

**COMMUNITY SERVICES COMMITTEE TERMS OF REFERENCE /
DEVELOPMENT DAY**

1. SUMMARY

- 1.1 The Committee is invited to note the draft terms of reference for the Community Services Committee which has been presented to Council for incorporation into a revised Constitution and Standing Orders.
- 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 have been presented to Council for incorporation into a revised Constitution and Standing Orders.
 - 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 Community Services Committee with a proposed remit as follows:-

- Culture
- Education
- Social Work
- Housing
- Health Issues
- Communities

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

- Thursday 8th May 2014
- Thursday 11th September 2014
- Thursday 11th December 2014
- Thursday 12th March 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 was presented to Council in April 2014 and it is proposed that the Terms of Reference for the Community Services 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 Communities Committee

All of the functional areas within the Community Services Department not otherwise reserved to the Council or the Policy and Resources Committee including, without prejudice to the foregoing generality, the following:-

Education and Lifelong Learning

The relevant functional areas relating to children and families, school, pre-school, child protection, young people, community learning and development, and lifelong learning.

Communities and Culture

Libraries, halls, arts and culture.

Social Services and Criminal Justice

The relevant functional areas relating to adult social work services, criminal justice services, housing and homelessness, community learning and development, libraries and culture, leisure and sport.

For the avoidance of doubt, the Committee shall also discharge the powers and duties as education authority, and in relation to those functions, the dismissal of a teacher whose contract of employment incorporates the Strathclyde Regional Council Conditions of Service for Teachers in Day Schools.

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 Community Services 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 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 Community Services 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

For further information contact: Charles Reppke 01546 604137

**DRAFT AGENDA
COMMUNITY SERVICES 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
- Health & Social Care Integration
- External Partnerships
- Vision and Strategic Direction

11.15 Tea/Coffee

11.30 The Role of the Community Services 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
 - EDI Committee
 - PRS
 - Audit
 - Area Committees
 - Community Planning
 - LNCT

13.00 Lunch (45 mins)

13.45 The 2014-15 Committee Plan (45 mins)

- Approach to Policy Development
 - Education and Lifelong Learning
 - Communities and Culture
 - Social Services and Criminal Justice
 - Other areas of work

14.00 Working Together As The Community Services 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 Community Services Committee (30 mins)

- What do you expect to see at each meeting?

Sept

December

March

May/June