

Mountjoy Alyson

From: Matthews Paul
Sent: 11 May 2009 10:22
To: Ward Alison (Chief Execs); Edmunds Richard; Gwinnell Richard; Monk Liz; Willis Lynda (Legal)
Subject: Establishment of new Committee - Policy Co-ordination and Development
Importance: High
Sensitivity: Confidential

Dear all

I spent a little time with the Leader and Cllr Cunningham last week as they were working through their AGM preparations. One aspect of their preparation focussed on SRA's and their distribution. To cut a long story short they want to take advantage of the demise of one O&S Committee to create a new Committee (which I have entitled Policy Co-ordination and Development). They want this Committee formally recognised in the Constitution and they understand that the Membership will need to be politically balanced – their preference is a small committee (6 or 7 in number). They want the Chair to be paid an SRA (equivalent to an O&S Chair) but they do not want this Committee to be seen as an O&S Committee. They asked me to come up with a terms of reference.

So what does this mean:

- (i) The Leader wants the Committee listed as part of the AGM as a Committee that he nominates the Chair of. This suggests to me clearly that the Committee needs to be established and agreed by Council (and this needs a report) prior to a Chair being nominated. Even if both actions take place at the AGM the sequence on the agenda will be critical – ie the Committee needs to be established earlier on the agenda than a Chair is nominated for it.
- (ii) The Terms of reference need to be something like:
 - a. A Committee charged with developing specific policy proposals for consideration by Cabinet
 - b. The work programme shaped by Committee Members but at the same time responsive to specific requests from the Cabinet
 - c. Items on the programme likely to be characterised as cross-cutting, long-standing and unresolved or presenting for urgent resolution
 - d. The nature of the item suggests that the work programme will consist of no more than 6 items in any given year.
 - e. Every piece of work concludes with a report to Cabinet with clear recommendations
- (iii) It feels like a Committee that would need the personal attention of someone at Eds level.

Ed,

Can I leave it to you to work out the report that needs to be written, the sequencing etc.

All

Clearly this is confidential at this point.

[REDACTED]

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