

## Committee Model Review Group – Work Programme

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

