

REPORT TO: Safer Halton Policy and Performance Board
DATE: 20th June 2006
REPORTING OFFICER: Strategic Director – Corporate and Policy
SUBJECT: Terms of Reference
WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

1.1 To inform Members of the Terms of Reference of the newly formed Safer Halton Policy and Performance Board.

2.0 RECOMMENDED: That the Terms of Reference be noted.

3.0 SUPPORTING INFORMATION

3.1 As part of the recent revision of the Council's Constitution at Annual Council on 19th May 2006, a number of changes have been made to the Council's decision-making structure to be implemented in the 2006/07 municipal year.

3.2 The changes have been made in order to bring the Policy and Performance Boards into line with the Council's Strategic Priorities as contained within the Corporate and Community Plans.

3.3 An extract from the Council Constitution setting out the Terms of Reference relevant to the Safer Halton Policy and Performance Board is attached at Appendix 1.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 RISK ANALYSIS

Not applicable.

7.0 EQUALITY AND DIVERSITY ISSUES

None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

There are no background papers under the meaning of the Act.

POWERS AND DUTIES OF THE SAFER HALTON POLICY AND PERFORMANCE BOARD

Strategic Priority - To develop and monitor performance in relation to the Council's objectives for a safer Halton.

1. In relation to the following policies, responsibilities and functions of the Council:

Corporate Policies/Responsibilities

- Crime and Disorder
- Alcohol Reduction Strategy
- Drugs Strategy
- Emergency and Contingency Planning
- Domestic Violence Strategy
- Safer and Stronger aspects of the Local Area Agreement
- Waste Strategy

Functions

- To carry out, on behalf of the Council, the scrutiny of the policies and activities of the following services so far as they have an impact on the residents of the area:
 - Police
 - Fire
 - Probation/Community Punishment Service
 - Criminal Justice System
- Community Safety Team
- Drug and Alcohol Action Team
- Registration Service
- Consumer Protection (including employees in the workplace) and Trading Standards
- Risk and Emergency Planning
- Cemeteries and Crematoria
- Environmental and Regulatory Services
- Road Safety

the Board will:

- (i) initiate new policy proposals for consideration by the Executive Board/Council;
- (ii) monitor and comment on performance;
- (iii) review and make recommendations on existing policies;
- (iv) promote public confidence in the Council's services;
- (v) hold Executive Board Members and senior officers to account;
- (vi) monitor Executive Board compliance with agreed policies;
- (vii) ensure adherence to the priorities in the Council's Corporate Plan.

- (viii) receive a report on any petitions received by the Council relating to the Board's policy area and on any action taken or proposed to be taken by the Executive (or Executive Board Sub-Committees, Portfolio Holder, or an officer acting under delegated powers).
2. To receive representation, evidence or expert opinion from outside the Council and to draw conclusions from such representations to the attention of the Executive Board/Council as appropriate;
 3. To consult the public where appropriate in relation to Council services which fall within the terms of reference of the Policy and Performance Board.
 4. To review any area of income and expenditure which falls within the remit of the Policy and Performance Board.
 5. To make recommendations to the Executive Board on the financial aspects of the proposals, which fall within the remit of the Policy and Performance Board.
 6. To require the Executive Board where appropriate to make a report to the Council on any decision not included in the Forward Plan which the Policy and Performance Board consider should have been included in the Forward Plan.
 7. The Chair of the Policy and Performance Board will receive papers relating to a decision which is on the Forward Plan when this Forward Plan is finalised and published.
 8. To examine systematically the services of the Council, within the remit of the Board, in order to assess their efficiency, effectiveness, economy, quality and value for money.
 9. To draw up an annual programme of performance review to respond to briefs on performance review of specified activities and to develop programmes and performance monitors to ensure quality in all the Council's dealings with the public and external organisations.
 10. To consult with the Executive on any plan or strategy including strategic policy.
 11. To monitor the citizens' charter and complaints procedure and make recommendations to the Executive Board.
 12. To receive an annual report on CCTV issues.
 13. To provide informed input in response to requests from the Executive Board for advice, options and appraisal on matters falling within the remit of the Policy and Performance Board.
 14. To authorise expenditure on civic hospitality up to maximum of £500 per annum.