# MALDON DISTRICT COUNCIL INTERNAL AUDIT TERMS OF REFERENCE

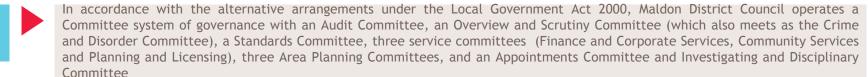
Audit 5. Committee Structure 2016-17





### Maldon District Council: Committee Structure

**BACKGROUND** 



A significant period has elapsed since the Council last reviewed the Committee structure, however it should be noted that the structure has been updated in line with best practice (e.g. the introduction of the Investigating and Disciplinary Committee), 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.

This will be a joint review led by BDO and undertaken in conjunction with the Centre for Public Scrutiny. An initial presentation was made to Council on 14 July 2016 to explain the purpose, benefits and timescale of the review.

**PURPOSE OF REVIEW** 

The purpose of this review is to review the Council's Committee structure.

**SCOPE OF REVIEW** 

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.

**EXCLUSIONS** 

Our work will be restricted to the areas of consideration within the scope of our review.

**APPROACH** 

Our approach will be to conduct interviews with Members and management and attend committee meetings, and to compare and benchmark arrangements with other Local Authorities to enable us to identify and evaluate options for consideration by the Council. Any opportunities identified to improve arrangements will be offered for consideration alongside recommendations to retain good working practices and to resolve any weaknesses identified.

### Maldon District Council: Committee Structure

**KEY AREAS OF FOCUS** 



The key aims of an effective committee structure and thus the focus for this review are to ensure the following:

- An efficient, effective and timely decision making process supported by delegation to Members and officers as appropriate, and forward planning
- A strong and productive Member / officer relationship with clarity over roles and responsibilities, enabling efficient and innovative management of services
- · The Council communicates appropriately with the public and stakeholders in major decisions
- Committees are able to operate in a way which supports the Council's strategic direction, including effective decision making processes for cross cutting policies
- The committee structure and arrangements incorporate effective provisions to enable the Council to demonstrate accountability.

DOCUMENTATION REQUEST



Please provide the following documents in advance of our review (where possible):

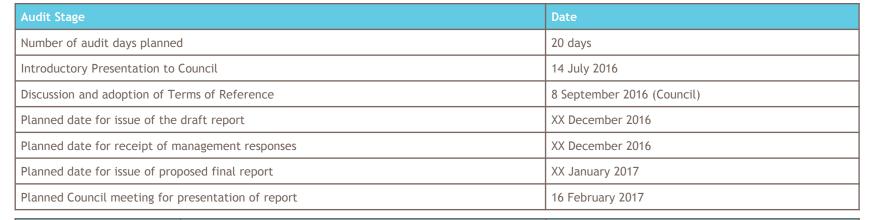
- 2016/17 Schedule of committee meetings
- Membership of Committee meetings
- Detailed governance structure, Terms of Reference and Delegation arrangements
- · Outline of results of any other Council Committee structure reviews or feedback (internal or external)
- · Details of significant partnerships and related decision making protocols
- Any customer comments, questions or complaints relating to Committee operations.

Any documents provided will assist the timely completion of our fieldwork, however we may need to request further documentation and evidence as we progress through the review process.

#### APPENDIX 1

## Maldon District Council: Committee Structure

TIMETABLE



**KEY CONTACTS** 

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SIGN OFF

On behalf of BDO LLP:		On behalf of Maldon District Council:	
Signature:	Creg Ch	Signature:	
Title:	HEAD OF INTERNAL AUDIT	Title:	
Date:		Date:	

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