

DARTFORD BOROUGH COUNCIL

ANNUAL MEETING

Appendix H

STANDING COMMITTEES, BOARDS AND PANELS OF THE COUNCIL

QUALITY SERVICES COMMITTEE

Chairman:	Councillor E J Lampkin
Vice-Chairman:	Councillor M I Peters
Membership:	Councillors C Angell (Shadow Chairman), R Bryant, P F Coleman, M J Davis, S East, D A Hammock, J A Hayes, D E Hunnisett, S Johnston, P Kelly, D E May (Shadow Vice-Chairman), Mrs A Muckle, J M Ozog, R S L Perfitt and Mrs N C Wightman

TERMS OF REFERENCE: DELEGATED FUNCTIONS:

1. Comprehensive Performance Assessment (CPA)

To ensure that Comprehensive Performance Assessment (CPA) is used to drive the development of Quality Services in the Council by undertaking research, reviewing progress and making recommendations to Cabinet and by considering and monitoring the Council's Direction of Travel and Use of Resources Judgements.

2. Service Improvements

To consider new approaches to service delivery and recommend to the Cabinet demanding performance targets for all services so as to deliver continuous improvements which reflect both national and local considerations including;

- (a) Challenging why and how a service is being provided;
- (b) Securing comparison with the performance of others across a range of relevant indicators, taking into account the views of both service users and potential suppliers;
- (c) Consulting local taxpayers, service users, partners and the wider business community in the setting up of new performance targets;
- (d) Considering fair competition as a means of securing efficient and effective services
- (e) To make recommendation(s) to the Cabinet on suitable performance information/indicators.

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3. The Overview Function

- (1) Without prejudice to the role and responsibilities of the Audit Board and the Standards Committee, to review general policies of the Council and to recommend accordingly to the Cabinet on future policy options.
 - (2) To seek views from other Committees/Boards in order to obtain a balanced view of the effects of Council policy and Cabinet decisions.
 - (3) To hold policy reviews and make recommendations in accordance with the Committee's Protocol to the Cabinet and/or the Council.
 - (4) In accordance with the Committee's Protocol to assist the Cabinet and/or the Council in the development of future policies and strategies.
 - (5) Where appropriate, and as part of the community consultation process, to seek input from Councillors (including Members of the Cabinet), Officers, Tenants Participation Compact, other interested stakeholders and organisations and by drawing on the knowledge of constituents' views.
 - (6) To gather information and make recommendations in accordance with the Committee's Protocol to the Cabinet and/or the Council before policy is implemented as part of the framework for accountable, transparent decision-making.
 - (7) To carry out reviews of non-Council matters and as part of the community planning process consult with partner organizations where appropriate and make recommendations to the Cabinet in relation to matters which are not the direct responsibility of the Council, but which nevertheless affect the economic, environmental and social well-being of the Borough.
- NB: Where findings affect the Council's broad policy framework, reports will have to be debated and if appropriate, acted upon by the Council. It is also to be noted that any recommendations which the Committee make to the Cabinet on non-Council matters cannot bind outside bodies.
- (8) To consider and investigate broad policy issues and make reports and recommendations in accordance with the Committee's Protocol to the Cabinet and/or the Council.
 - (9) In accordance with the Committee's Protocol to provide advice to the Cabinet and/or the Council on major issues before final decisions are made.
 - (10) To receive the views and recommendations of area/joint committees or forums as part of any review which impacts on the Borough.

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- (11) To be consulted/receive referrals by the Council and/or the Cabinet about issues falling within the remit of the Committee, example Cabinet requesting an enquiry into a particular issue.
- (12) To approve an annual overview work programme in accordance with Standing Order 58(8) including the programme of any subcommittee appointed by the Committee to ensure that there is efficient use of the Committee's (sub-committee's) time and that potential for duplication of effort is minimised.
- (13) To review the Cabinet's forward plans with a view to deciding which, if any, forthcoming Cabinet decisions the Committee wishes to enquire into.
- (14) To carry out reviews of how certain decisions have affected a particular community or area by taking advice from area committees or forums and other community groups and representatives.

4. Discussion/Consultation Papers

To respond to discussion/consultation papers relating to matters connected/associated with the functions of the Committee (i.e. Best Value, CPA and Overview) in accordance with the consultation procedure.

5. Overview of Health Functions

Subject to any protocols/guides which may be issued from time to time by Kent County Council, to review local health service issues, in particular the Joint Service Needs Assessment.

6. Crime and Disorder

To review strategies and local issues connected with the discharge by the Council, of its crime and disorder functions.