

Committee Model Review Group – Draft Work Programme

Meeting Date	Item
November 24 TBC	<ul style="list-style-type: none"> • Annual Business – Meeting dates (Chairing, membership and Terms of Reference (already approved by Full Council)) • Scene setting report • Draft Work Programme – for approval
December	<ul style="list-style-type: none"> • Feedback from internal stakeholders – <ol style="list-style-type: none"> a. Members b. Committee Chairs c. Senior Officers • Leadership, functions, roles and the decision-making structure: <ul style="list-style-type: none"> - Member role descriptions - Structure of the Committees - Terms Reference of Committees
Jan	<ul style="list-style-type: none"> • Review of Decision Pathways: <ul style="list-style-type: none"> - Proposed decision-making pathways inc: <ol style="list-style-type: none"> a. Policy Committee decisions b. Area Committee decisions c. Other committee decisions - Forward Plans - Agenda process: inc. report writing, options papers - Member briefings, Chair’s briefings and agenda setting procedures, including timetable, attendees and minutes - Amendments process - Working groups, sub-committees (i.e. reports arising from cross party discussions) - Scrutiny process, Escalation Panel – including chairing - Delegations to officers
February	<ul style="list-style-type: none"> • Feedback from resident/stakeholder engagement • Policy development and Task Groups - Membership, chairing and identification of topics • Public forum/participation - Including the order of speakers and number of questions • Local decision making – to review the arrangements in relation to Area Committees
March	<ul style="list-style-type: none"> • Budget setting processes – to review the process from 24/25 and amend as necessary • Arrangements for further reviews • Consideration of Recommendations to Audit Committee and Full Council* • Any other reports as necessary e.g. to the Independent Remuneration Panel.

**Note – Any changes that are required to the Constitution will need to be taken to Audit Committee and then Full Council. Suggested dates are: Audit Committee on 25th March 25 and Full Council on 13th May 25*