

## **Committee Remit Protocol**

### **Introduction**

The purpose of this protocol is to provide guidance on dealing with matters where a committee wishes a particular piece of work to be carried out that is not within their terms of reference.

An example of this could be where Finance & Resources Committee is concerned about the likely overspend on a particular area of work, for example repairs and maintenance. Finance & Resources Committee should advise the Customer & Service Delivery Committee of their concerns and ask that Committee to look at how expenditure can be controlled.

### **Process**

Where a committee has identified concerns or matters that they consider should be further investigated, and this matter is not within their terms of reference, the Lead Officers will be responsible for bringing this matter to the appropriate committee.

The Lead Officer of the Committee making the request will present a report on their behalf to the appropriate Committee.

This should be a brief document describing the issues that have arisen and what the Committee is being asked to do. It is the responsibility of the Lead Officer to write this report and to present to Committee.

### **Reporting**

The Committee will decide what action it will take and this will be reported back to the requesting Committee.

A schedule of remits between committees will be reported to Board for information.