

Section 9

Policy Development

Committees

9.1 TERMS OF REFERENCE

The Council will appoint the following Policy Development Committees:

- Children, Young People and Families Policy Development Committee;
- Healthier Communities and Older People Policy Development Committee;
- Housing Policy Development Committee;
- Access to Education, Skills and Employment Policy Development Committee;
- Safe, Strong and Cohesive Communities Overview Policy Development Committee e; and
- Environmental Sustainability Policy Development Committee.

All Councillors, other than Cabinet Members are eligible to be Members of the Policy Development Committees save for the relevant Portfolio Holder from Cabinet and relevant Shadow Portfolio Holder who shall be Members of the Policy Development Committee relating to that portfolio (such membership shall form part of the political balance calculation for the Committee's membership).

Membership of the Policy Development Committee will be subject to the requirements as to political balance set out by Section 15 of the Local Government and Housing Act 1989 (as amended).

9.2 GENERAL ROLE

The Council's Policy Development Committees will:

- i) 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') and the Performance Management Framework;

- ii) performance manage the Council’s PDPs falling within their respective scope and remit in accordance with the Performance Management Framework;
- iii) consider matters referred to them by the other Committees or Cabinet.
- (iv) within the context and remit of the allocated PDP and Performance Management Framework, consider any matter affecting the area or its inhabitants which contributes or assists with achieving the PDP targets.

9.3 SPECIFIC FUNCTIONS

(a) Policy Development and Review

The Policy Development Committees shall:

- i) assist the Council and Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues arising within the context and remit of the allocated PDP and Performance Management Framework,
- ii) performance manage Priority Delivery Plans (‘PDPs’) as allocated below:

| COMMITTEE | PRIORITY DELIVERY PLAN |
|--|---|
| Children, Young People and Families PDC | Children, Young People and Families PDP |
| Housing PDC | Healthier Communities, Housing and Older People PDP (except those parts relating to healthier communities and older people) |
| Healthier Communities and Older People PDC | Healthier Communities, Housing and Older People PDP (except those parts relating to Housing) |
| Access to Education, Skills and Employment PDC | Access to Education, Skills and Employment PDP |
| Safe, Strong and Cohesive Communities PDC | Safe, Strong and Cohesive Communities PDP |
| Environmental Sustainability PDC | Environmental Sustainability PDP |

- iii) review current Council policies and consider future policy development arising from (ii) above and the Performance Management Framework;
 - iv) be available for consultation in accordance with the Budget and Policy Framework Procedure Rules;
 - v) 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;
 - vi) consider mechanisms to encourage and enhance community participation, engagement and empowerment in the development of policy options and implement and/or recommend such mechanisms as appropriate within the context and remit of the allocated PDP and Performance Management Framework;
 - vii) assist and advise members of the Cabinet about issues and proposals affecting the area as appropriate within the context and remit of the allocated PDP and Performance Management Framework;
 - viii) invite to meetings 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 context and remit of the allocated PDP and Performance Management Framework;
 - ix) recommend to other Policy Development Committees area of policy review that may (as a result of the original Policy Development Committee consideration) be worthy of specific examination;
 - x) question and gather evidence from any person (with their consent) in connection with matters arising out of their allocated PDP and the Performance Management Framework;
 - xi) refer performance-related issues arising out of their allocated PDP to the Scrutiny Committee for further investigation.
- (b) To carry out its functions, a Policy Development Committee will be able to call upon any Member, Chief Officers of the Council and/or invite representative of external bodies or organisations to submit written and/or oral evidence.
- (c) The Policy Development Committees will make reports and/or recommendations to the Cabinet and/or Scrutiny Committee in

connection with matters arising out of their allocated PDP and/or related performance as appropriate.

- (d) Where a matter for consideration by a Policy Development Committee also falls within the remit of one or more other Committees, the decision as to which Committee will consider it will be resolved at a joint meeting of the Policy Development Committees and the Cabinet.

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.