

NEW POLITICAL STRUCTURES – COMPOSITE ACTION PLAN

REF.	PROPOSED ACTION	PRIORITY HIGH/MEDIUM/LOW	RESPONSIBLE OFFICER/MEMBER
	Issue: Decision Making		
OVER/2: EXTRA/1	Terms of Reference: Review the Terms of Reference of Policy Committees to address any overlapping or unallocated functions. Responsibility for Asset Management has been identified as a specific issue.	HIGH	Chief Executive; Leader & Chairs of Policy Committees
DA/1: CMT/1 & 4 CMT/2 & 3 OVER/3 & 4	Delegation: Review the scheme of delegations, ensuring that any agreement is clear to members and provides for scrutiny of decisions. The review should also cover partnership working. Supporting actions ▪ Strengthen/develop the policy framework to underpin the scheme of delegations ▪ Review the working of Policy Committees (including the composition of agendas) to devote more time to policy development and performance management	HIGH	Chief Executive; Leader
CMT/5	Chairs of Policy Committees: Consider making all Chairs of Policy Committees members of the Finance and Management Committee.	HIGH	Leader
DA/2:	Policy Committees – Reports: Review reporting arrangements (in particular, the provision of options for decision making).	HIGH	Chief Executive
OVER/5	Transparency: Investigate the feasibility of allowing members of the public to speak at Policy Committees, the Development Control Committee and Council.	HIGH	Chief Executive & Deputy Chief Executive (Development Control)
	Issue: Role of Full Council		
DA/3:CMT/6	Working arrangements: Review the working of full Council to eliminate unnecessary bureaucracy, stimulate debate, and provide more information to Members on key issues.	MEDIUM	Chief Executive Full Council

Issue: Overview and Scrutiny			
EXTRA/2	Terms of Reference: Review and clarify the terms of reference for Overview and Scrutiny Committees.	HIGH	Chief Executive; Leader & Chairs of Overview and Scrutiny Committees
DA/4, 5 & 6	Operation: Review the way in which Scrutiny operates to: ▪ Effectively scrutinise performance ▪ Hold Policy Committees to account ▪ Further develop an outward-looking focus Supporting actions ▪ Ensure that Officers and all Members are clear about the roles and operation of Scrutiny ▪ Ensure that staff resources are in balance with the work programme and Member expectations. ▪ Review arrangements for substitution at Scrutiny Committee meetings	MEDIUM	Deputy Chief Executive & Policy and BV Manager; Chairs of Overview and Scrutiny Committees
DA/7: CMT/8: EXTRA/4		HIGH: Rest MEDIUM	Chief Executive Leader
DA/8: OVER/7 EXTRA/3	'Call-in': Review arrangements for 'call-in' (including the provision of reasons by Members requesting a decision to be reviewed, timescales and feedback to Policy Committees).	HIGH	Deputy Chief Executive; Chair of Overview Committee
Issue: Quasi-judicial functions			
DA/9	Transparency: Clarify in the constitution the rules governing the scrutiny of regulatory functions NB: <i>this appears to be an oversight – the issue is covered by Overview and Scrutiny Procedures Rule 9(c)</i>	HIGH	Deputy Chief Executive
Issue: Area Meetings			
CMT/9: OVER/8	Effectiveness: Review the working of Area Meetings so that they can work more co-operatively with the County Council and more effectively represent and lobby for their community	MEDIUM	Chief Executive

	Issue: New Ethical Framework		
DA/10, 11 & 12: CMT/10	Operation and promotion: Ensure that: ▪ The next phase in the implementation of the new ethical arrangements is adequately managed ▪ All Members are clear about their obligations under the new ethical arrangements ▪ The operational effectiveness of the new ethical arrangements is not unduly constrained by inadequate resources ▪ The new Standards Committee looks to be a visible presence in promoting high levels of probity in both Parishes and the District.	HIGH HIGH LOW MEDIUM	Monitoring Officer (all)
	Issue: The Constitution		
DA/14: CMT/11 & 12: EXTRA/5 & 7	Contents: Ensure that the constitution is complete. The following items will need to be included: ▪ Details of Members of the various Committees and bodies ▪ Rules governing the conduct and proceedings of Policy Committees, Standards Committee and Joint Arrangements ▪ Scheme of Delegations ▪ Code of Conduct for Employees (when published) ▪ Members' Code of Conduct ▪ Description of the Members' Register of Interests and procedures for publicising, maintaining and updating the register ▪ Protocol for Officer/Member relations ▪ Rules governing the recruitment, appointment, dismissal and disciplinary action for Officers ▪ Rules and procedures in respect of legal proceedings ▪ Protocol on monitoring and reviewing the constitution ▪ Update the details of the Members' scheme of allowances (when applicable) Supporting actions ▪ Consult with staff and Members and make any minor amendments to the constitution that would smooth the working of the Council ▪ Review contents in the light of CIPFA/SOLACE Corporate Governance Guidance ▪ Publicise and promote the constitution amongst Members, Employees and the wider community	HIGH	Chief Executive (all)

Issue: General Matters			
DA/13	General: Ensure that Members and Officers have the necessary knowledge and skills to enable them to carry out their (new) roles effectively	HIGH	Chief Executive
OVER/9	Investigate the feasibility of taking meetings out into the community	LOW	Chief Executive
OVER/10	Link the review of political structures to the Council's community leadership role	MEDIUM	Chief Executive: Deputy Leader
CMT/7: OVER/6	Review how the Council can better communicate and engage with the wider community, particularly hard to reach groups and the disaffected.	MEDIUM	Chief Executive & Deputy Chief Executive