

## Terms of Reference - Policy Development Committees (PDCs)

There are 5 Committees:

- Economy & Infrastructure;
- Education & Skills;
- People
- Poverty Reduction;
- Transformation & Future Council.

### **Purpose:**

The PDCs are committees of Council with the purpose of development of the Council's Corporate Policies for consideration and adoption by Cabinet and / or Council as appropriate.

### a) **Membership & Frequency of Meetings:**

- i) Non-Executive Members are eligible to be members of the PDCs;
- ii) Executive (Cabinet) Members are **not** eligible to be members of the PDC's;
- iii) Frequency of meetings is a matter for the Chair depending on workload; however, it is anticipated that formal Committee meetings shall be held monthly or as dictated by the work plan. In addition to formal Committee meetings, Informal Working Groups may be undertaken, if the work plan dictates;
- iv) Chairs of the PDCs will meet to co-ordinate agendas and work plans to ensure consistency and that there is no duplication in work.

### b) **Role and Framework:**

The role of the PDC is to:

- i) Have a work plan shared with the relevant Cabinet Member;
- ii) Focus on policy development & delivery by in depth analysis of policy issues and consider future policy development with reference to the Corporate Plan;
- iii) Make a report and/or recommendation to the Cabinet Member / Cabinet / Council in connection with work undertaken;
- iv) Consider mechanisms to encourage and enhance public participation in development of policy and policy options;
- v) Work with Senior Officers in a Team Swansea approach to deliver key corporate priorities; and
- vi) Consider and where appropriate to invite relevant organisations / individuals to contribute to policy development discussions.

c) **Relationship with Scrutiny:**

- i) The role of the PDC is distinct from the Council's scrutiny function of holding to account, questioning and challenging proposed decisions, monitoring the performance of services, and tackling issues of concern through inquiries or one-off meetings (which may relate to a broad range of policy / service areas).
- ii) PDCs may refer any issues arising out of their role to the Scrutiny Programme Committee for further consideration / investigation and vice-versa.
- iii) The PDC Chair will also consider whether any matter under consideration should be referred to the Scrutiny Programme Committee.
- iv) PDCs and the Scrutiny Programme Committee should ensure awareness of each other's work programmes and consider whether there is any issue of duplication. The Scrutiny Programme Committee should consider relevant advice but has autonomy on decisions about the scrutiny work programme.

d) **Support:**

- i) The Democratic Services Team shall provide the relevant support to the Policy Development Committees.
- ii) The Director, Head of Service, or nominated relevant Officer will provide work plan support and research and produce reports as appropriate.