

# Appendix A

## **CHESHIRE EAST COUNCIL GOVERNANCE REVIEW 2012 DRAFT TERMS OF REFERENCE OF THE POLICY DEVELOPMENT GROUPS**

**Six Policy Development Groups have been appointed which, between them, will advise the Cabinet on all significant areas of Policy:-**

Finance Policy Development Group  
Communities Policy Development Group  
Environment and Prosperity Policy Development Group  
Health & Adult Social Care Policy Development Group  
Corporate and Performance Policy Development Group  
Children & Family Services Policy Development Group

### **Membership**

Each Policy Development Group (PDG) will have 8 members on a cross party basis. The Leader of the Council will determine membership of the PDGs, after consultation with Group Whips. A member will only serve on one PDG, with the exception of Cabinet Support Members.

The PDGs will have a proportionality of 5:2:1 (Con: Lab: Ind), with one seat each on two PDGs of their choice being allocated to the Liberal Democrats

Members of Scrutiny Committees will be permitted to serve on PDGs.

Cabinet Support Members will sit on the relevant PDG as non voting members in addition to the eight voting members.

Portfolio holders and officers may attend all meetings of PDGs and should do so if requested. It should be a priority that the relevant officer(s) attends PDG meetings when requested to do so; appropriate notice having been given of the need to do so.

Substitute members will be permitted to sit on PDGs.

The Chairman of the PDG will be drawn from the ruling Political Group and will be appointed by the Leader.

### **General Responsibilities of all PDGs**

- 1 To develop new, and review/revise existing policies (with a cross-service approach wherever possible) and make reports and recommendations to the Portfolio Holder and/or Cabinet.
- 2 To advise the Portfolio Holder about significant service-delivery issues and make recommendations for improvement, based on detailed analysis by task and finish groups.
- 3 To undertake policy development, on a task and finish basis. (In doing so, PDGs may establish working groups, appointing the chairmen in accordance with the Council's criteria, and with such membership drawn from the PDG in question only).
- 4 To investigate and develop alternative service delivery mechanisms and improvements, and advise the Portfolio Holder and/or Cabinet.
- 5 To evaluate best practice, new technologies, new policies and new ways of working and generate ideas for improvement.

- 6 To offer advice and make recommendations to the appropriate body of the Council on the development and review of policy.
- 7 To consult and involve the local community and other local public, private and voluntary bodies and organisations, in performing its role.

### **Operation of the PDGs**

The PDGs will be supported by the relevant senior officers who undertake the function under review, with further support from Democratic Services.

The Chairman of the relevant PDG will determine the agenda for each meeting, in accordance with the PDG's agreed work programme.

Public, partners and service users will be invited to participate in the work of PDGs as appropriate.

PDGs will have a public meeting at least every six months, so that their work is transparent and accountable.

Agendas and minutes of public meetings session will be published.

PDGs will not be involved directly in the budget-setting process.

PDGs will have access to all data relevant to their function.

Members of the PDGs will have access to, and work with, all officers of the Council, as required. Officers are expected to attend and contribute to meetings of the Policy Development Groups, as needed.

The PDGs will work closely with Portfolio Holders in carrying out their work.

Chairs of PDGs will have the right to attend Cabinet meetings to present their proposals, when decisions have been made.