

Terms of Reference for the Strategy, Policy and Legislation Board

The Strategy, Policy and Legislation Board has no constitutional decision-making powers in its own right, but will make recommendations to the Corporate Leadership Team, other boards, through to Committees where necessary.

Contents

Purpose and objective.....	1
Meeting Frequency.....	1
Membership	1
Reports to.....	2
Receives reports from	2
Responsibilities	2
Key outputs	2
Meeting Agenda	3

Purpose and objective

Ensures that the strategy and policy setting within council, its group structure, and, where appropriate partnerships, is aligned to agreed organisational (and partnership) priorities and objectives, and current legislation – responding and adapting to changing economic and demographic context. This is not a decision-making board however will provide strategic oversight, support and challenge to the directorates and onwards to CLT to ensure there is a well understood and aligned landscape across the council’s strategies and policies.

Meeting Frequency

Monthly

Membership

Chair Executive Director - Childrens Services
Deborah Woodcock

Key Officer Director of Public Health - Dr Matt Tyrer

Membership:

Reports to

Corporate Leadership Team on a monthly basis

Receives reports from

- Business intelligence team (demographic and related data e.g. census, that may affect strategy and policy development)
- Public health team (JSNA)
- Economic development team (Economic intelligence and performance data)
- DMTs – (updates on in-directorate strategy and policy development work)
- Democratic services (on constitutional changes that may affect strategy and policy development)

Responsibilities

- Oversight and coordination of the overarching Cheshire East Council plan
- Oversight and coordination of the council’s strategies to deliver the council plan, with partner, sub-regional and regional strategies, reflecting and supporting the Cheshire East’s plan and reflecting changing economic and demographic context.
- All proposed strategies and policies to deliver on the Cheshire East plan should be considered and approved at this board
- Review partnership strategies to determine impact on council strategy, policy and operations and direct as appropriate.
- Define a strategy framework for the council and its operating context
- Oversight and coordination of the council’s policies in the context of constitutional, partnership and legislative/statutory frameworks.
- Map legislation as applies to the council and its interests
- Track and monitor legislative changes and identify impact on policy and strategy.
- Reviewing stakeholder engagement and involvement opportunities in strategy and policy development (consultation, co-production, co-design).
- The chair to work with the other management boards on a regular and routine basis to ensure that the synergies across the boards is maintained.

Key outputs

Key output	Relevant committee*
Cheshire East Council plan	Corporate Policy Committee
Strategy framework	Corporate Policy Committee
Policy framework	Corporate Policy Committee

Legislative framework	Corporate Policy Committee
Partnership framework	Corporate Policy Committee
Strategy programme	Corporate Policy Committee
Policy review programme	Corporate Policy Committee
Partnership working reporting	Corporate Policy Committee
Public and community involvement reporting	Corporate Policy Committee
Strategy template(s)	All
Policy template(s)	All

*specific work may align to the work of other service committees

Meeting Agenda

1. Welcome and introductions
2. Minutes of the last meeting
3. Update on actions from the last meeting
4. Matters arising
 - a. Strategy review programme
 - b. Policy review programme
 - c. Legislation developments
 - d. Business intelligence reports
5. Draft reports for committees – review points and feedback
6. AOB