

PART 3
SCHEME OF DELEGATION
2007/2008

3.1 FUNCTIONS RESERVED TO FULL COUNCIL

The following functions of the Council shall be exercised by the Council in full assembly

- 1.1 adopting and changing the Constitution;
- 1.2 approving or adopting the policy framework, (as defined in article 4) the budget and any application to the Secretary of State in respect of any Housing Land Transfer;
- 1.3 subject to the urgency procedure contained in the Access to Information Procedure Rules in Part 4 of this Constitution, making decisions about any matter in the discharge of an executive function which is covered by the policy framework or the budget where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget;
- 1.4 appointing the leader of the Executive;
- 1.5 agreeing and/or amending the terms of reference for committees and panels, deciding on their composition and making appointments to them;
- 1.6 appointing representatives to outside bodies;
- 1.7 adopting a Members' Allowances Scheme under Article 2.06;
- 1.8 changing the name of the area, conferring the title of honorary alderman or freedom of the borough
- 1.9 confirming the appointment of the head of paid service, and proper officers
- 1.10 making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- 1.11 all local choice functions set out in Part 3 of this Constitution which the Council decides should be undertaken by itself rather than the executive; and
- 1.12 determination of planning application where the Council is the applicant.
- 1.13 election of Mayor and Deputy Mayor
- 1.14 approval of land transactions over £100,000 in value.
- 1.15 all other matters which, by law, must be reserved to Council.

3.2 FUNCTIONS DELEGATED TO THE EXECUTIVE

The Executive shall exercise the following functions of the Council: -

Policy

- 2.1 To approve annual business plans and monitor implementation.
- 2.2 To make recommendations to Council for the establishment of policies which shall include the Council's Best Value Performance Plan.
- 2.3 To request the appropriate Overview and Scrutiny Committee to consider and develop policy responses on specific issues and undertake review initiatives relating to policy quality and performance.
- 2.4 To consider and make recommendations to Council on the formation, remit, development and implementation of joint Committees with the County and other District Councils.
- 2.5 Recommending the organisation and management policies of the Council to ensure that such policies are designed to make the most effective contribution to the achievement of the Council's objectives and the review of such policies in the light of changing circumstances.
- 2.6 Pursuant to Section 101 of the Local Government Act 1972, matters of urgency during the period from the close of the last ordinary meeting of the Council in July in any year until the next ordinary meeting of the Council in that year except the powers of levying a rate or setting a Council Tax or borrowing money.
- 2.7 Recommendation of policy direction of the Council and in particular the policy direction of the Chief Executive, Directors and Service Heads.
- 2.8 In consultation with the Standards Committee, consideration of the Council's Constitution which shall include Standing Orders and Financial Regulations and proposing to Council of amendments to the Constitution.

Financial

- 2.9 Consideration and determination of the Council's budgetary process including the identification of priorities or provision of services and the monitoring of the Council's budgets.
- 2.10 Recommendation of draft budget proposals to Full Council.
- 2.11 Consideration and determination of issues of significant underspending and overspending in current budgets as revealed by monitoring systems.
- 2.12 Virement of expenditure and the approval of supplementary estimates which can be met within the contingency provision in the revenue estimates in accordance with limits set out in Financial Regulations.
- 2.13 Virements within the current approved capital programme over £5,000, in accordance with Financial Regulations and Contract Standing Orders.

2.14 Additions or deletions to/from the current capital programme, or changes to the financing in any one year of the programme, in accordance with Financial Regulations and Contract Standing Orders,

2.15 Setting guidelines for service development plans, budgets and the capital programme.

2.16 Consideration and determination of breaches of the Council's Standing Orders Contract Standing Orders and Financial Regulations.

2.17 Establishment of procedures relating to financial administration, banking, loans and investments, wages, salaries, superannuation, insurance, creditors and debtors.

2.18 Writing off of irrecoverable debts in accordance with limits set out in Financial Regulations.

2.19 Determining policies for the making of grants, loans or other financial assistance and establishing schemes of assistance.

Legal

2.20 Parliamentary and electoral matters and any matters involving High Court and other litigation by or against the Council.

2.21 Determination of matters relating to complaints to and reports from the Local Government Ombudsman.

Personnel

2.22 Consideration and recommendation of strategic policies in relation to employment matters, personnel recruitment and training, industrial relations and human resource planning.

2.23 Consideration and recommendation of strategic policies relating to disciplinary action and grievances and the consideration of appeals in accordance with such policies.

Planning and Development

2.24 Implementation of policies for grant aid for the economic development of the Borough from all sources, Local, National and European.

Land and Property

2.25 Being responsible for acquisitions disposals or exchanges, grants, taking and surrender of leases, wayleaves, licences, boundary adjustments, waiver of restrictive covenants and similar agreements undertaken by the Council and action in relation to incursions onto such land and property, in categories of value as set out in Contract Standing Orders.

2.26 Arranging for the provision and management of such office accommodation as is required to meet the needs of the Council.

2.27 Setting and monitoring energy management policy and practice.

Housing

2.28 To determine procedures for dealing with cases of homelessness.

2.29 To be responsible for grants of waivers of restrictive covenants imposed upon properties sold under the Right To Buy provisions of the Housing Act 1985, in accordance with Council policy, and action in relation to incursions onto Housing Revenue Account land and property.

Emergency Planning

2.30 To monitor and review the arrangements for dealing with emergencies in and affecting the Borough.

2.31 To lobby central government for such resources as are deemed necessary for maintaining effective plans for emergencies.

2.32 To monitor and review joint working arrangements with other authorities responsible for planning and dealing with emergencies.

Other Functions

2.33 Other functions not specified in Regulation 1 and Schedule 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended.

3.3 PORTFOLIO RESPONSIBILITIES ALLOCATED BY THE LEADER

Individual Executive members will hold the portfolios allocated to them by the Leader as set out in the Appendix to this Constitution (Appendix A)

3.3 OVERVIEW AND SCRUTINY COMMITTEES

4.1 The Council will appoint four Overview and Scrutiny Committees to exercise the overview and scrutiny functions conferred on the Council by Section 21 of the Local Government Act 2000.

DUTIES OF OVERVIEW AND SCRUTINY COMMITTEES

The Overview and Scrutiny Committees will:

- (i) approve an annual overview and scrutiny Work Plan for functions within the Committee's remit;
- (ii) receive requests from the Executive and/or the Council for Scrutiny examinations and to allocate them priority in the Committee's Work Plan;
- (iii) receive requests from members of the public and other councillors and consider whether they should be included in the Committee's work plan;
- (iv) scrutinise *Executive and non-Executive* decisions ~~of the Executive~~ on matters falling within a Committee's subject area and report to the Executive and Council on the outcome of the scrutiny;
- (v) conduct scrutiny examinations into Executive decisions following call-in for reconsideration of decisions of the Executive made but not yet implemented, in accordance with the call-in procedure set out in Part 4E (14) of this Constitution;
- (vi) conduct scrutiny investigations into outside bodies in the Borough as appropriate or requested by the Executive and/or the Council.
- (vii) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues within the Committee's remit, and in particular by responding to consultations by the Executive on policy and budget issues in accordance with Part 4C of this Constitution (Policy & Budget Procedure Rules);
- (viii) conduct research and community and other consultation in the analysis of policy issues and possible options;
- (ix) consider and advise policies to encourage and enhance community participation in the development of policy options;

(x) contribute to the development, implementation and monitoring of the Community Strategy for West Cumbria, in particular (but not exclusively) through the appointment of one member of each of the Economic Well Being, Environmental Well Being and Social Well Being Overview and Scrutiny Committees to serve on the equivalent Wellbeing Group within the West Cumbria Partnership;

(xi) at the Committee's discretion, summons and question members of the Executive and/or committees and/or chief officers about their views on issues and proposals arising from decisions made or otherwise affecting the area;

(xii) respond to consultations on key policy issues and/or options for service delivery arising from Best Value Service Reviews and report to the Executive thereon;

(xiii) investigate Community Calls for Action and make appropriate recommendations following such investigations.

3.5 TERMS OF REFERENCE OF OVERVIEW AND SCRUTINY COMMITTEES

The Overview and Scrutiny Committees will monitor the work and provide input to the following areas:

Overview and Scrutiny Management Committee

Working with the Local Strategic Partnership to develop our Community Plan

Performance Management

Monitoring services for customer-friendly practice

Our Comprehensive Performance Assessment (CPA)

Financial/human resources issues within the Council, including monitoring of the budgetary process.

IT & Communication issues including IEG

Electoral issues

Public relations issues

Reviewing executive decisions

Setting, co-ordinating and reviewing overview and scrutiny work plans

Cross Cutting scrutiny

Overview and Scrutiny Committee – Children, young People and Healthy Communities

Better achievement for children & young people from vulnerable groups

Reduce risk taking behaviour in young people

Tackle discrimination & bullying

Reducing Homelessness

Participation in leisure services

Tackle premature mortality

Reduce smoking

Combat obesity through sport & healthy activity

Support older & disabled people living independently

Affordable Warmth

Choice & standards in health & social care

Overview and Scrutiny Committee – Economic Development and Enterprise

- Increase employment & economic activity
- Improve skill levels
- Increase enterprise
- Improve economic infrastructure
- Balanced housing markets
- Housing regeneration

Overview and Scrutiny Committee – Safer and Stronger Communities

- Reduce crime, fear of crime & offending
- Reduce domestic violence
- Reduce first time entrants to youth justice
- Reduce fire related deaths
- Reduce deaths & serious injuries in 16-20 age group
- Empower local people in local decision-making
- Reduce waste to landfill & increase recycling
- Improve quality of local environment through clean streets
- Contribute to climate change through energy efficiency
- Increase use of sustainable transport

3.6 FUNCTIONS DELEGATED TO COMMITTEES, PANELS AND WORKING PARTIES

Panels are Committees for the purposes of the Local Government Act 1972 and have delegated powers of resolution as detailed below. Panels implement council policy and may make recommendations for changes to policy in their areas of interest to the Executive (if the matter is within its delegations), or to Council in consultation with the Executive. An exception to this rule is the Licensing Panel, which by the nature of its work, has power to make, vary or revoke policy and conditions relating to the types of licences within its remit.

Licensing Committee

6.1 The discharge on behalf of the Council of all licensing functions contained in the Licensing Act 2003 other than the determination of a licensing policy in accordance with section 5 of that Act.

Licensing Sub Committee(s)

6.2 An application for a personal licence if a police objection is made;

6.3 An application for a personal licence with unspent convictions;

6.4 An application for a premises licence/club premises certificate if a relevant representation is made;

6.5 An application for a provisional statement if a relevant representation is made;

6.6 An application to vary a premises licence/club premises certificate if a relevant representation is made;

6.7 An application to vary a designated premises supervisor if a police objection is made;

6.8 An application for the transfer of a premises licences if a police objection is made;

6.9 An application for an interim authority if a police objection is made;

6.10 An application to review a premises licence/club premises Certificate;

6.11 A decision to object when the Council is a consultee and not the relevant authority considering the application;

6.12 The determination of a police objection to a temporary event notice; and

6.13 A decision on whether a personal licence should be revoked where convictions come to light after grant and a police objection is made.

Taxi and General Licensing Panel

- 6.14 Determination of applications for the renewal of licences for hackney carriage vehicles where the licence has failed to be renewed in accordance with the policy relating to the restriction on the number of hackney carriage vehicles;
- 6.15 Determination of applications for hackney carriage and private hire vehicles licences where the vehicle to which the application relates falls outside the age limits prescribed by the policy relating to the age of vehicles;
- 6.16 Determination of applications for hackney carriage and private hire driver licences where the applicant has convictions falling within the periods prescribed by the adopted guidelines on convictions which recommend or merit refusal of the application or the issue of a formal warning (other than such a warning in respect of applicants having convictions falling solely within guidelines (a) and (i) which are delegated to the Head of Legal and Democratic Services);
- 6.17 Determination of appeals from the decision of the Head of Legal and Democratic Services in respect of matters delegated to that officer;
- 6.18 Determination of applications for public entertainment licences (or variations thereto) where the application relates to a licences (or variation) for closing hour later than 1.00 am other than those falling to be renewed by the Head of Legal and Democratic Services in accordance with the policy relating to nightclubs.*
- 6.19 The appointment of hackney carriage stands;
- 6.20 The fixing and variation of the table of fares relating to hackney carriages;
- 6.21 The making, determination, revocation and variation of policy and conditions relating to:-
- (a) Public entertainment, theatre and cinema licensing*;
 - (b) Hackney carriage and private hire licensing;
 - (c) Permits for gaming machines, bingo and amusements with prizes;
 - (d) Registration as a lottery; and
 - (e) Street collection and house to house collection permits;
- 6.22 The variations of classifications for the screening of films*
- 6.23 Making a recommendation to the Council's Overview and Scrutiny Committee Social Well Being and Council (as the licensing authority) on the making, determination, revocation and variation of a licensing policy or statement with respect of the exercise of licensing functions under the Licensing Act 2003.

Audit Committee

6.24 To monitor the adequacy and effectiveness of the Internal Audit service and internal control environment and to:

- (i) approve an annual internal audit plan from the Audit and Fraud Prevention Manager
- (ii) monitor progress against the plan through the receipt of periodic progress reports and an annual Internal Audit report and assess whether adequate skills and resources are available to provide an effective audit function;
- (iii) receive and consider major Internal Audit findings and recommendations;
- (iv) monitor the response to major findings and the implementation of key recommendations.

6.25 To monitor the adequacy of the Council's risk management, corporate governance and anti-fraud and anti-corruption arrangements.

6.26 To approve on behalf of the Council, the Annual Statement of Accounts, and the Statement of Internal Control.

6.27 To monitor the adequacy and effectiveness of the External Audit service and respond to its findings and to:

- (i) discuss with the external auditor the nature and scope of the audit of the Council services and functions, and consider the external audit fee and terms of engagement;
- (ii) receive and consider external audit reports and Management Letters and advise the Council as appropriate;
- (iii) contribute to and monitor the Council's response to the external auditor's findings and the implementation of external audit recommendations

6.28 To monitor the effectiveness of working relationships between internal and external audit functions.

6.29 To refer to the appropriate overview and scrutiny committee any issues relating to the development or review of Council policy or the scrutiny of particular Executive or regulatory decisions.

Planning Panel

6.30 Determination of applications for planning permission and consultation on planning applications or Crown proposals which shall include applications for the development or change of use of premises and matters relating to historic buildings SAVE THAT it shall not determine applications for planning permission which are made by the Council itself which shall be reserved to the Council.

6.31 Enforcement of all legislation relating to planning control.

- 6.32 Receiving and making representations from and to adjacent local authorities
- 6.33 Authorising the making of Directions pursuant to Article 4 of The Town and Country Planning (General Permitted Development) Order 1995 and agreements under Section 106 of the Town and Country Planning Act 1990.
- 6.34 Receiving the results of appeals under planning legislation and costs incurred and to receive annual reports to the Committee.
- 6.35 To administer the Council's Access Grant Scheme.
- 6.36 Implementing policy relating to development control, and recommending and implementing policies relating to the conservation of the built environment which shall include the administration of the Whitehaven Conservation Area Partnership Scheme.
- 6.37 Making orders for the revocation or modification of planning permission or for the discontinuance of use of land subject to the concurrence of the Policy Forum in any case where compensation shall thereby become payable.
- 6.38 Determining applications under the Land Compensation Act 1961 and granting certificates of alternative development and lawfulness.
- 6.39 Authorising Hazardous Substance consents and serving contravention Notices.
- 6.40 The naming of streets and numbering of houses.
- 6.41 Enforcement of legislation relating to privately owned dangerous buildings and the repair and/or demolition of privately owned buildings.
- 6.42 Determination of all issues relating to the creation, diversion, stopping up or interference (other than of a temporary nature) of highways, particularly consultation matters from the highway authority.
- 6.43 The making of tree preservation orders.
- 6.44 The designation of conservation areas
- 6.45 Determination of and enforcement of matters relating to the Building Regulations.

Appeals Panel

- 6.46 To act as a Complaints Panel to determine appeals under stage III of the Council's Complaints Procedure, with powers to award compensation to a maximum of £1,000 or such other limit as may be specified in Financial Regulations and in consultation with the Head of Finance and Business Development.
- 6.47 Determination of appeals against decisions under Section 64 of the Housing Act 1981.
- 6.48 Determination of appeals relating to homelessness applications, and to decisions relating to the Housing Register under Sections 202 and 164 of the Housing Act 1996.
- 6.49 Determination of appeals over benefits payments and discretionary allowances.

6.50 To act as an appeal body in relation to decisions of the Personnel Panel where a further right of appeal to Members is provided, including matters relating to discipline and grievance and early retirement

6.51 To determine all appeals of a quasi-judicial nature against Council decisions which are not specifically delegated to another Panel.

Personnel Panel

16.52 To assemble the elected Member Panel to consider applications, conduct interviews for, and make appointments to posts of Chief Officers after consultation with the relevant appropriate leading Members and senior Officers concerned.

6.53 To be responsible for employee resource planning, exercise of control of staffing establishment and determination of grading of posts across the Council; and with all matters with corporate implications relating to pay and conditions of service which are covered by: -

(i) The National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services (The "Green Book")

(ii) The National Agreement on Pay and Conditions of Service of the Joint Negotiating Committee for Local Authority Craft and Associated Employees (The "Red Book")

(iii) The Scheme of Salaries and Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities (The "Blue Book")

In accordance with such policies as may be decided by the Council from time to time.

6.54 To be responsible for all matters relating to the salary and conditions of service of the Head of the Paid Service, in accordance with such policies as may be decided by the Council from time to time.

6.55 To conduct hearings and determine any matters referred to the Panel in accordance with the Council's Disciplinary, Grievance and Redundancy Procedures.

6.56 To consider and determine matters relating to the discipline capability and redundancy of chief officers in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities' Conditions of Service, subject to Part 4H of the Constitution (Officer Employment Procedure Rules).

6.57 To determine applications for Early Retirement under the Council Early Retirement Scheme.

Joint Consultative and Safety Panel

The Joint Consultative and Safety Panel is a forum for formal discussion and consultation between the Council and its employees. It is not a Committee for the purposes of the Local Government Act 1972. It has no delegated powers of resolution but may make recommendations for changes to policy in its areas of interest to the Executive (if the matter is within its delegations), or to Council in consultation with the Executive.

6.58 To provide a forum for discussion of issues of mutual concern between recognised Trade Unions and the Council as employer.

6.59 To develop and monitor the Council's Corporate Health and Safety Policies and Procedures.

6.60 Areas of mutual concern include, amongst others, working conditions (including health and safety); terms and conditions of employment; employee benefits; working relationships; employer/employee relations; consultation/involvement in policy which may affect employees.

Standards Committee

The Standards Committee will have the following terms of reference:

6.61 Promoting and maintaining high standards of conduct by the Mayor and councillors

6.62 Assisting the Mayor and councillors to observe the Council's Code of Conduct;

6.63 Advising the Council on the adoption or revision of the Council's Code of Conduct;

6.64 Monitoring the operation of the Council's Code of Conduct;

6.65 Advising, training or arranging to train the mayor and councillors on matters relating to the Council's Code of Conduct;

6.66 Granting dispensations to the Mayor and councillors from requirements relating to interests set out in the Members' Code of Conduct, in accordance with Regulations made by the Secretary of State;

6.67 dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer, in accordance with Regulations made by the Secretary of State;

6.68 Conducting initial assessments, reviewing initial assessments where necessary, and hearing and determining cases referred to the Committee under the locally-based conduct regime in accordance with Regulations made by the Secretary of State.

6.689 The exercise of (a) to (g) above in relation to parish councils wholly or partly in the Borough and the members of those parish Councils;

6.70 Overseeing the Council's constitution;

6.71 Overseeing the Council's Complaints Procedure and issues relating to investigations by the Local Government Ombudsman.

6.72 *Hearing and determining applications by Council employees for exemptions from political restrictions under Section 3A of the Local Government and Housing Act 1989 as amended.*

Parish Review Working Party

- 6.71 To consider whether a recommendation should be made on the Parishing of Whitehaven and on arrangements for publicising any such recommendation.
- 6.72 To make recommendations to Council on 6.71 above.
- 6.73. To consider issues referred to the Council relating to Parish boundaries outside Whitehaven, with delegated authority to respond to such issues on the Council's behalf.
- 6.74 *To conduct and make recommendations to the Council on community governance reviews under the Local Government and Public Involvement in Health Act 2007*

~~Transport Working Group~~

~~To advise the Council on policies relating to strategic transport infrastructure affecting the Borough.~~

Resources Planning Steering Group

To advise the Executive on matters to be included in the Council's Revenue Budget, including responding to consultations with internal and external stakeholders.

Local Development Framework Plan Working Party

- 6.75 To oversee the process of Local Plan review and replacement through:
- Consideration of the emerging legal, policy and best practice contexts for the plan together with the needs of the Borough.
 - Making recommendations to the Council's Executive on the overall form, and content of the replacement Local Plan including all strategic issues, policies and proposals.
 - Maintenance of an approved timetable and programme of work towards formal adoption of the Replacement Plan.
 - Consideration of the means, extent and timing of consultation with stakeholders and the local community to ensure inclusiveness and consistency with best practice.
 - Consideration of formal objections/expressions of support at the appropriate stages and to make recommendations to the Council's Executive for any changes to go forward to the Local Plan Inquiry.
 - Consideration of arrangements for a Local Plan Inquiry including recommendations as regards advocacy or other specialist services.
 - Consideration of monitoring arrangements for implementation and plan review consistent with 6.77 below.

6.76 To consider all national/regional/sub-regional planning policy guidance and related material. To advise the Council's Executive on such issues when a formal corporate view is required.

6.77 To consider the future work programme involved in moving towards a new Local Development Framework approach to plan-making.

Nuclear Working Party

6.78 The overarching purpose of the Group is to maintain knowledge and information levels of environmental, social and economic aspects of the nuclear industry in order that the Council's policies on these important matters consistently represent the best interest of community and advise the Executive on policy relating to the nuclear industry and its impact on Copeland.

Liaison and Research

6.79 In carrying out its duties under 6.78 above the Group will as and when necessary:

i. liaise with all the industry stakeholders.

ii. liaise with other local authorities, regional and central government and other governmental agencies.

iii. make recommendations on research.

Relationship with Portfolio Holders

6.80 The Group will support the work of portfolio holders that have specific responsibilities in relation to the nuclear industry. In doing so the Group will:

i. take into account the needs of the portfolio holder in undertaking the Council's Executive responsibilities in relation to the industry.

ii. consult with relevant portfolio holders on the preparation of policy recommendations.

Areas of Focus

6.81 Areas of focus falling within the terms of reference are:

i. public and worker safety.

ii. the role of local communities in influencing and guiding decisions both in a UK and international context.

iii. activity occurring on nuclear sites in Copeland.

- iv. activity occurring on nuclear sites elsewhere and its potential impact on Copeland.
- v. county, regional, national and international policy in relation to energy, environmental and safety issues affecting the nuclear industry in Copeland.
- vi. environmental issues arising from the nuclear licensed sites in Copeland.
- vii. safety issues arising from the nuclear licensed sites in Copeland.
- viii. national and international policy in relation to managing and funding the nuclear industry and energy industry as a whole.
- ix. socio economic impact of the nuclear industry.
- x. community support from the nuclear industry.
- xi. community engagement and involvement in decisions affecting the industry.
- xii. Scrutiny of the industry.

Member Training and Development Panel

6.82 To consider, approve and as necessary to amend details of the Member Training and Development Programme for 2006/07 and beyond.

6.83 To consider and approve arrangements for assessment of Member training and development needs, including self-assessment.

6.84 To consider and approve proposals for induction training and mentoring for new Members following the May 2007 elections, including arrangements for joint delivery of training with other local authorities and other partners.

6.85 To oversee and monitor further progress towards achieving accreditation to the North-West Employer's Organisation Member Training and Development Charter.

6.86 To monitor and review progress in delivering and maintaining a comprehensive Member Training and Development programme, reporting to the Executive as necessary.

Strategic Housing Panel

[to follow]

Corporate Improvement Board

Focus of Work

The Board will operate as a forum to support the Executive and Corporate Team on the Council's improvement and in support of objectives in the Corporate Plan.

The Corporate Improvement Board will undertake work in relation to the following corporate areas:

- *Monitoring the delivery of the Corporate Plan through reports from the Corporate Management Boards;*

- *Learning about the requirements of the Comprehensive Area Assessment and preparing for it, including commissioning any specific improvement projects leading to assessments;*
- *Reviewing progress in improvements arising from External Auditor inspection reports (on areas such as Value for Money, Direction of Travel, Access to Services) and monitoring the resulting improvement plans.*
- *Establishing a customer focussed service approach for the Council, including Locality Management;*
- *Oversee the Process Change programme, linked to resource allocation following the Council's service and corporate planning processes.*

Impact of Work

Reports and recommendations from the Corporate Improvement Board will be considered by Executive before they become Council policy. Depending on the area of work undertaken by the Corporate Improvement Board, reference may also be made to or from Audit Committee or OSC Management for further consideration.

Meetings

The Corporate Improvement Board will meet every two months, and more frequently if required to undertake particular pieces of work.

Membership

Membership will comprise four Councillors (2 from the Majority group, 1 from the main Opposition and one other) and all of Corporate Team. As a consultative body, voting will not be required.

All other Councillors will be invited to attend meetings.

The Improvement Board will normally be chaired by a Councillor, with a Corporate Team member acting as vice-chair.