

**ANNUAL MEETING
6 MAY 2009**

**STANDING COMMITTEES, BOARDS AND PANELS
OF THE COUNCIL**

QUALITY SERVICES COMMITTEE

[REPORTING TO THE COUNCIL unless otherwise stated in these Terms of Reference]

Chairman: Councillor E J Lampkin
Vice-Chairman: Councillor M I Peters
Membership: Councillors C Angell (Shadow Chairman), S H Brown, R Bryant, P F Coleman, 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 Area Assessment (CAA)

- (a)** To review local public services with a view to delivering better results for local people across the whole Borough, focusing on agreed priorities such as health, economic prospects and community safety, and how likely they are to improve in the future.
- (b)** To promote the structured process of the CAA in ways which 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.

3. The Overview Function

- (1) Without prejudice to the role and responsibilities of other Committees, Boards etc, 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 to the Cabinet and/or the GAC in accordance with the Committee's Protocol.
- (4) In accordance with the Committee's Protocol to assist the Cabinet and/or the GAC 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 Cabinet members), 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 GAC 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 organisations where appropriate and make recommendations to the Cabinet in relation to matters which are not the direct responsibility of the GAC, but which nevertheless affect the economic, environmental and social well-being of the Borough.
- (8) To consider and investigate broad policy issues and make reports and recommendations to the Cabinet and/or the GAC in accordance with the Committee's Protocol.
- (9) In accordance with the Committee's Protocol to provide advice to the Cabinet and/or the GAC 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.
- (11) To be consulted/receive referrals by the GAC 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 review.
- (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, CAA 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 the Borough, in particular, the Joint Service Needs Assessment and to make reports and recommendations on such matters.

Example – the Committee may review Practice based Commissioning on care homes, which may lead to changes in General Practice to the benefit of both residents and General Practitioners. A review may also assess the extent to which Practice based Commissioning in the Borough can tackle health inequalities.

6. Local Area Agreement

Local Improvement Targets are defined as 'targets for improvement in the economic, social or environmental well-being of the authority's area that relates to the authority, one or more partners or one or more other persons acting or having functions exercisable in the authority's area'

To assist Cabinet in delivering accountability for local strategic partnerships by:

- (a) reviewing Local Improvement Targets in the Local Area Agreement (LAA) of Kent County Council with a view to ensuring effective delivery and achievement of individual partner objectives as well as LAA priorities;
- (b) reporting and make recommendations to Kent County Council or the County's Cabinet or a partner authority specified in the County's LAA. [Dartford's] Cabinet will receive the report for information.