

COMMUNITY SAFETY PARTNERSHIP WORKING PARTY TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the working party was to scrutinise key community safety issues in Thanet and make recommendations to the Community Safety Partnership through the Overview & Scrutiny Panel.

Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	To Be Detailed
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the working party are provided for under the Crime and Disorder (Overview & Scrutiny) Regulations 2009. The scope of the group for 2014/15 will be specifically to:

1. To review the implementation and effectiveness of the Community Safety Partnership Plan.
2. To scrutinise the Council's and key partners approach to anti-social behaviour investigations and Environmental Enforcement;
3. To specifically look at housing management of anti-social behaviour and powers to deal with issues especially in terms of tenancy agreements;
4. To debate key issues relevant to the three areas listed, interview key witnesses, make findings and suggest recommendations for improvement.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 01 October 2009.

CORPORATE PERFORMANCE REVIEW WORKING PARTY TERMS OF REFERENCE FOR 2014/15

General

A Sub-Committee of the Overview & Scrutiny Panel was established to review and scrutinise issues related to Corporate Performance and the Council Budget

Membership, Chairmanship and Quorum

Number of Members	Six
Political Composition	To Be Detailed
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

1. To challenge the alignment of priorities and optimal use of resources to ensure value for money;
2. To make recommendations to the development of the Peer Review Report Action Plan and monitor progress of the implementation of that Action Plan;
3. To participate in the Service Review Programme;
4. To evaluate partnerships the Council is party to in order to ensure effective use of resources and a return on investment of those partnerships;
5. To review the 2012/2016 Corporate Plan to determine progress in relation to delivering projects and improvements noticeable to residents;
6. To review the implementation and effectiveness of the Service Review Programme through quarterly/bi-annual service performance monitoring of TDC Departments;
7. To keep a watching brief on all developments in relation to the Shared Services project;

8. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and propose action points for improvement;
9. To review the impact of lack of income and other revenue shortfall in forward budget, and debt management strategies;
10. To conduct an annual review of the Corporate Plan 2012-2016 to determine progress and propose actions points for improvement.

Delegations

None

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 28 May 2008. These terms of reference were approved by the Overview & Scrutiny Panel on 30 August 2011.

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

General

A Sub-Committee of the Overview and Scrutiny Panel was established to review certain matters relating to the electoral registration process.

Membership, Chairmanship and Quorum

Number of Members	Five
Political Composition	To Be Detailed
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members Only
Restrictions on Chairmanship	Non-Executive Members Only
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required

Terms of Reference

1. To review the implementation of Individual Electoral Registration;
2. To review the postponed 2013/14 Canvass;
3. To advise the Council's Electoral Registration Officer on options for increasing public awareness of, and participation in, voter registration.

General

It is not within the Terms of Reference of the Panel or the Task & Finish Group to consider matters relating to the registration of an individual or a specific household. There are statutory processes for objecting to a new registration or reviewing an existing registration.

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 10 January 2012.

MEMBERS PLANNING PROTOCOL REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

General

A Sub-Committee of the Overview & Scrutiny Panel was established to review and scrutinise issues related to Members Planning Protocol and call-in procedure.

Membership, Chairmanship and Quorum

Number of Members	Six
Political Composition	To Be Detailed
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of Reference

The full terms of reference for the task & finish group are given below. The scope of the group for 2014/15 will be specifically to:

1. Review the role of councillors taking decisions on planning applications at both town/parish council and district council level to ensure that the system for processing planning applications remains credible;
2. Review the role of councillors taking decision on planning applications at town/parish, district and county council level to ensure that the processing of planning applications between the three different levels of local government remains credible in the view of the public;
3. To produce a final report with recommendations for submission and where changes to the planning protocol and call-in procedure are proposed, the sub-group would refer these to the Overview and Scrutiny Panel and if appropriate forward any final recommendations to the Constitutional Review Working Party.

Delegations

None

Notes

This working party was established by the decision of the Overview & Scrutiny Panel on 27 May 2014. These terms of reference were agreed by the Overview & Scrutiny Panel on 19 August 2014.

TDC ARTEFACTS MANAGEMENT REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2014/15

A. TERMS OF REFERENCE

General

The purpose of the task & finish group is to review management of artefacts owned by Thanet District Council and advise Cabinet through the Overview & Scrutiny Panel.

Membership, Chairmanship and Quorum

Number of Members	Six
Political Composition	To Be Detailed
Substitute Members Permitted	Yes
Political Balance Rules apply	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Three
Co-option agreed by the Overview & Scrutiny Panel	None
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

Terms of reference

The full terms of reference for the task & finish group are given below. The scope of the group for 2014/15 will be specifically to:

1. To review the past management of the Council and its agents' management of art and artefacts and advise on ways of recovering lost/missing artefacts;
2. To scrutinise the Council's management systems and procedures in relation to Council owned art and artefacts and best practice and make recommendations the OSP and then Cabinet;
3. To propose criteria to be used by Council when accepting donations of artefacts, including reviewing insurance implications;
4. To produce a final report with recommendations for submission to the Overview and Scrutiny Panel and then Cabinet.

Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 23 April 2013.