval of relevant staffing structures as required
 - 2.2. If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.
 - 2.3. As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to Officers.
 - 2.4. The Committee will be responsible for its own projects but, where it considers it appropriate, projects will be co-ordinated by a cross-committee project steering group that will report back to the relevant Committee.

Table
Responsibility for ensuring that committees operate under the policy direction of the County Council and for determining policies not reserved to the Full Council
Responsibility for the discharge of all functions and exercise of all powers of the County Council not expressly reserved to the Full Council or to any other part of the County Council by statute or by this Constitution
Responsibility for monitoring and reviewing the overall performance of the Council
Responding to any consultations within the remit of more than one committee as and when required
Responsibility for those functions relating to elections and local democracy which are not reserved to the Full Council
Responsibility for the Council's internal and external communications policy and its implementation
Responsibility for Information Governance including but not limited to Data Protection and Freedom of Information
Responsibility for monitoring and reviewing the Council's customer strategy and any matters dealt with by the Business Services Centre
Responsibility for ensuring the Council meets its equalities duties
Responsibility for ensuring high standards of conduct by the County Council, its Councillors, co-opted members and Officers
Responsibility for the implementation of and revision to all codes of conduct and practice of the County Council
Responsibility for all remaining statutory overview and scrutiny powers except those delegated to a health scrutiny committee
Responsibility for the Council's risk management strategy
Responsibility for reviewing annual reports and inspection reports not within the remit of another committee
Responsibility for approving the recruitment process for any independent members of committees and panels required by statute
Responsibility for the Council's Improvement Programme
Responsibility for Legal Services

Other Options Considered

2. None.

Reason/s for Recommendation/s

3. To inform the Committee of its terms of reference.

Statutory and Policy Implications

4. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

That the report be noted.

Mick Burrows
Chief Executive

For any enquiries about this report please contact:

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Constitutional Comments

5. As the report is for noting only, no constitutional comments are required.

Financial Comments (PS 2/5/12)

6. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Reports to County Council – 29 March 2012 and 17 May 2012 (published).

Electoral Division(s) and Member(s) Affected

All