

# *Section 24*

## *Policy Development Committees*

### *Terms of Reference*

#### **1. STATUS**

- 1.1 The Policy Development Committees are committees of the Council with the purpose of undertaking policy review and development of service provision within the District through the performance management of the Council's Priority Delivery Plans ('PDPs') (save the Corporate Improvement PDP).

#### **2. MEMBERSHIP AND METHOD OF APPOINTMENT**

- 2.1 All members of the Council are eligible to be members of the Policy Development Committees, except Cabinet members who are eligible only to be members of the Policy Development Committee(s) relevant to their Portfolio Lead responsibilities, as the role of the Committees does not include Scrutiny.
- 2.2 A Policy Development Committee will comprise such Members as are appointed by the Council in compliance with Section 15 and Schedule 1 of the Local Government and Housing Act 1989 concerning political balance.
- 2.3 For the avoidance of doubt, the relevant Cabinet and Shadow Cabinet Portfolio Leader will be members of Policy Development Committee and their membership shall form part of the Political balance calculation.

#### **3. CHAIRMAN**

- 3.1 The Chairman and Vice-Chairman will be appointed by Council.
- 3.2 The Chairman or Vice-Chairman of the Policy Development Committee will not be a member of the Cabinet.

#### **4. ATTENDANCE BY NON-MEMBERS**

- 4.1 Council Procedure Rules 6(6) and 19 will apply.

**5. FREQUENCY OF MEETINGS**

- 5.1 The meetings of the Policy Development Committees will be held generally every 3 months.
- 5.2 The Chairman of a Policy Development Committee shall, in consultation with the Chief Executive (or anyone duly authorised by him), be entitled in exceptional circumstances and/or in cases of urgency which cannot reasonably be considered at the next scheduled meeting of that Policy Development Committee, to convene an additional meeting(s) of that Policy Development Committee.

**6. NOTICE OF MEETING**

- 6.1 Prior to the meeting of a Policy Development Committee the Chief Executive will circulate to all Members of the Council, Agenda and Reports to be considered by the Policy Development Committee.

**7. MINUTES OF MEETING**

- 7.1 Reports in the form of Minutes detailing recommendations and / or resolutions will be submitted to the Cabinet which may accept, amend or reject any recommendation, but not resolutions.

**8. FUNCTIONS**

- 8.1 Policy Development Committees may:
- (a) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
  - (b) assist the Cabinet in the development of policies as directed by the Cabinet;
  - (c) review current Council policies and consider future policy development falling within and arising out the scope and remit of their allocated Priority Delivery Plan ('PDP') having regard for the Council's Performance Management Framework;
  - (d) consider mechanisms to encourage and enhance community participation in the development of policy options and implement and/or recommend such mechanisms as appropriate within the scope and remit of the allocated PDP having regard for the Council's Performance Management Framework;

- (e) question members of the Cabinet and senior Officers about issues and proposals that affect the area as appropriate within the scope and remit of the allocated PDP;
- (f) invite to meetings of a Policy Development Committee such individuals and/or representatives of organisations/public bodies as they consider may be able to make a contribution to their deliberations in respect of matters falling within the scope and remit of the allocated PDP having regard for the Council's Performance Management Framework.;
- (g) refer performance-related issues arising out of their allocated PDP to the Scrutiny Committee for further investigation;
- (h) consider any matter affecting the area or its inhabitants as appropriate within the scope and remit of the allocated PDP having regard for the Council's Performance Management Framework;

8.2 Performance manage Priority Delivery Plans ('PDPs') as allocated below:

<b>POLICY DEVELOPMENT COMMITTEE</b>	<b>PRIORITY DELIVERY PLAN</b>
Culture and Sport PDC	Culture and Sport PDP
Economic Development and Planning PDC	Economic Development and Planning PDP
Environment PDC	Environment PDP
Health and Wellbeing PDC	Health and Wellbeing PDP
Housing PDC	Housing PDP
Town Centre Regeneration PDC	Town Centre Regeneration PDP

- i) review current Council policies and consider future policy development arising from (ii) above;
- ii) be available for consultation as required by the Council's Performance Management Framework concerning any proposed changes to actions and/or targets set out in the relevant Priority Development Plan;

8.3 To carry out its functions, a Policy Development Committee is entitled to invite any Member, Officer or representative of external bodies or organisations to submit written and/or oral evidence.

- 8.4 The Policy Development Committees will make reports and/or recommendations to Cabinet in connection with matters arising out of their allocated PDP and / or related performance, as appropriate.

**9. DELEGATED POWERS**

- 9.1 The Policy Development Committees are empowered to deal with any functions detailed above.
- 9.2 The Policy Development Committees shall be entitled to appoint individuals and / or representatives of organisations as non-voting co-optees.

For the avoidance of doubt, the Policy Development Committees shall not act in a defined scrutiny function but may review existing policy and its outcomes for the purposes of understanding how future policy should be developed.

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