

### Part 3A - Responsibility for Non-Executive Council Functions

<b>Committee</b>	<b>Membership</b>	<b>Non-Executive Functions</b>	<b>Delegation</b>
Council	Elected members	<b>All functions not delegated below</b>	
Planning and Regulatory Services	Elected members appointed by the Council	<b>Planning and conservation</b> 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 (the Functions Regulations)	Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below
Planning and Regulatory Services	Elected members appointed by the Council	<b>Highways use and regulation</b> The exercise of powers relating to the regulation of the use of highways as set out in Schedule 1 to the Functions Regulations	Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below
Planning and Regulatory Services	Elected members appointed by the Council	<b>Taxi, gaming, entertainment, food and miscellaneous licensing</b> Functions relating to licensing and registration as set out in Schedule 1 to the Functions Regulations	Individual applications and appeals delegated to applications sub committee Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below
Planning and Regulatory Services	Elected members appointed by the Council	<b>Liquor Licensing</b> Functions relating to licensing and registration as set out in Schedule 1 to the Functions Regulations	Individual applications and appeals delegated to applications sub committee Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below

Planning and Regulatory Services	Elected members appointed by the Council	<p><b>Health and safety</b> 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 councils capacity as employer</p>	Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below
Applications Sub-Committee	Elected members of the Council serving on the Planning and Regulatory Committee with appropriate training	<p><b>Determination of individual applications or appeals not delegated to officers or which officers consider should be dealt with by the Sub-Committee</b></p>	Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below
Employment Panel	Elected members appointed by Council	<p><b>To carry out the functions of the Council as employer to the extent that they are not required or referred to be carried out by the Council or delegated to officers.</b></p> <p>To monitor and have a strategic overview of:-</p> <ul style="list-style-type: none"> <li>(a) Recruitment and retention;</li> <li>(b) Terms and Conditions and benefits offered to employees;</li> <li>(c) Equalities as an employer;</li> <li>(d) Employee relations;</li> <li>(e) Human Resource policies and processes;</li> <li>(f) Learning and development;</li> <li>(g) Absence management;</li> <li>(h) Employee Performance Management;</li> <li>(i) Member training;</li> <li>(j) Health and Safety issues relating to employment.</li> </ul> <p>To consider appeals against dismissal, grading and grievances by employees of the Council where permitted in the relevant procedures approved from time to time.</p> <p>To undertake appraisal of the Head of Paid Service.</p> <p>To appoint and dismiss Chief Officers (as defined in the</p>	Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below

		<p>Constitution other than the Head of Paid Service) and Heads of Service unless this is delegated to the Head of Paid Service in any particular case.</p> <p>To recommend to Council the appointment of Head of Paid Service.</p> <p>When dealing with a matter involving the Head of Paid Service or a Chief Officer the panel must include at least one member of the cabinet and the procedures in Part 4 below shall apply.</p> <p>To advise the Council on adoption of a structure of staff to carry out the functions of the Council.</p>	
Audit and Standards Committee	Elected and co-opted members appointed by the Council	<p><b>1. Internal Audit Activity</b></p> <ul style="list-style-type: none"> <li>• To approve the Internal Audit Charter and the Internal Audit Annual Plan.</li> <li>• To consider the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.</li> <li>• To consider summaries of specific internal audit reports as requested.</li> <li>• To consider reports dealing with the management and performance of the internal audit service.</li> <li>• To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.</li> <li>• To receive periodic reports on the effectiveness of the internal audit function to ensure compliance with statutory requirements and the level of assurance it provides on the Council's governance arrangements.</li> </ul>	Functions Delegated to Officers to the extent listed in the Responsibility for Functions Delegations below

		<p><b>2. External Audit Activity</b></p> <ul style="list-style-type: none"> <li>• To consider specific reports as agreed with the external auditor.</li> <li>• To comment on the scope and depth of external audit work and to ensure it gives value for money.</li> <li>• To liaise with the Audit Commission over the appointment of the Council's external auditor.</li> <li>• To consider the Annual Letter from the external auditor in accordance with the Accounts and Audit (England) Regulations 2011 and the report to those charged with governance, and to monitor the Council's response to any issues of concern identified.</li> </ul> <p><b>3. Regulatory Framework/Risk Management</b></p> <ul style="list-style-type: none"> <li>• To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour (except in relation to those matters which are within the Terms of Reference of the Standards Committee e.g. code of conduct and behaviour of Members).</li> <li>• To monitor the effective development and operation of risk management and corporate governance in the Council.</li> <li>• To monitor Council policies on confidential reporting and the anti-fraud and corruption strategy and to receive an annual report on fraud.</li> <li>• To oversee the production of the Council's Annual Governance Statement and be satisfied that the Council's Assurance Statements properly reflect the risk environment and monitor progress on any issues.</li> <li>• To consider the Council's arrangements for corporate governance and agreeing any necessary actions to ensure compliance with best practice.</li> <li>• To review the Council's Code of Corporate Governance</li> </ul>	
--	--	--	--

		<p>and ensure it reflects best governance practice. This will include regular reviews of parts of the council's Constitution and an overview of risk management.</p> <ul style="list-style-type: none"> <li>• To consider the Council's compliance with its own and other published standards and controls.</li> </ul> <p><b>4. Accounts</b></p> <ul style="list-style-type: none"> <li>• To approve the Council's Statement of Accounts and the Annual Governance Statement in accordance with the Accounts and Audit (England) Regulations 2011.</li> <li>• 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> </ul> <p><b>5. The promotion and maintenance of high standards of conduct within the Council</b></p> <ul style="list-style-type: none"> <li>• To advise the council on the adoption or revision of its Code of Conduct.</li> <li>• To monitor and advise the council about the operation of its Code of Conduct in the light of best practice and changes in the law.</li> </ul> <p><b>6. Assistance to members and co-opted members of the authority.</b></p> <ul style="list-style-type: none"> <li>• To advise the Council to ensure that all members of the Council have access to training in all aspects of the member Code of Conduct, that this training is actively promoted, and that members are aware of the standards expected from local councillors under the Code.</li> </ul> <p><b>7. Other functions</b></p> <ul style="list-style-type: none"> <li>• Functions relating to standards of conduct of members under any relevant provision of, or regulations made</li> </ul>	
--	--	---	--

		<p>under, the Localism Act 2011.</p> <ul style="list-style-type: none"> <li>• Granting dispensations to members from the disclosable pecuniary interests provisions of the Localism Act 2011.</li> <li>• To consider complaints of breach of the code of conduct and make recommendations to the Council.</li> <li>• Value for money</li> </ul>	
Scrutiny Committee	Elected and co-opted members appointed by the Council	The scrutiny functions as set out in statute.	