

#### 4 RESPONSIBILITY FOR NON-EXECUTIVE FUNCTIONS

Committee	Functions	Delegation of Functions
Planning	<ol style="list-style-type: none"> <li data-bbox="549 353 1050 763">1. <u>Planning and Conservation</u>  Functions relating to town and country planning and development control, as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) (the Functions Regulations), including powers relating to the preservation of trees and the protection of important hedgerows.</li> <li data-bbox="549 792 1050 1061">2. <u>Commons Registration</u>  The registration of common land or town and village greens and to register the variation of rights of common, as set out in Schedule 1 to the Functions Regulations. (See above)</li> <li data-bbox="549 1090 1050 1323">3. <u>Highways Use and Regulation</u>  The exercise of powers relating to the regulation of the use of highways, as set out in Schedule 1 to the Functions Regulations. (See above)</li> <li data-bbox="549 1352 1050 1554">4. <u>Public Rights of Way</u>  The exercise of powers relating to public rights of way, as set out in Schedule 1 to the Functions Regulations. (See above)</li> </ol>	Most operational aspects fall to be dealt with by Officers under the Scheme of Delegation.

Committee	Functions	Delegation of Functions
Licensing and Safety Committee	<p>1. <u>Taxi, Gaming, Entertainment, Food and Miscellaneous Licensing</u></p> <p>Functions relating to licensing and registration, as set out in Schedule 1 to the Functions Regulations. (See above)</p> <p>2. <u>Health and Safety</u></p> <p>Functions relating to health and safety under any “relevant statutory provision” within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council’s capacity as Employer.</p> <p>3. <u>Licensing Act 2003</u></p> <p>To act as the Licensing Committee for the purposes of the Licensing Act 2003 and to discharge all the functions required to be discharged by a Licensing Committee, including the appointment of licensing sub-committees (Panels) pursuant to Section 9 of the Licensing Act 2003.</p>	Most operational aspects fall to be dealt with by Officers under the Scheme of Delegation.
Employment Committee	<p>To consider appeals against dismissal by employees of the Council.</p> <p>Excepting human resource policies, to determine all matters relating to the employment or dismissal of staff which do not fall to be dealt with by officers under the Scheme of Delegation.</p> <p>To formulate all human resource policies, including the matters set out below, and to make appropriate recommendations to the Council.</p> <p>(i) Scheme of Remuneration of Employees</p> <p>(ii) Performance Appraisal Policy of Staff</p>	<p>1. Staffing matters generally are dealt with by officers under the Scheme of Delegation.</p> <p>2. A sub-committee will be appointed with power to vary human resource policies for school-based staff following consultation through the approved consultation processes.</p>

	<p>(iii) Training Policy, including Management and Staff Development Activities</p> <p>(iv) Conditions of Employment</p> <p>(v) Employment Related Policies and Procedures</p> <p>(vi) Retirement and Redundancy Schemes</p> <p>(vii) Superannuation and Pensions</p> <p>(viii) Consultation Policy and Procedures in Respect of Industrial Relations</p>	
Appeals Committee	<p>To determine appeals against officer decisions for refusal of:</p> <ul style="list-style-type: none"> <li>• Discretionary Education Grants</li> <li>• Home to School Transport</li> </ul>	
Education Employment Sub-Committee	<p>To vary all human resources policies of the Council for School based staff including the matters set out below:-</p> <ol style="list-style-type: none"> <li>a. scheme of remuneration of employees;</li> <li>b. performance appraisal policy;</li> <li>c. training policy, including management and staff development</li> <li>d. conditions of employment;</li> <li>e. employment related policies and procedures;</li> <li>f. retirement and redundancy schemes;</li> <li>g. superannuation and pensions;</li> <li>h. staff consultation policies in respect of industrial relation.</li> </ol>	Most operational aspects fall to be dealt with by Officers under the Scheme of Delegation

Education Governor Appointments Committee	The Education Governor Appointments Committee is authorised to appoint Local Education Authority representatives to serve on school governing bodies within the Borough	
Governance and Audit Committee	<p>2.1 <u>External Audit</u></p> <ul style="list-style-type: none"> <li>• To consider the external auditors' annual letter and to determine what appropriate measures should be proposed in relation to the issues raised and to monitor the implementation of such measures</li> <li>• To approve the external audit plan</li> <li>• To comment on the scope and depth of the external audit work and to ensure it gives value for money and to make recommendations as appropriate</li> <li>• To consider any other reports by the external auditors</li> <li>• To liaise with the Audit Commission over the appointment of the Council's external auditor</li> <li>• To identify areas of potential work that may be appropriate for the external auditors</li> </ul> <p>2.2 <u>Internal Audit</u></p> <ul style="list-style-type: none"> <li>• Delivery of an adequate and effective system of internal audit</li> <li>• To consider the Head of Audit and Risk Management's annual audit opinion and the level of assurance given over the Councils corporate governance arrangements</li> <li>• To consider regular reports summarising internal audit activity and make recommendations as appropriate</li> <li>• To consider regular reports on the performance of internal audit provider as presented by the Head of Audit and Risk Management</li> <li>• To consider and approve the Internal Audit Strategy</li> <li>• To approve the annual internal audit plan, ensuring that there is sufficient and appropriate coverage</li> <li>• To consider any other reports the Chief Internal Auditor may make to the Committee.</li> </ul>	The management of the internal audit service is delegated to the S151 officer.

	<p>2.3 <u>Risk Management</u></p> <ul style="list-style-type: none"> <li>• To monitor the adequacy of procedures and processes in place to manage risk</li> <li>• To seek assurances that action is being taken on risk related issues</li> <li>• To ensure that assurance statements, including the Annual Governance Statement, properly reflect the risk environment</li> </ul> <p>2.4 <u>Governance</u></p> <ul style="list-style-type: none"> <li>• To monitor the adequacy of arrangements in place to meet best practice standards for good governance</li> <li>• To consider and approve the Annual Governance Statement</li> <li>• To ensure that appropriate action is taken with respect to the issues raised in the Annual Governance Statement</li> <li>• To review any issues of governance referred to the Committee</li> <li>• To review and monitor the Anti-Fraud and Corruption Policy</li> <li>• Review procedures for complaints</li> <li>• To keep under review the provisions of the Council's Constitution and to consider and formulate proposals for the amendment of the Constitution, save for those provisions of the Constitution the review of which falls within the remit of the Standards Committee</li> </ul> <p>2.5 <u>Accounts</u></p> <ul style="list-style-type: none"> <li>• To review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council</li> <li>• To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</li> </ul>	
Licensing Panel	<p>1. To determine appeals in relation to licence applications (with the exception of licence applications made under the Licensing Act 2003) where there is a new statutory right</p>	

	<p>of appeal.</p> <p>2. To determine applications and other matters (with the exception of functions under the Licensing Act 2003), where the Licensing and Safety Committee has determined that a person has a right of hearing before the Panel or the Director of Environment and Leisure has decided that the matter shall be referred to the Panel for determination.</p>	
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All other functions, listed in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations (as amended), are the responsibility of the Council and shall be dealt with by the Council, except where those functions have been delegated to Officers under the Scheme of Delegation.

<b>Committee</b>	<b>Functions</b>	<b>Delegation of Functions</b>
Standards Committee	<ol style="list-style-type: none"> <li>1. To promote and maintain high standards of conduct by the Members and co-opted Members of the Council.</li> <li>2. To assist Members and co-opted Members of the Council to observe the Codes of Conduct.</li> <li>3. To advise the Council on the adoption and revision of its Codes of Conduct.</li> <li>4. To monitor the operation of the Council's Codes of Conduct.</li> <li>5. To advise, train or arrange to train Members and co-opted Members of the Council on matters relating to their Codes of Conduct.</li> <li>6. To advise the Council on the adoption of appropriate protocols governing the ethical standards of the Members and Officers of the Council.</li> <li>7. To perform the other functions of a Standards Committee under the Local Government Act 2000 (or any amending or replacement legislation), and any regulations made there under.</li> <li>8. To consider and determine allegations of misconduct against Members of the Council, meaning a breach of the</li> </ol>	<p>The functions of the Council under sections 57A and 57B of the Local Government Act 2000 and under regulations 17 and 18 of the Standards Committee (England) Regulations 2008 are delegated to sub-committees comprising two independent members (one of whom must be the Chairman of the sub-committee), two members of the Council (one from each political group) and one parish councillor.</p>

	<p>Council's Code of Conduct or of any code or protocol adopted by the Council, and to determine any sanctions it deems appropriate in the event of misconduct being found.</p> <p>9. To be responsible for liaison between the Council and external agencies, in particular, the External Auditor and the Local Government Ombudsman, in connection with matters within the Terms of Reference of the Committee.</p>	
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