

E. THE POLICY DEVELOPMENT AND SCRUTINY PANELS

PARTNERSHIP AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL

A REMIT

1 The remit of the Executive Councillor holding the Partnership and Resources Portfolio, as follows:-

(a) Financial resources of the Council - capital plan; prudential indicators; revenue budget,

(b) Financial functions of the Council – valuation, rates and council tax; treasury management; external audit; Council's accounts; financial regulations and Standing Orders,

(c) Strategic property resources - corporate asset management planning; property disposal programme,

(d) Human resource policies relating to all employees (including teaching staff),

(e) Standing Orders and Codes of Conduct,

(f) Council's political and management structures,

(g) Information technology policies and services,

(h) Council-wide services - registration of births, deaths and marriages; customer access and information; public relations, publicity and corporate communications; procurement,

(i) Community Planning and Development - community councils; community development; Community Planning Partnership,

(j) Partnership, co-operation and liaison with other public bodies,

(l) Best value and competitive services,

(m) Democratic renewal,

(n) Parliamentary and electoral affairs,

(o) Social justice, equal opportunities, race relations, and Council's equality policies and duties, and

(p) Emergency planning.

B MEMBERSHIP

1 6 members to be appointed by the Council and drawn from all the Elected Members of the Council, but one of whom is to be the Executive Councillor holding the Partnership and Resources Portfolio.

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- 2 Others may be appointed by the Council to participate, or invited to participate by resolution of the panel from time to time, to be drawn from, for example:-
 - other Elected Members
 - non-elected members appointed under section 124 of the Local Government (Scotland) Act 1973
 - officers
 - representatives of partner bodies, public bodies and agencies, voluntary organisations, community councils, licensing forums, Local Area Committees, town centre management groups, etc.
 - experts, consultants and advisers from both private and public sectors.
- 3 The Executive Councillor holding the Partnership and Resources Portfolio shall be the Chair, and the Council shall appoint a Vice-Chair.
- 4 The following organisations are entitled to nominate the following number of representatives who are entitled to attend and take part in PDSP meetings:-
 - Two representatives from the recognised trade unions (to be agreed between the teaching and non-teaching staff unions)
 - One representative of the Senior Peoples Forum
 - One representative of the Youth Congress
 - One representative of any recognised umbrella organisation representing the interests of community councils
 - One representative of the recognised voluntary sector interface in West Lothian

C SUBSTITUTES

- 1 Substitutes to be allowed, drawn from all Elected Members of the Council.

D MEETINGS

- 1 Meetings to be arranged by the Clerk in consultation with the Chair and the Lead Officer for the panel.
- 2 Meetings are to be publicised and open to the public, and agendas and reports are to be published and available to the public, as they would be if they were committee meetings (see Standing Order 50).

E REPORTING ARRANGEMENTS

- 1 Minutes will be reported to the next meeting of the panel.
- 2 Any recommendation made by the panel shall be noted by the Clerk, finalised by the Clerk in consultation with the Chair and Lead Officer, and reported by the relevant Depute Chief Executive to (as the case may be) the Council Executive or to the Education Executive as soon as practicable.

F MISCELLANEOUS

- 1 The panel is a form of working group of the Council.
- 2 Its role is:-

DATA LABEL: PROTECT

- (a) to develop policies with a view to making recommendations for their adoption by the Council Executive or the Education Executive,
 - (b) to review the working of existing policies of the Council, and to make recommendations about their working, amendment or replacement to the Council Executive or to the Education Executive,
 - (c) to consider and review periodic service performance reports and make recommendations to officers for improvements or actions to be taken, and
 - (d) to prepare and follow insofar as practicable a forward work plan to assist the continuous flow of policy and the best use of council resources, and
- 3 The panel has the right to develop policies of its own instigation, and also requires it to consider business referred to it by the Council Executive, the Education Executive, the Council or a Committee of the Council.
 - 4 The panel has a Lead Officer appointed by the Chief Executive, and the Lead Officer's role is to liaise with officers and Members, to assist the panel in its work and to guide it in the conduct of its business.
 - 5 The panel is able to call on the services of officers of the Council to attend its meetings and provide comment or advice on its business.
 - 6 The Council has chosen as a matter of policy to apply the same rules to information before the panels as apply as a matter of law to council Committees (sections 50A to 50 K and Schedule 7A to the Local Government (Scotland) Act 1973). Some information may therefore be denied to the public, and the public may be excluded from parts of certain meetings of the panels. The agenda will specify where that is likely to happen and it will be for the panel to make an appropriate resolution to that effect.
 - 7 The nominated representatives shall be entitled to take part subject to them confirming that they agree to abide by the terms of the Councillors' Code of Conduct.
 - 8 In addition to those council services and functions specifically within its remit, the Panel may also deal with any other council business determined by the Chief Executive, in consultation with the Chair, to be of significance to the overall operation of the council or the well-being of the council area.