

29 November 2018

Agenda Item: 4

## **REPORT OF THE SERVICE DIRECTOR, CUSTOMERS, GOVERNANCE AND EMPLOYEES**

### **TERMS OF REFERENCE AND MEMBERSHIP**

#### **Purpose of the Report**

1. To be aware of the membership and terms of reference of the Communities and Place Review and Development Committee, and to consider whether there are any actions required.

#### **Information and Advice**

2. The following councillors have been appointed to the committee:

Chairman – Councillor Gordon Wheeler  
Vice-Chairman – Councillor Errol Henry

Councillor Andrew Brown  
Councillor Richard Butler  
Councillor Stephen Garner  
Councillor David Martin  
Councillor Liz Plant  
Councillor Steve Vickers  
Councillor Yvonne Woodhead

3. The County Council on 20 September 2018 established the committee with the following terms of reference:
  - A) Responsibility for review and development in relation to all matters that fall under the remit of Communities and Place Committee including but not limited to:
  - B) Review of the impact of decisions made and actions taken by Communities and Place Committee and whether any lessons can be learned or things done differently.
  - C) Review of performance in relation to the specific areas of service under review.

- D) Identify areas requiring in-depth review and undertake targeted reviews based on an annual rolling programme of work agreed by Policy Committee.
- E) Develop proposals for improvement and transformation of service delivery, taking into account reviews undertaken, experiences from other local authorities and relevant organisations, and the Council's strategic objectives.
- F) Approving all Councillor attendance at conferences, seminars and training events within the UK mainland for which a fee is payable including any expenditure incurred, within the remit of this Committee and to receive quarterly reports from Corporate Directors on departmental officer travel outside the UK within the remit of this Committee.

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.

As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to Officers relevant to the specific areas under review.

The Committee will be responsible for its own projects but, where it considers it appropriate, projects will be considered by a cross-committee project steering group that will report back to the most appropriate Committee.

The Committee will report its findings and make recommendations to Communities and Place Committee.

The Committee will not be responsible for the consideration of any issue that falls under the remit of Improvement and Change Sub-Committee or Finance and Major Contracts Management Committee.

## **Other Options Considered**

- 4. None.

## **Reason/s for Recommendation/s**

- 5. To inform the committee of its membership and terms of reference.

## **Statutory and Policy Implications**

- 6. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working 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 members consider whether there are any actions they require in relation to the issues contained within the report.

**Marje Toward**

**Service Director, Customers, Governance and Employees**

**For any enquiries about this report please contact:**

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### **Constitutional Comments (SLB12/11/2018)**

7. Communities and Place Review and Development Committee is the appropriate body to consider the content of the report. If Committee resolves that any actions are required it must be satisfied that that such actions are within the Committee's terms of reference.

### **Financial Comments (RWK 12/11/2018)**

8. There are no specific financial implications arising directly from the report.

### **Background Papers and Published Documents**

9. Report to Full Council 20 September 2018 (published).

### **Electoral Division(s) and Member(s) Affected**

10. All.