

NEW POLITICAL STRUCTURES – COMPOSITE ACTION PLAN

REF.	PROPOSED ACTION	PRIORITY HIGH/MEDIUM/LOW	RESPONSIBLE OFFICER/MEMBER
	Issue: Decision Making		
1.	<p>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.</p>	HIGH	Chief Executive; Leader & Chairs /Vice Chairs of Policy Committees
2.	<p>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.</p> <p>Supporting actions</p> <ul style="list-style-type: none"> ▪ 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
3.	<p>Chairs of Policy Committees: Consider making all Chairs of Policy Committees members of the Finance and Management Committee.</p>	HIGH	Leader
4.	<p>Policy Committees – Reports: Review reporting arrangements (in particular, the provision of options for decision making).</p>	HIGH	Chief Executive
5.	<p>Transparency: Investigate the feasibility of allowing members of the public to speak at Policy Committees, the Development Control Committee and Council.</p>	HIGH	Chief Executive & Deputy Chief Executive (Development Control)
	Issue: Role of Full Council		
6.	<p>Working arrangements: Review the working of full Council to eliminate unnecessary bureaucracy, stimulate debate, and provide more information to Members on key issues.</p>	MEDIUM	Chief Executive Full Council

Issue: Overview and Scrutiny				
7.	<p>Terms of Reference: Review and clarify the terms of reference for Overview and Scrutiny Committees.</p>	HIGH		Chief Executive; Leader & Chairs/Vice Chairs of Overview and Scrutiny Committees
8.	<p>Operation: Review the way in which Scrutiny operates to:</p> <ul style="list-style-type: none"> ▪ Effectively scrutinise performance ▪ Hold Policy Committees to account ▪ Further develop an outward-looking focus <p>Supporting actions</p> <ul style="list-style-type: none"> ▪ 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 BY Manager; Chairs/Vice Chairs of Overview and Scrutiny Committees Chief Executive Leader
9.	<p>'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).</p>	HIGH		Deputy Chief Executive; Chair /Vice Chair of Overview Committee
Issue: Quasi-judicial functions				
10.	<p>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></p>	HIGH		Deputy Chief Executive
Issue: Area Meetings				
11.	<p>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</p>	MEDIUM		Chief Executive

12.	<p>Issue: New Ethical Framework</p> <p>Operation and promotion: Ensure that:</p> <ul style="list-style-type: none"> ▪ 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)
13.	<p>Issue: The Constitution</p> <p>Contents: Ensure that the constitution is complete. The following items will need to be included:</p> <ul style="list-style-type: none"> ▪ 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) <p>Supporting actions</p> <ul style="list-style-type: none"> ▪ 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			
14.	<p>General:</p> <p>Ensure that Members and Officers have the necessary knowledge and skills to enable them to carry out their (new) roles effectively</p>	HIGH	Chief Executive
15.	Investigate the feasibility of taking meetings out into the community	LOW	Chief Executive
16.	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