

**Committee: Council**

**Date: 19 November 2014**

**Subject: Changes to Membership of Committees and related matters**

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**Recommendations:**

- A. That the changes to the membership of Committees approved under delegated powers since the last meeting of the Council are noted.
- B. To agree the constitutional changes to the terms of reference of the General Purposes Committee (as detailed in Appendix 1)

**1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. This report asks the Council to note the membership changes made under delegated powers since the publication of the agenda for the Council meeting held on 10 September 2014 and also details a change to political group membership.
- 1.2. The report seeks to amend the terms of reference of the General Purposes Committee, to ensure the committee is compliant with Public Sector Internal Audit Standards (PSIAS) requirements and to reflect good practice.

**2 DETAILS**

- 2.1. The following membership changes have been made under delegated powers in accordance with section A4 of part 3F of the Constitution:

Committee	Member resigning	Replaced by	Date
Children and Young People Overview and Scrutiny Panel	<b>No resignation</b> - Hamish Badenoch moving from substitute member to full member.	Linda Taylor moving from full member to substitute member	09/09/14
Corporate Parenting Steering Group	Hamish Badenoch	Linda Taylor	09/09/14
General Purposes	Tobin Byers	Pauline Cowper	17/09/14
Children and Young People Overview and Scrutiny Panel	Peter Walker	David Chung	07/10/14
General Purposes	Pauline Cowper	Tobin Byers	28/10/14

- 2.1.1 **Amended Terms of Reference to the General Purpose Committee**
- 2.2.1 A report was presented and approved at the November 2013 General Purpose Committee on the results of an internal assessment on the Public Sector Internal Audit Standards (PSIAS) which came into force from April 2013, one of the actions agreed was to review the committees terms of reference to ensure compliance with PSIAS.
- 2.2.2 The review also considered CIPFA's recommended good practice for Audit Committee's terms of reference. It was identified that the items presented to this committee were not fully reflected in the current terms of reference and therefore this has been updated.
- 2.2.3 The amendments are shown in **bold** within Appendix 1.

### **3 ALTERNATIVE OPTIONS**

- 3.1. N/A

### **4 CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1. N/A

### **5 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 5.1. None for the purposes of this report.

### **6 LEGAL AND STATUTORY IMPLICATIONS**

- 6.1. The information regarding membership changes in this report complies with legal and statutory requirements. Council is required to accept nominations made by political groups.

### **7 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 7.1. None for the purposes of this report.

### **8 CRIME AND DISORDER IMPLICATIONS**

- 8.1. None for the purposes of this report.

### **9 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 9.1. N/A

### **10 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

Appendix 1 - General Purposes Committee Terms of Reference

### **11 BACKGROUND PAPERS**

- 11.1. Documents from the authorised officer confirming approval of the membership changes agreed under delegated powers.

## 7 General Purposes Committee

**(a) Membership:** 10 Members

**(b) Functions**

- (i) Except for matters reserved by statute for consideration by the Full Council, to determine any matter which has been specifically referred to the Committee for consideration.
- (ii) To approve the Council's statement of accounts and to consider any reports produced by the Chief Finance Officer in accordance with the duty to make arrangements for the proper administration of the Council's financial affairs, but not in respect of the formulation of a plan or strategy which is a function of the Executive (and subject to final approval by the Council) or detailed operational matters which are within the purview of the executive.
- (iii) To consider reports and receive recommendations from external audit, including, but not limited to, the Annual Audit & Inspection Report, Certification of claims report, fee letters and Audit Plan.**
- (iv) To consider reports and receive recommendations from Internal audit, including, but not limited to internal audit charter, audit plan, progress reports, anti- fraud activity and updates on anti-fraud policies. The Head of Audit & Investigations annual audit report, as part of the Annual Governance Statement.**
- (v) To monitor the effectiveness and development and operation of risk management and governance.**
- (vi) To formally agree the Annual Governance Statement and review the improvement plans.**
- (vii) To report to the Council, the Cabinet and /or Scrutiny Committees and Sub- Committees as necessary with decisions and recommendations.
- (viii) Subject to the Council's Scheme of Delegation to officers, to discharge the Council's functions in relation to the Local Government Pension Scheme including, but not limited to, the management of the Council's superannuation fund investments and the establishment of a Pension Fund Investment Panel and exercise of Council discretion in relation to adopting policies.
- (ix) Subject to the Council's Scheme of Delegation to officers, to discharge the Council's functions in relation to health and safety at work, to the extent that those functions are discharged otherwise than in the Council's capacity as an employer.

- (x) Subject to the Council's Scheme of Delegation to officers, to discharge the Council's functions in relation to elections.
- (xi) Subject to the Council's Scheme of Delegation to officers, to consider all personnel-related issues which are not within the terms of reference of any other committee or otherwise reserved to Council including the appointment of an independent person to undertake investigations as required into allegations of misconduct against the Chief Executive, Monitoring Officer or Chief Finance Officer.
- (xii) To receive reports of all payments exceeding £1,000 to persons who have been, or may have been, adversely affected by any maladministration on the part of the Council as identified in a report by the Local Government Ombudsman.
- (ix) To exercise the functions, powers and duties of the Council as Trustee of trusts for which the Council is Corporate Trustee except insofar as those functions have been delegated to Chief Officers of the Council.
- (x) To maintain an overview of the Council's Constitution (insofar as it relates to the discharge of non-executive functions) and Financial Regulations and to consider related reports from the Chair of Standards Committee. The Head of Paid Service, the Monitoring Officer and/or Chief Finance Officer and to make appropriate recommendations to Council in relation thereto.
- (xi) Any issue which in the professional opinion of the Chief Executive or Chief Officers should be referred to the Committee.
- (xii) Any matter which has been referred by the Council or from another committee for determination.
- (xiii) The setting up of sub-committees and panels and the setting of their terms of reference.
- (xiv) To receive reports upon, monitor, manage and advise the Council upon the implementation of the Council's Member Development Strategy and the Member Development Programme.
- (xv) All other matters which are non-executive functions and which are not otherwise reserved to Council, are not within the terms of reference of any other committee and which are not delegated to officer