

## **ROLE OF THE ADVISORY COMMITTEE AND KEY CHALLENGES**

### **Policy & Performance Advisory Committee – 9 June 2015**

Report of Chief Finance Officer

Status: For Information

Key Decision: No

---

**Portfolio Holder** Cllr. Fleming

**Contact Officer(s)** Lee Banks Ext. 7161

---

**Recommendation to Policy & Performance Advisory Committee:** That the report be noted.

---

#### **Introduction**

- 1 This report provides details of the role of the Committee and the areas of responsibility including the key challenges facing those areas.
- 2 The Terms of Reference are set out below and Officers will provide a short presentation explaining the relevant service areas at the meeting of the Advisory Committee.

#### **Terms of Reference**

- 3 The following terms of reference are taken from the Council's Constitution.
  - a. The Advisory Committee shall undertake policy initiation and development;
  - b. The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
  - c. At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
  - d. The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
  - e. The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting and any decisions they intend to take in the following three months.
- 4 Within the areas of responsibility of: Corporate Policy & Performance, Communications, Customer Service Standards, Business Transformation, Special Projects (Asset Acquisition, Disposal & Redevelopment), Digital and HR.

- 5 The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

**Key Implications**

Financial

None

Legal Implications and Risk Assessment Statement.

None

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Appendices** None.

**Background Papers:** None.

**Pav Ramewal  
Chief Executive**