

**POLICY AND RESOURCES COMMITTEE TERMS OF REFERENCE /  
DEVELOPMENT DAY**

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**1. SUMMARY**

- 1.1 The Committee is invited to note the draft terms of reference for the Policy and Resources 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 Policy and Resources Committee with a proposed remit as follows:-
- Finance and HR
  - Policy Development /overview
  - General competence for matters not otherwise delegated
  - Economic Development (advised by the service Committee)
  - Strategic Projects

3.2 Council endorsed the amended structure and a revised programme of Council meetings was agreed whereby the Policy and Resources Committee would meet on alternate months to Council with an additional pre-budget meeting on the dates as follows:

- Thursday 15th May 2014
- Thursday 21<sup>st</sup> August 2014
- Thursday 30<sup>th</sup> October 2014
- Thursday 18<sup>th</sup> December 2014
- Thursday 5<sup>th</sup> February 2015
- Thursday 19<sup>th</sup> 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 Policy and Resources Committee are as follows:

**General**

- (1) To determine strategic policy objectives and priorities for the Council.
- (2) To determine and implement the Council's policies in relation to communication.
- (3) To consider matters arising from or in connection with any local government associations.
- (4) To exercise the functions of the Council in relation to Community Councils.
- (5) To exercise the functions of the Council as local Registration Authority for the purposes of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, and all associated legislation.

### **Voluntary Organisations**

To develop co-operation between the Council and the voluntary sector and to assist and promote the work undertaken by the voluntary sector.

### **Financial Assistance**

To consider requests from external bodies and implement the Code of Guidance on External Bodies and Following the Public Pound.

### **Equalities & Diversity**

To determine and implement the Council's policies in relation to the promotion of equality of opportunity, in relation to both the functions of the Council and the wider community in Argyll and Bute and to promote initiatives to combat discrimination.

### **Financial Resources**

- (1) To oversee the management of the Council's financial resources.
- (2) To advise the Council on the Revenue Budget, Capital Plan and Council Tax.
- (3) To consider the draft version of the Council's accounts.
- (4) To approve adjustments to Management budgets in so far as not delegated to officers within the terms of the financial regulations
- (5) To ensure effective supervision of Treasury Management activities, strategy and policies.
- (6) To make arrangements for the collection of the Council Tax and other monies due to the Council.
- (7) To oversee the arrangements for all insurances.
- (8) To oversee the arrangements for risk management.

### **Corporate Asset Management**

- (1) To determine and implement the Council's policies in relation to the strategic management of its asset streams in relation to Property, Greenspace, Roads, Fleet and Information systems and Technology.
- (2) To develop and implement the Council's Corporate Asset Management Plan.
- (3) To oversee the management of the Council's Property, Fleet and Information Systems and Technology Assets.
- (4) To consider the acquisition and disposal of the Council's assets, in so far as not delegated to area committees.

### **Human Resources**

To oversee the management of the Council's human resources.

### **Civic Services**

To deal with all policy matters relating to civic heritage and ceremony (including town twinning).

### **Community Planning**

To determine and implement the Council's policies in relation to its statutory role in relation to Community Planning.

### **Continuous Improvement**

(1) To determine and implement the Council's policies in relation to the achievement of Best Value.

(2) To consider the Best Value Review and Inspection Programme.

(3) To consider Best Value Reviews from Services as appropriate.

(4) Without prejudice to the duties and responsibilities and delegated authority of other Committees, to review the performance and effectiveness of all the Council's work and the standards and level of service provided, to review the need to retain existing services, and to co-ordinate where necessary all the matters referred to in this sub-paragraph in respect of the Committees and Services of the Council.

(5) To ensure that the organisation and management processes of the Council make the most effective contribution to the achievement of the Council's objectives, to keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the Committee or management structure, or the distribution of functions and responsibilities.

and to determine any matter not delegated to another Strategic Committee or reserved to the Council in terms of this Constitution.

## **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 Policy and Resources 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 Policy and Resources 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	None
Service -	

#### **Executive Director of Customer Services**

For further information contact: Charles Reppke 01546 604192

**DRAFT AGENDA  
POLICY AND RESOURCES 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 Policy and Resources 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
  - Community Services Committee
  - EDI Committee
  - PRS
  - Audit
  - PPSL
  - Area Committees
  - Community Planning
  - LNCT

**13.00 Lunch (45 mins)**

**13.45 The 2014-15 Committee Plan (45 mins)**

- Approach to Policy Development
  - Strategic policy objectives and priorities
  - Voluntary Organisations
  - External Financial Assistance
  - Equalities and Diversity
  - Financial Resources
  - Corporate Asset Management
  - Human Resources
  - Civic Services
  - Community Planning
  - Continuous Improvement
  - Other areas of work

**14.00 Working together as the Policy and Resources 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 Policy and Resources Committee (30 mins)**

- What do you expect to see at each meeting?