

Key Line of Enquiry	Objective	Action taken	Output
<p>KLOE 6: Review of Committee Services</p>	<p><i>1. To improve the manner in which information is disseminated; help members and the public better understand the information within reports; and reduce the need for large hardcopy agendas.</i></p>	<p>Reviewed and revised current report template.</p> <p>Reviewed the distribution lists of hardcopy agendas.</p> <p>Consider statistical data re: committee meetings and items on agendas.</p>	<p>1. New Report Template</p> <p>2. New Summary Report Template.</p> <p>3. New Briefing Note Template.</p>
	<p><i>2. To encourage the greater use of delegated powers by members, increase member confidence in using delegated powers; and reduce the number of items on Committee (particularly Cabinet) Agendas.</i></p>	<p>Reviewed briefly the Council's Scheme of Delegations to Members.</p> <p>Identified possible underlying reason for lack of use of delegations by Cabinet Members.</p>	<p>Inclusion of additional provisions that encourage consultation with Ward and other relevant members before decisions are made.</p>
	<p><i>3. To encourage greater review and control by Committee Chairs in order to reduce the number of items on Committee (particularly Cabinet) Agendas.</i></p>	<p>Reviewed agenda setting arrangements for all Committees.</p>	<p>Established new protocol for Generating and Distributing Agendas.</p>
	<p><i>4. To ensure Committee decisions are implemented in a timely manner and that appropriate safeguards are in place to avoid actions being missed thereby mitigating the risks and exposure of liability to the Council.</i></p>	<p>Considered current arrangements for implementing and monitoring committee actions.</p> <p>Identified need for consistent approach and need for pro-active monitoring by both Members and Chief Officers</p>	<p>Established clear processes and procedures to monitor the timely implementation of Committee approved actions.</p>
	<p><i>5. To assist with ensuring the performance of the Committee Services team can be monitored and areas of good practice and weakness identified promptly and any necessary action for improvement agreed and implemented</i></p>	<p>Considered how the Council kept itself informed of good practice and new initiatives to ensure continuous improvement.</p>	<p>Council to join the CIPFA Committee Services Benchmarking Club.</p>

	<p><i>6. To improve efficiencies, reduce the need for licensing committee meetings, streamline the manner in which licensing committee meetings are conducted. (Wirral Council has a disproportionately high number of Licensing Act 2003 Committee meetings which also take considerably longer to conclude thereby expended considerable Member and Officer time).</i></p>	<p>Reviewed briefly the process for administering Licensing Act 2003 applications.</p> <p>The main reason for the number of committee meeting increasing over the last 10 years is primarily due to the number of Licensing 2003 Committee meetings (including sub-committees).</p> <p>Greater use of delegated powers and a more streamlined approach to the committee process was considered necessary.</p>	<p>A detailed review be undertaken of the Licensing Act 2003 practices and procedures.</p> <p>This will take longer than the time available to KLOE 6 and therefore is a further action in the Further Improvements Plan.</p>
	<p><i>7. To identify improvements that are recognised to require a longer lead in time.</i></p>	<p>Identified areas of improvement that are necessary to achieve all the objectives of KLOE 6.</p> <p>Identified further actions required which are necessary but could be achieved within the limited timescale available to KLOE 6 working group.</p> <p>Further action includes:</p> <ul style="list-style-type: none"> Review of members ICT Review of Council's ICT Infrastructure Exploration of the use of iPads etc Develop a Members ICT programme Review resources within Legal & Member Services Review the administration of Licensing Act 2003 applications. 	<p>A framework and timetable for further improvements to Legal and Member Services including IT development and use</p>