

POLICY AND RESOURCES COMMITTEE DEVELOPMENT DAY AND WORK PLAN

1.0 EXECUTIVE SUMMARY

- 1.1 The key purpose of this report is to update committee members on key considerations arising from the Policy and Resources Committee Development Day on 7th August and to review the Committee Work Plan and forward agenda.

- 1.2 The Committee is asked to note the feedback from the Committee Development Day, to review the Forward Plan and to agree that this will be a future standing item on the agenda.

POLICY AND RESOURCES COMMITTEE DEVELOPMENT DAY AND WORK PLAN

1.0 INTRODUCTION

- 2.1 The key purpose of this report is to update committee members on key considerations arising from the Policy and Resources Committee Development Day on 7th August and to review the Committee Work Plan and forward agenda.

2.0 RECOMMENDATIONS

- 3.1 The Committee is asked to note the feedback from the Committee Development Day.
- 3.2 The Committee is asked to review the Forward Plan and agree that this will be a future standing item on the agenda.

3.0 DETAIL

- 4.1 The Policy and Resources Committee Development Day took place on 7th August with the purpose of supporting members in their role as a member of the Committee, to outline the role and function of the Committee, to support the development of skills to 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.
- 4.2 A comprehensive overview of policy and strategic issues for the Council and key services specific to the committee was presented to members and a number of aspirations were identified to support committee effectiveness as follows:
- Inclusion in the Forward Plan of space for the Committee to informally explore key issues and policy considerations – “space to be proactive” and look ahead.
 - Reports should be timely, succinct, written in plain English and avoid repetition.

- Requirement for committee focus to be at a strategic level – not on minutiae.
- Clarity in relationship with other committees of the council.
- Adoption of a collegiate approach.
- Ensuring a clear focus on Community Planning and Single Outcome Agreement.
- Requirement to consider monitoring policy implementation and consequences.
- Need to consider resource issues as well as policy.
- Need to manage expectations and implications of decisions both internally and externally.
- Focus on prioritisation and completion of key issues.

4.3 In discussion on the arrangements to underpin effective governance and strengthen scrutiny members discussed scorecards and performance reporting measures. Areas highlighted for incorporation into future reports included:

- Key risks
- Impact on corporate priorities – no disconnect with Council priorities
- Consequences
- Expected versus actual performance
- Underlying issues
- Balance
- Focused reports e.g. set out trends not details, present the wider picture

Members stated that the forward plan for the Committee should also schedule time to review performance and ensure there is a link to the achievement of council objectives.

4.4 The Committee also highlighted a number of areas to support effective working relationships included building a climate of trust and respect, ensuring an appropriate level of debate and engagement, consistent and clear approach to policy development, and the creation of opportunities for tailored training linked to the committee portfolio and space for discussion.

4.5 Members discussed the draft forward plan for the Committee and it was noted that while this was a snapshot at a point in time and would be subject to change it would be a helpful tool in planning activity and supporting a focus on key priorities. It would also serve to support effective information flow across the committees, groups and lead roles.

5.0 CONCLUSION

5.1 Feedback on the Development Day was positive in reaching a common understanding on the role of the new committee, its interaction with other committees and key strategic policy areas. It highlighted the requirement to build some future opportunities into the work programme for the

committee to have the space for ongoing development and exploration of future strategy. This will be incorporated into the ongoing development programme for Elected Members and the Committee schedule.

- 5.2 The draft work plan sets out the forward plan of reports that are scheduled to come to the Policy and Resources Committee and identifies Lead Officers. While it is recognized that this is a snapshot at a point in time and is subject to change it will assist Committee Members in knowing when issues will come before the Committee for consideration and will also improve knowledge and information flow between different committees and for all Elected Members and Council Officers. It is proposed that in future this is a standing item for review on the agenda and should be the final item on the agenda prior to exempt items.

6.0 IMPLICATIONS

- 6.1 Policy : Underpins commitment to support strategic focus on policy issues.
- 6.2 Financial : N/A
- 6.3 Legal : N/A
- 6.4 HR : N/A
- 6.5 Equalities: N/A
- 6.6 Risk: N/A
- 6.7 Customer Service: N/A

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APPENDICES

Appendix 1 : Draft Workplan