

CABINET ADVISORY PANELS

PEOPLE

PLACES

PERFORMANCE AND CAPACITY

Suggested Terms of Reference

To make recommendations for the development of policies and strategies for services within the remit of the Advisory Panels and any related issues.

To contribute to the development of the Corporate Plan insofar as the services within the Advisory Panels remit are concerned.

Tasks

Identify policies and strategies and any performance issues relating to the services within the remit of the Advisory Panels.

Identify those policies where differences apply in the constituent authorities and which of those need to be harmonised/improved by day 1 of the new authority.

Consider the issues and options for those policies etc needing to be urgently harmonised and/or improved and make plans and recommendations accordingly.

GUIDANCE NOTE ON THE ORGANISATION AND RUNNING OF THE ADVISORY PANEL MEETINGS

The role of Lead Officer(s)

Each Policy Advisory Panel has a Block Lead or Leads; the Block Lead may appoint a Block Lead to attend. The role of these officers is to advise the Panel of relevant policies, strategic issues and key interdependencies and to ensure the Panels work programme is scheduled to take into account the Corporate Plan and other strategic processes. Block Leads will also advise on the provision and source of information to inform the Panels discussions.

Workplan

Each Panel should develop a workplan at an early stage in consultation with their Block Lead(s) and appropriate Portfolio Holders. This will help ensure that the Panel identifies the priority areas and ensure the Panel can organise and manage the workload which will have most impact upon the objectives of the authority and thereby influencing the corporate planning process. It is essential that the energy of the Panel is directed towards a primary objective of development and continuous improvement for the authority. A workplan for each Panel will ensure synergy with corporate planning and policy development and

identify crossovers with other Panels. There will need to be some flexibility so the Panels can deal with newly emerging issues including those from central government. A workplan will also assist in resource management during this busy time.

Cycle of meetings

Following the first meeting Democratic Services will draw up a schedule of meetings based on a six weekly cycle from September 2008 onwards; the Panels may, however, meet more frequently at the discretion of the Chairman. This will ease the potential for diary clashes and provide other people, including Portfolio Holders, with timescales to work to.

Requests for information/site visits

It is recognised formal meetings will not be the only way the Panels will wish to gather information to assist in their role. In order that resources can be managed, and to ensure Panels receive comprehensive information and advice it is asked that all requests for information or site visits be submitted through the Lead Officers assigned to each Panel.

Corporate planning

The Shadow Authority is expected to develop a strategic framework for a five year period up to 2014. Ideas for structure and timetable of the plan are being formulated but there will be a strong role for the Panels in developing the policy framework for the plan contributing to discussions about the high level objectives and in evaluation and review.