

Recommendation	Recommendation Summary	Proposed Action/Route	Decision Making Route (if any)	Leading Officer or Service
1	Dedicated Officer Support for O and S	Delegated to officers to come back with proposals 1. Interim arrangement based on existing resources 2. review whether permanent requirement through the Star Chamber process 3. Exec and Council for budget approval	Possible Executive and Council approval	Head of Policy and Governance
2.	Training for Heads of Service/Manager	1. Sessions for Heads of Service and then Managers Group 2. Arrange external trainer for joint councillor and officer session		Democratic Services
3.	Training for Councillors	1. Arrange external trainer for joint councillor and officer session (as above) 2. Arrange more specific training for Chairmen and Vice-Chairmen of the O and S Committees 3. Investigate use of Inlogov/CfPS/South East Employers for support/training 4. Include specific skills related questions in the Training Needs Analysis questionnaire about to be undertaken		Democratic Services
4, 5, 7 and 8	Principles of O and S	Remain in the body of the report to go through Executive and Council for endorsement Add underlying principles for O and S to newly-designed webpages	Executive and Council	Democratic Services
6.	Communication Arrangements for O and S	Investigate who, what and when for specification in the Constitution	Constitution SIG	Democratic Services

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9 – 13.	O and S Structure	Members to offer a steer about possible structure options for consideration at the Constitution SIG and Constitution to be revised accordingly	Constitution SIG	Democratic Services
10.	Crime and Disorder	Terms of Reference to be updated to specify which Committee will be designated for this purpose	Executive and Council	Democratic Services
14.	Training to assist with Work Programming	Organise training for members and officers		Democratic Services
15.	Develop channels of communication to reduce 'noting' items on agendas	Investigate options for dedicated member area/document library on the website or consider alternative ways to circulate the information to councillors, separate from the agenda		Democratic Services
16 and 17.	Work programme – attendance of Portfolio Holders and Review of Policy and Budget Framework	Constitution SIG to review and recommend amendments to Constitution to reflect any new ways of working	Constitution SIG	Democratic Services
18.	Performance Monitoring and Corporate Priorities	Preparation work from Policy Team, to include training for Committees and Heads of Service Any changes or updates to the constitution to be considered by Constitution SIG	Constitution SIG	Policy Team
19.	Task and Finish Groups of O and S	Draft a Task and Finish Group Protocol as an Annexe to the Constitution	Constitution SIG	Democratic Services
20 and 21	Process for approval of the report: Executive for endorsement of the report, with specific references then to the Constitution SIG. Any resulting changes to the Constitution from the SIG will go back through to Executive and Council (aiming for July 2016)			