

TERMS OF REFERENCE OF THE DIRECTORS' TEAM

Membership: Chief Executive (Chair)
Director of Children and Young People's Services
Director of Community Services
Director of Environment and Neighbourhood Services
Director of Customer Services
Director of Legal and Democratic Services
Director of Financial Services

Invited Attendees: Heads of Service may be invited to present key professional papers.

Frequency of Meetings: Weekly on a Tuesday.

Time: 8.30am – 10.30am

Terms of Reference:

1. To lead in developing, owning, and promoting the vision and values of the Council.
2. To work with the political leadership to deliver agreed Council policy and to solve problems.
3. To manage the link between Council Officers and Politicians and to deal with politically sensitive issues.
4. To lead on key strategic service planning and budget issues and the future direction of the Council.
5. To decide on scope and lead the strategic direction of partnership issues and projects.
6. To manage performance, programme/project management, the reputation of the Council and key budget issues, on an exception reporting basis as necessary.
7. To lead on and manage the following governance issues:

Statutory Officer issues;
New legislation;
Inspection/Audit reports
Business management and public agenda planning.
8. To mitigate strategic risks for the Authority.
9. To lead the Council's response to government consultation documents.

Agenda with timed items under the following headings:

- Notes of Last Meeting
- Vision and Corporate Plan
 - Strategic Performance of the Council
 - Key Strategies
- Key Strategic Issues
 - Workforce Development
 - Modernisation (*for duration of project*)
 - Budget Strategy and Key Strategic Financial issues
 - Other items as necessary
- Review of Statutory Officer Issues
- Political Management
 - Issues for discussion with Cabinet Members
- Key Communications Issues
 - Internal
 - Partnerships and External

Reports to be clearly listed under the Terms of Reference headings and marked 'for decision' or 'for consultation'

Despatch of papers: Friday before in paper form.

Deadlines: 9.00am on Friday.

Missed deadline: Papers can be circulated late by e-mail.