

TERMS OF REFERENCE / DEVELOPMENT DAY

1. SUMMARY

- 1.1 The Committee is invited to note the draft terms of reference for the Environment, Development and Infrastructure Committee which will be presented to Council for incorporation into a revised Constitution and Standing Orders in April 2014.
- 1.2 The report also sets out proposals on the content of a development day for the Committee and seeks Members views in this regard.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee
- a) notes the draft terms of reference which will be presented to Council for incorporation into a revised Constitution and Standing Orders in April 2014.
 - b) considers the proposed agenda for the Development Day and approves or amends the agenda accordingly.
 - c) identifies preferred dates for the Development Day

3. DETAIL

- 3.1 In January 2014 the Council considered a report and recommendations arising from the Short Life Working Group on Political Management Arrangements. It agreed to establish 3 new committees including the Environment, Development and Infrastructure (EDI) Committee with the following component parts:
- Environment including Amenity Services, Carbon Management and Renewables
 - Development including advice to Policy and Resources on Economic Development Policy but excluding matters dealt with by PPSL
 - Infrastructure
 - Piers, Harbours and Roads

3.2 Council endorsed the amended structure and a revised programme of Council meetings was agreed whereby the EDI Committee would meet on a quarterly basis with dates as follows:

- Thursday 10th April 2014
- Thursday 14th August 2014
- Thursday 13th November 2014
- Thursday 15th January 2015
- Thursday 9th April 2015

3.3 The SLWG also considered proposals that each of the new committees would have a work programme linked to key strategic priorities and outcomes, the Single Outcome Agreement, Corporate and Community Plans and that a Policy Development and Overview progress report would be submitted from each Central Committee to the Policy and Resources Committee for noting every six months.

3.4.1 In considering the recommendations of the SLWG Council agreed to delegate power to the Executive Director of Customer Services to make the minor and consequential amendments to the Constitution as required by adoption of the new committee structures and associated arrangements. A report in this regard will be presented to Council in April 2014 and it is proposed that the Terms of Reference for the EDI Committee are as follows:

3.4.2 Community Services and Environment, Development and Infrastructure Committee

(1) Advise the Policy and Resources Committee and the Council in the development of service objectives, policies and plans concerned with service delivery within the functional areas noted below and manage performance.

(2) Monitor and review achievement of key outcomes in the Service Plans within the functional areas noted below by ensuring best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus.

(3) Subject to the exclusions from and limitations of delegations set out in this scheme, and the terms of reference and authority of the Policy and Resources Committee, each Committee is authorised to discharge the powers and duties of the Council within the functional areas noted below in accordance with the policies of the Council, and the relevant provisions in its approved revenue and capital budgets.

(4) Undertake community engagement in terms of Council's community engagement strategy in respect of their service area.

3.4.3 Environment, Development and Infrastructure Committee

All of the functional areas within the development and infrastructure department not otherwise reserved to the Council , the Policy and Resources Committee or the Planning Protective Services and Licensing Committee including, without prejudice to the foregoing generality, the following:-

Economic Development

The relevant functional areas relating to strategic regeneration, development and transport planning, economy and business, energy, telecommunications, agriculture, fisheries, arts, culture and tourism.

Environment and Transport

The relevant function areas relating to the natural environment, roads transport, harbour and ferry services, building services and environmental services.

3.5 Development Day

As part of its response to the Accounts Commission Statutory Report Council also agreed at its meeting in January that there would be a Development Day for members of each new Committee to facilitate shared understanding of the key issues to be considered by each committee and to facilitate good governance. It was also agreed that each Committee would develop a work plan and forward agenda.

An outline programme is attached at Appendix 1 to facilitate this process. The purpose of the Development Day is to support Members in their role as a member of the EDI Committee, to give them background on the role and function of the Committee, to help them develop skills that allow the Committee to fulfil its role, to identify key issues for the Committee to consider and to plan out the work of the EDI Committee over the course of a year.

4. CONCLUSION

4.1 This reports sets out proposed terms of reference and an associated development plan for the EDI Committee. These seek to ensure clarity and sound governance arrangements are in place to support the work of the Committee and Members are invited to provide feedback on the proposed arrangements.

5. IMPLICATIONS

Policy -	Clarity on the role and function of the Committee is essential to Policy Development.
Financial –	None.
Legal -	None.
HR -	None.

Equalities -	These proposals have no adverse impact on equal opportunities
Risk -	Lack of clarity could impede effectiveness of Committee.
Customer Service -	None

Executive Director of Customer Services

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**DRAFT AGENDA
ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE
DEVELOPMENT DAY
DAY AND DATE & VENUE TO BE CONFIRMED**

10.00 Welcome and introductions

10.15 Strategic Policy Context (60 mins)

- National Policy Framework
- Single Outcome Agreement
- External Partnerships
- Vision and Strategic Direction

11.15 Tea/Coffee

11.30 The Role of the EDI Committee (45 mins)

- What is the Committee seeking to achieve?
- What are the performance measures?
- How do you assess effectiveness?
- What level of engagement internal/external does there need to be?

12.15 Working with other Committees (45 mins)

- How does Committee work in conjunction with:
 - Council
 - Policy and Resources Committee
 - Communities Committee
 - PPSL
 - PRS
 - Audit
 - Area Committees
 - Community Planning

13.00 Lunch (45 mins)

13.45 The 2014-15 Committee Plan (45 mins)

- Approach to Policy Development
 - Environment including Amenity Services, Carbon Management and Renewables
 - Development including advice to Policy and Resources on Economic Development Policy but excluding matters dealt with by PPSL
 - Infrastructure
 - Piers, Harbours and Roads
 - Other areas of work

14.00 Working Together As The EDI Committee (45 mins)

- How do you operate?
- Collective responsibility to reach a view on effectiveness
- Your skills and your development needs

15.15 Tea/Coffee

15.30 A Year In the Life Of the EDI Committee (30 mins)

- What do you expect to see at each meeting?

April	August
November	January