

Report to: Poverty Working Panel

Date of Meeting 24 June 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Updated Terms of Reference for Poverty Panel meetings

Report summary:

This reports sets out the proposed updated terms of reference for the Poverty panel meetings. Since the Poverty panel was set up in 2020 there has been no update to the Terms of Reference. It is important these are now reviewed and updated to ensure they remain relevant and fit for purpose. The revised terms of reference are based on the following headings:

- Purpose and objectives
- Membership & frequency of meetings
- Scope of meetings
- Outcomes
- Review

The updated terms of reference (see appendix 1) provide greater clarity and relevance on the role of the Poverty panel as we move forward.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Poverty panel recommend to Cabinet to approve the updated Terms of Reference.

Reason for recommendation:

The old terms of reference were very much focussed on the creation of a Poverty Strategy which is also due for review. The proposed new terms of reference are aiming to be more relevant with greater clarity on purpose, objectives and outcomes in order to provide a more robust framework for this important work on behalf of Cabinet.

Officer: Libby Jarrett, Assistant Director Revenues, Benefits, Customer Services, Fraud & Compliance

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Communications and Democracy
- Economy
- Finance and Assets

- Strategic Planning
- Sustainable Homes and Communities
- Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk

Links to background information [Existing Terms of Reference](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

Financial implications:

There are no direct financial implications by approving the ToR.

Legal implications:

There are no substantive legal issues to be added to this report.

Appendix 1

Poverty Working Panel (PWP) Terms of Reference

1.0 Purpose and objectives of PWP

The Poverty Panel was established by Cabinet in February 2020. In so doing Cabinet agreed the following as the purpose of the Panel:

To assist Cabinet in the development of an East Devon Poverty Strategy, to monitor progress against the Strategy once adopted and to review the Strategy on an ongoing basis and to make recommendations to amend it as appropriate.

The Poverty Panel's primary purpose as set out in the council plan is 'to enhance the quality of life for residents in our district'. The panel will do this by:

- Ensuring the poverty strategy remains relevant.
- Delivers against the aims of the strategy.
- Helping to inform and shape updates to the strategy and a SMART action plan.
- Considering and monitoring progress of tasks noted in the action plan.
- Providing direction and challenge to officers
- Making recommendations to Cabinet including lobbying
- Supporting opportunities for collaborating with various stakeholders to help alleviate poverty.

2.0 Membership and frequency of meetings

Membership: The Portfolio Holder for Sustainable Homes and Communities plus 9 Members (appointed at Annual Council)

Chair: Portfolio Holder for Sustainable Homes and Communities

Support Officers: Assistant Director Revenues and Benefits, Benefits and Financial Resilience Manager, Assistant Director Housing Statutory Services, Public Health Project Officer

Meetings: Three times per year

Quorum: Three Members

The Poverty Working Panel may invite organisation representatives with relevant expertise to attend on a 'one off' basis to discuss a particular issue.

The Poverty Working Panel meetings will be open to the public but may move into private session (Part B) to discuss confidential or sensitive matters. Minutes will be published on the Council's website.

3.0 Scope of meetings

A work programme for each year will be put in place to ensure that the Council is meeting the aims of the poverty strategy and the purposes shown in section 1. This will be shaped by Members of the poverty panel and supported by officers.

Meetings will aim to include:

- How the council is supporting residents who are in poverty
- Views of key stakeholders and partners
- Experiences of people who are financially struggling.
- Consideration of the conclusions and recommendations from national reports with an assessment of the implications for East Devon
- Identification of good practice/research elsewhere and whether there is any learning to inform East Devon's approach.
- Monitoring of outcomes against the strategy

4.0 Outcomes

The Poverty panel will provide the focus and framework for ensuring successful delivery of the poverty strategy. It will also provide the scrutiny, transparency and accountability for the agreed actions that will be delivered. This supports the Council priority of a supported and engaged community by seeing:

- An up to date and relevant strategy and action plan with SMART objectives.
- Successful delivery against the strategy and action plan.
- Recommendations to Cabinet are deliverable.
- Increased collaboration with stakeholders.
- Increased councillor understanding about the Poverty Strategy.
- Greater public awareness of the work of the Poverty Strategy.
- Evidenced proposals that will lead to the strategy being fit for purpose.
- Annual report on activities and achievements against the action plan that will be presented to Cabinet.

5.0 Review

The Poverty Working Panel will review these terms of reference annually at the first meeting following Annual Council, to ensure they are still relevant and meeting the aims of the Panel.