



## **REPORT of DIRECTOR OF RESOURCES**

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**to  
COUNCIL  
8 SEPTEMBER 2016**

### **COMMITTEE STRUCTURE REVIEW - TERMS OF REFERENCE**

#### **1. PURPOSE OF THE REPORT**

- 1.1 The 2016/17 Internal Audit Plan as approved by Audit Committee in March 2016 contains a topic called Committee Structure Review. The purpose of the review is to ensure that the Council's Committee structure is fit for purpose and deliver the outcomes that would add value to the Council and residents of the District. The Council's Internal Auditor (BDO LLP) will be working jointly with Centre for Public Scrutiny (CfPS) on the review.
- 1.2 Officers and BDO LLP are keen to involve Members from the start of the review; it should be noted that Members received a presentation from BDO LLP at the last Council meeting, which outlined the purpose and benefits of the Committee Structure review. A copy of the presentation was circulated to all Members after the meeting and is attached in **APPENDIX 1** for information.
- 1.3 The purpose of this report is to agree the Terms of Reference for the review, a draft of which was sent out by the Director of Resources at the end of July inviting comments from Members prior to this Council meeting.
- 1.4 It is important to note that any recommendations arising from the work of the review will be reported back to Council for consideration.

#### **2. RECOMMENDATION**

That the Terms of Reference for the Committee Structure Review (as shown in **APPENDIX 2**) be approved;

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 The Council's Committee Structure has not been reviewed for a long time and it is considered best practice to undertake periodic reviews of the structure to ensure it remains effective in an environment in which funding, service provision and customer expectations are changing.
- 3.2 The review will assess the effectiveness and efficiency of the current committee structure arrangements, in particular considering stakeholder views and benchmarking against other Local Authorities in light of external demands and budgetary priorities.

The review will also seek to ensure that the Council's committee structure is fit for purpose and deliver the outcomes that would add value to the Council and residents of the District.

- 3.3 It is important to note that this piece of work is similar to reviewing the effectiveness of the Council's services or benchmarking our service performance against other authorities, which will provide some invaluable information for the Council to build upon to make us a better authority. The outcome of the review may not bring out any major changes and may prove that certain aspects of the current structure are already working well; it is important for Members to keep an open mind about this review.
- 3.4 The terms of reference (as shown in **APPENDIX 2**) also outlines the areas of key focus in the review.

#### **4. LINKS WITH CORPORATE GOALS**

- 4.1 The work of the Committee Structure review is linked to the Corporate Goal "Delivering good quality, cost effective and valued services".

#### **5. IMPLICATIONS**

- (i) **Impact on Customers** – The work of the review seeks to ensure that the Council's Committee Structure is fit for purpose and deliver the outcomes that would add value to the Council and residents of the District.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – None identified.
- (iv) **Impact on Resources (financial)** – The resources required for the review is contained within the Audit Plan approved by the Audit Committee and is contained within existing budget.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

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