

## **SECTION 6: ROLES AND RESPONSIBILITIES OF COUNCIL DECISION MAKING BODIES**

### **6.1 COMMITTEES OF THE COUNCIL**

In order to undertake its functions in a more efficient way, the Council establishes committees to which it delegates authority to oversee and make decisions relating to non-executive responsibilities.

The seats on committees are allocated in accordance with the rules on political proportionality and the party-political groups are responsible for nominating councillors from their groups to fill the seats.

The next part describes the committees that the Council has established and delegated authority for decision making.

### **6.2 CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE**

#### **Membership**

11 Elected Members appointed by the Council (excluding Members of the Cabinet) to reflect the political balance of the Council.

Up to 3 Independent, non-voting co-opted Members invited to attend meetings during discussion on all corporate governance and audit matters.

#### **Statement of Purpose**

When carrying out Corporate Governance and Audit functions, the purpose of the Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

The Corporate Governance, Standards and Audit Committee is responsible for the following functions:

#### **General Powers**

1. To make appointments of council representatives to Outside Bodies or joint committees of two or more authorities (or to any committee or sub-committee of such a body) and the revocation of any such appointment to a body.
2. To consider and make recommendations to the full Council in relation to the following matters:

- Amendments to the Council's Standing Orders
  - Conferring the title of honorary alderman or to admit an honorary freeman
  - The making, amendment, revocation or re-enactment of byelaws under any statutory provision
  - Matters related to the name and status of areas
  - Terms under which a Community Governance Review shall be carried out (Sections 81-82 Local Government and Public involvement in Health Act 2007)
  - The promotion, opposition to or amendment of local or personal Bills (Section 239 of the Local Government Act 1972)
  - Dividing the constituency into polling districts (Section 18, Representation of the People Act, 1983)
  - Dividing electoral divisions into polling districts at local government elections (Section 31 of the Representation of the People Act, 1983)
3. To exercise the Council's functions relating to local government pensions, etc (regulations under Section 7,12 or 24 of the Superannuation Act 1972).
  4. Power to make an order identifying a place as a public place for the purposes of police powers to deal with street drinking (Criminal Justice and Police Act 2001).
  5. To exercise the Council's powers in relation to the following elections and electoral registration functions:
    - Confirming the appointment of the person designated as the Council's electoral registration officer and returning officer for local government elections
    - To make proposals for pilot schemes for local elections

### **Governance Risk and Control**

6. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
7. To approve the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
8. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
9. To monitor the effective development and operation of risk management in the Council.
10. To monitor progress in addressing risk-related issues reported to the Committee.

11. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
12. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
13. To monitor the counter-fraud strategy, actions and resources.
14. To review the governance and assurance arrangements for significant partnerships or collaborations.

### **Internal Audit**

15. To approve the internal audit charter.
16. To review the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
17. To approve significant changes to the risk-based internal audit plan and resource requirements.
18. To make appropriate enquiries of both management and the Executive Head of Finance to determine if there are any inappropriate scope or resource limitations, in respect of carrying out internal audit work.
19. To consider reports on internal audit's performance during the year including:
  - a. Key findings, issues of concern and action in hand as a result of internal audit work
  - b. Regular reports on the results of the Quality Assurance and Improvement Plan and any non-compliance with Public Sector Internal Audit Standards (PSIAS).
20. To consider annual internal audit reports, including;
  - a. The statement on the level of conformance with PSIAS
  - b. The Quality and Assurance Improvement Plan
  - c. The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion.
21. To receive summaries of any specific internal reports as requested.
22. To receive reports outlining the action taken where the Executive Head of Finance has concluded that management has accepted a level of risk that may be

unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.

23. To provide internal audit unfettered access to the Committee Chairman, including the opportunity for a private meeting with the Committee.

### **External Audit**

24. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by the Public Sector Audit Appointments (PSAA).
25. To consider the external auditor's annual audit letter, annual audit results report and other relevant reports.
26. To consider the scope and depth of external audit work and ensure it provides value for money.
27. To commission work from internal and external audit.

### **Financial Reporting**

28. To approve the annual Statement of Accounts and consider whether appropriate accounting policies have been followed and whether any concerns arising from the financial statement or from the audit need to be brought to the attention of the Council.
29. To consider the external auditor's report to those charged with governance on any issues arising from the audit of the accounts.

### **Accountability arrangements**

30. To undertake appropriate training in respect of its governance and audit role.
31. To carry out an annual self-assessment in relation to the effectiveness of the Committee in meeting its purpose.
32. Where considered appropriate, to report to Council on any issues concerning the effectiveness of the arrangements in place for governance, risk, and internal control frameworks.

### **Licensing Powers**

33. Responsibility for the licensing functions of the Council:
  - Functions under the Licensing Act 2003 (see Section 4, Paragraph 4.3 for delegation arrangements)

- Functions under the Gambling Act 2005 (see Section 4, Paragraph 4.4 for delegation arrangements)
  - Taxis, private hire and other vehicles (see Section 4, Paragraph 4.5 for delegation arrangements)
  - All other licensing and registration functions including for caravan sites, food premises registration, animal licensing, charities and street collection permits, street trading consents and scrap metal dealers (see Section 4, Paragraph 4.6 for delegation arrangements)
34. Responsibility for functions and powers relating to smoke free legislation and the Health Act 2006 (see Section 4, Paragraph 4.8 for delegation arrangements).
35. Responsibility for Health and Safety at work (see Section 4, Paragraph 4.7 for delegation arrangements).
36. Responsibility for the powers in sections 4, 8 and 9 of the Hampshire Act, 1983:-
- s.4 (relating to the registration of hairdressers and barbers and premises occupied by them)
  - s.8 (relating to the control of stray dogs)
  - s.9 (relating to the seizure of horses).

### **Standards and Members' Code of Conduct Responsibilities**

37. To promote and maintain high standards of conduct by councillors and co-opted members of the Council as set out in the Councillors Code of Conduct.
38. To advise the Council on the adoption or revision of the Members' Code of Conduct.
39. To monitor the operation of the Members' Code of Conduct.
40. To make and implement arrangements for dealing with complaints in accordance with the Localism Act, 2011 and any subsequent regulations and guidance.
41. To deal with matters relating to the appointment and activities of the Independent Person(s) within the provision of the Localism Act 2011 and any subsequent regulations and guidance.
42. To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the Code of Conduct.

### **Ombudsman**

43. To keep under review Ombudsman investigations and consider their outcomes where appropriate.

### **6.3 LICENSING SUB-COMMITTEE**

The Corporate Governance, Audit and Standards Committee appoints a Licensing Sub-Committee.

The membership is five Members, politically balanced, drawn from the Corporate Governance, Audit and Standards Committee.

The terms of reference are:

- (i) to deal with licensing applications where such applications have a substantial impact on the area or there are significant objections; or
- (ii) to consider and determine licensing matters where the Head of Operational Services considers it inappropriate to exercise his/her delegated powers

### **6.4 LICENSING SUB-COMMITTEE (ALCOHOL AND ENTERTAINMENTS)**

The Corporate Governance, Audit and Standards Committee appoints a Licensing Sub-Committee (Alcohol and Entertainments).

The membership of the Sub-Committee is three councillors appointed by the Head of Democracy and Community drawn from the Corporate Governance, Audit and Standards Committee on a rotational basis.

Terms of reference:

- (i) To consider and determine licence applications made under the Licensing Act 2003 and Gambling Act 2005 in accordance with the Scheme of Delegation set out in Part 3, Section 4, paragraphs 4.3 and 4.4

The rules and procedures for the Sub-Committee, including the arrangements for appointments to the Sub-Committee, are set out in Part 4 of the Constitution 'Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure Rules'.

### **6.4A LICENSING SUB-COMMITTEE (TAXIS)**

The Corporate Governance, Audit and Standards Committee appoints a Licensing Sub-Committee (Taxis).

The membership of the Sub-Committee is three trained councillors appointed by the Head of Democracy and Community drawn from the Corporate Governance, Audit and Standards Committee on a rotational basis.

Terms of reference:

- (i) To consider and determine taxi licensing applications where the Head of Operational Services is minded to refuse or revoke a licence and the decision is not deemed urgent, in accordance with the Scheme of Delegation set out in Part 3, Section 4, paragraph 4.5.

The rules and procedures for the hearings, including the arrangements for appointments to the Sub-Committee, are set out in Part 4 of the Constitution 'Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure Rules'.

## **6.5. DEVELOPMENT MANAGEMENT COMMITTEE**

The Development Management Committee is responsible for the discharge of the Council's functions in respect of the necessary statutory provisions in relation to all town planning matters concerning the control of development and regulation and use of land under the provisions of the Town and Country Planning Act, 1990 (as amended), Town and Country Planning (Control of Advertisements) Regulations 1992, the Planning (Listed Building and Conservation Areas) Act 1990, Planning and Compensation Act 2004 and any associated or related Acts, legislation, regulations and provisions.

While many matters are delegated to Head of Economy, Planning and Strategic Housing (see Section 4.2 (3)), the following matters must be decided by the Development Management Committee:

### **Planning Applications**

1. Deciding planning applications for 25 or more new dwellings
2. Deciding a planning application which is contrary to the provisions of an approved or draft development plan or adopted planning policy approved by the Council and which is recommended for approval
3. Deciding planning applications which any councillor requests, setting out good material planning reasons in writing to the Head of Economy, Planning and Strategic Housing, within 21 days of the circulation of details of the application. The referral to the Committee to be agreed by the Chairman of the Committee in consultation with the Head of Economy, Planning and Strategic Housing and/or Corporate Planning Manager.
4. Deciding planning applications submitted by or on behalf of a councillor (or his/her spouse, partner or other immediate family member) or by any member of the Council's staff (or his/her spouse, partner or other immediate family member)
5. Deciding planning applications submitted by or on behalf of the Council for its own developments

6. Deciding planning applications which the Head of Economy, Planning and Strategic Housing considers should be presented to Committee for decision including for example, those developments that in his or her opinion are potentially controversial, likely to be of significant public interest, or which may have a significant impact on the Borough or its environment