



**Ministry of Local Government, Rural Development &  
Cooperatives  
Local Government Division  
Local Government Engineering Department**

# **Guidelines for Reactivation of Standing Committee**

**Project Coordination Office  
City Governance Project (CGP)**

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**Assisted by  
Japan International Cooperation Agency-JICA  
and  
Urban Management Unit, LGED**

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## **1. Introduction**

Rapid urbanization accelerated by industry led economic growth has been taking place in Bangladesh. Potential of economic growth in urban area is worthy of notice. There are 335 Local Government Institutions which cover 8% of total geographical area of Bangladesh and 30% of total population, while it accounts for 60% of total national growth. On the other hand, negative impact caused by the dramatic change in urban area is observed. It is because the functions of municipalities and city corporations prescribed in Local Government (Pourashava) Act 2009 and Local Government (City Corporation) Act 2009 which are very relevant to the demand of city dwellers and urban development are not implemented in an appropriate manner. In order to improve the public services provided by urban local governments, several urban development projects are/were implemented by LGD and LGED with financial assistance of different development partners and government own fund. Based on the experiences gained through implemented projects, effective activities for improvement of urban governance have been formulated as a program, and well accepted. The urban governance improvement programs have been implemented to ensure good governance of those urban local government institutions namely Paurashava for equal, social harmony and planned development. Initiating urban governance improvement, LGD and LGED with financial support of JICA commenced a project named City Government Project (CGP) in 5 City Corporations.

A guideline has been prepared on reactivation of standing committee that will be used in implementing activities in various fields.

## **2. Justifications**

Standing committee has significant role in democratic process of policy making. A policy or plan formulated by local government should be examined by the concerned standing committee to justify from the view point of general citizen. Standing committee also can propose a policy, plan, concerning laws to be implemented in CC. Though standing committees in CCs are active but the process of the examination or policy making are not well articulated. In order to examine or formulate a policy, plan or laws, the members of standing committee who are mainly Ward Councilors should have technical knowledge or experience in the certain issues to be examined. However, since there are less opportunity of technical training for the members, it may be difficult for them to formulate, examine or elaborate proposed policies, plans and laws. Moreover, the existing standing committees are operated following the Terms of Reference (TOR) that had been prescribed when cc was Puarashavas.

In order to meet the needs of city dwellers and other stakeholders, such as, national agencies, private sector and NGOs, the standing committees of CC should be reactivated organizationally and institutionally.

## **3. List of standing committees:**

- (a) Finance and Establishment;
- (b) Waste management;
- (c) Education; Health; Family Planning and Health Security management;
- (d) Urban Planning and Development;
- (e) Audit and Accounts;

- (f) Construction of Urban Structure and Maintenance ;
- (g) Water and Electricity;
- (h) Social Welfare and Community Centers;
- (i) Ecology Development Committee;
- (j) Sports and Cultural Committee;
- (k) Birth-Death Registration Committee;
- (l) Communication;
- (m) Observation, Monitoring and Control of Market Price;
- (n) Calamity Management.

#### **4. Relevant issues of CGIAP:**

##### **4.1 Task:**

Individual officer and staff of city Corporation require the Job Descriptions to make sure their responsibilities and provide service effectively. It should be revised periodically to meet the needs of citizens.

Task 1: Review functions of CC by concerning department

Task 2: Job description is revised according to the functions in Act by each department

Task 3: CDU review job description

Task 4: Revised job description approved by City Corporation meeting

Task 5: Circulate the Job Description to all the officer and staff by official letter signed by Mayor

Task 6: Job descriptions are reviewed by CDU

##### **4.2 Action By:**

Head of each department

##### **4.3 Time schedule:**

Task 1, 2: by end of 1<sup>st</sup> year

Task 3, 5: by end of 2<sup>nd</sup> year

Task 6: by end of 4<sup>th</sup> year

##### **4.4 Indicators:**

- (1) **1<sup>st</sup> Performance Review: TOR of standing committee examined by CSCC and Approved by City Council and**

Each standing committee reviews TOR with assigned CC official. Training will be given to the members of standing committees to create basic consensus on the functions and responsibilities of various standing committees. According to the consensus, each standing committee revises its functions, and make TOR.

The revised TOR should be examined in CSCC and approved by City Council.

- (2) **2<sup>nd</sup> Performance Review: All standing committee hold meeting monthly, and produce annual report**

Main roles to be taken us by the standing committees are (1) examination of policy, plans and

laws proposed by any organizations, such as, CPU, CDU, ARC, LEU, etc., and (2) to initiate such activities. Standing committees decide the issue to be discuss for the year, and make annual plan. They hold meetings every month, make progress and keeps minutes with certain decisions. Annual report should be produced by the end of the year.

## **5. Objectives**

Specific objectives of this activity are as follows;

- (a) Review TOR of standing committee and elaborate based on needs of CC, and propose to LGD
- (b) Reform structure or composition of standing committee, and propose to LGD
- (c) Clarify functions and procedure for making standing committees effective
- (d) Develop capacity of members of standing committees

## **6. Relevant Organizations, Stakeholders and their role**

### **6.1 Concern departments**

Concerned departments are to support standing committees to facilitate their activity. If the standing committee requests a department to provide data or information, they arrange it accordingly.

### **6.2 Professional associations**

According to the CC Act (2009), article 50, (9), standing committee can invite specialized person for any suggestions. CC officials who are assigned for standing committee or other members of standing committee will search for professional persons who can support on specific issues, if necessary. Such nominated members of the standing committee will participate in the discussions, but they will not have voting right.

## **7. Necessary Tasks and Procedure**

### **7.1 Assignment of officer in standing committee**

In order to facilitate activities of standing committee, CC officials should be assigned as “member secretary”. His/her responsibilities are to prepare logistics for their activity, documentation, and coordination with other departments and organizations, etc.

### **7.2 Review of TOR of standing committee**

TORs of the cc standing committee are given when these were Paurashavas. Since the TORs were prepared for Paurashava’s standing committees, CCs should revise them.

Review of TOR will be conducted as follows;

Training will be given to [the members](#) of standing committees to understand basic concept, roles and responsibilities;

Each standing committee hold workshop with stakeholders mainly concerned departments and relevant national agencies to revise their roles and responsibilities;

Each standing committee submit revised TORs to City Council meeting for approval;

### **7.3 Involvement of standing committee in planning procedure and policy making**

Assigned officials initiate activity of standing committees. They facilitate regular duties such as, examination of plan and budget of concerned department, preparation of proposal for new activities and participate in trainings. Other than the regular duties, the standing committees are expected to be involved in some project activities.

#### **7.3.1 Mass Communication and Administrative Reform**

- Information and Cultural Standing Committee examines activity plans for e-governance, Mass Communication Cell, City Information Service Center and Mass Public meeting.
- ARC will review Administrative Reform Plan (ARP), and propose ARP strategic plan. This plan is to develop capacity CC to implement its functions and to bring reform by decentralization. Each standing committee will be responsible for reviewing ARP strategic plan.

#### **7.3.2 Involvement in Tax and Financial Reform**

- Tax and Tax Realization Standing Committee( if committee available) will be involved in monitoring of progress of interim assessment by examining the report on interim tax assessment.
- Tax and Tax Realization Standing Committee will prepare proposal of new tax sources.
- Establishment and Finance Standing Committee will propose new business activities by CC.
- Accounts and Audit Standing Committee we make observation by audit report prepared by internal audit department.
- Establishment and Finance Standing Committee will examine the proposed budget of the cc.

#### **7.3.3 Activities in Participation**

- Women and Children's Affairs Committee / Gender Standing Committee will prepare Gender Action Plan (GAP).
- Poverty Reduction and Slum Development Committee prepare Poverty Reduction Action Plan(PRAP).

#### **7.3.4 Urban Planning and Environmental Improvement**

- Urban Planning, Citizen Services and Development Committee (here after Urban Planning Committee) will examine updated master plan, detailed plan and other plans for urban development.
- Urban Planning Committee will examine actions to be taken against illegal buildings.
- Urban Planning Committee will examine Infrastructure Development Plan (IDP).
- Environment Improvement Standing Committee will examine proposed environmental conservation activities.
- Health, Water and Sanitation Standing Committee will examine plans for sanitation improvement activity.
- Waste Removing and Dumping Standing Committee will examine plans of solid waste management.

### 7.3.5 Law Enforcement

- Law and Discipline Standing Committee will examine plan for awareness campaign for rule of law.
- Law and Discipline Standing Committee will participate in Law Enforcement Unit as regular member.
- Law and Discipline Standing Committee will participate in training on law enforcement.

### 7.4 Annual report

Every standing committee should prepare annual report. The format of annual report is attached as Annex-1.

## 8. Implementation Schedule

- 1<sup>st</sup> quarter of 1<sup>st</sup> year: Assign CC officials as member secretary
- 2<sup>nd</sup> quarter of 1<sup>st</sup> year: Review of TOR of standing committee
- Monthly activity: General meeting
- 4<sup>th</sup> quarter of every year: annual report

### 8.1 Meeting format and Procedure

#### (1) Procedure

The main factor to hold a meeting successfully within the timeframe is to strictly maintain the sequence of discussions and avoid irrelevant issues. For this, the following points shall have to be considered:

- **Introductory remarks by the Chairperson:** The Respective Councilor, as the Chairperson, in his opening remarks will explain the background, purpose and scope of the meeting and invite the Member-Secretary to present the agenda of the meeting.
- **Setting the sequence of agenda:** The Member-Secretary shall present the meeting agenda and invite opinions on it. Additional points may be added in the list of agenda, if anything relevant is raised, with the permission of the Chairperson. The issues described in the TOR shall be used as the agenda of the meeting. Any other issues, beyond the selected agenda, may be discussed as miscellaneous items.
- **Discussions and decision making according to the set agenda:** The Chairperson will conduct the meeting sequentially following the set agenda and will take decisions on discussing the issues.
- **Taking note/recording the decisions:** The Member-Secretary will keep records and maintain agenda-wise decisions of each meeting sequentially.
- **Wrap-up and closing remarks:** The Chairperson of the meeting shall give his closing remarks by summing up the discussions and decisions, and declare the closure of the meeting.

As the ground rule for conducting a meeting, the following points may be kept in mind by the participants:

- Have positive attitude
- Turn cell phone off
- Be punctual

- Listen to other participants carefully
- Take turns for discussion
- Be confined on agenda/topic
- Be modest and show regards to other participants

## 9. Cost of Implementation

### Indicative cost breakup of the activities at each CC for one year

SL	Actions	Tentative cost in Tk.				Total Cost for one year
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	3 <sup>rd</sup> Quarter	
01	Formation of Standing Committee	14000.00				14000.00
02	Conduct Standing Committee Meetings	14000.00	14000.00	14000.00	14000.00	56000.00
					Grand Total	70,000.00

**Note 1:** Each CC will keep provision in their own financial budget for functioning the Standing Committee.



**Annex I    Format for Annual Report**

**Annual Report  
in 20XX**

DD/MM/YYYY

**XXX Standing Committee**

**1. Special Remarks by Chairperson**

*(Describe key achievements, any difficulties faced, and experiences to be shared).*

**2. Major Activities implemented and Achievements**

No.	Activity	Achievements	Challenges / Remarks
1			
2			
3			
4			
5			

**3. Summary of Monthly Meetings**

Date of Meeting	Discussion Points	Decisions / Resolutions	Remarks

**4. Upcoming activities for next year**

*(Describe only major activities briefly)*

## Annex II Implementation Schedule

Activity	1st PR	2nd PR	Task / TOR	2014-15				2015-16		2016-17				2017-18		2018-19				2019-20			
				1st	2nd	3rd	4th	1st	3rd	1st	2nd	3rd	4th	1st	3rd	1st	2nd	3rd	4th	1st	2nd	3rd	4th
2.8 Activate standing Committee	TOR of standing committee Examined by CSCC and Approved by City Council	All standing committee hold meeting monthly and produce annual report	Task 1: Assign officer to establish the standing committees with specific TOR																				
			Task 2: Standing committees review TOR (if any)																				
			Task 3: Propose TOR of standing committees to City Corporation meeting for approval																				
			Task 4: Assigned concerning officer initiates activity of standing committee																				
			Task 5: Standing committees hold monthly meeting, prepare minutes and submit to Mayor to discuss in the City Corporation meetings																				
			Task 6: Every standing committee produce annual report																				

Final January 2020