

COUNCIL

POLICY & RESOURCES COMMITTEE

ECONOMIC DEVELOPMENT COMMITTEE

ENVIRONMENT COMMITTEE

HOUSING COMMITTEE

NEIGHBOURHOODS COMMITTEE

APPEAL PANEL

LICENSING COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

AUDIT & RISK COMMITTEE

STANDARDS COMMITTEE

COUNCIL

All non-delegable functions as defined by the Local Authorities (Committee System)(England) Regulations 2012 including: -

- Making of a Members Allowance Scheme and amending the same.
- Adoption of Members allowances scheme
- Making a request for single member electoral wards to the Local Government Boundary Commission.
- Resolution to change a scheme for elections.
- Making an order giving effect to the recommendations made in a Community Governance Review.
- Making or revoking or amending the following policies, plans and strategies :-
- Crime and Disorder Reduction Strategy.
- Licensing Authority Policy Statement.
- Local Development Framework - Development Plan Documents, Plans and alterations which together comprise the Development Plan.
- Sustainable Community Strategy.
- Policies made under the Gambling Act (including any resolution relating to casinos).
- Capital Programme.
- Capital Investment Strategy.
- Medium Term Financial Plan.
- Treasury Management Strategy.
- Approval of the Council's corporate plan.
- Setting the Council's Budget and Council Tax
- Appointing the Mayor and Deputy Mayor of the Council.
- Appointing the Leader of the Council.
- Agreeing or amending the committee structure, the terms of reference of committees and their size.
- Confirming the appointment of or dismissal of the Head of Paid Service, Monitoring Officer and Chief Financial Officer (Section 151 Officer).
- Confirming the appointment of the Independent Person(s).
- Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation including bylaws or personal bills.
- Appointment of the Returning Officer and Electoral Registration Officer.
- Adopting and amending standing orders, Rules of Procedure, Contract Procedure Rules and Financial Regulations.
- All matters which by law are reserved to the Council including: -
- Ombudsman reports where there has been a finding of maladministration with injustice and the report has been rejected
- Statutory officer reports of the Monitoring Officer, Chief Financial Officer and Head of Paid Service and External Auditor's public interest reports.
- Conferring the title of Honorary Freeman and Honorary Alderman.
- Approving the Annual Pay Policy Statement.

- Changing the name of the Borough.
- Significant changes to the Council's Constitution (other than variations to the scheme of Delegation which may be approved by committees within their remits and minor and consequential changes to the constitution which are delegated to the Monitoring Officer (see Scheme of Officer Delegation Post).
- Appointment of representatives to outside bodies.
- Consideration of reports from committees, sub-committees, or any other body constituted by the Council.
- To receive the minutes of committees and sub-committees acting under delegated powers for question and comment.
- Making compulsory purchase orders (other than under planning grounds).
- Making recommendations to the Secretary of State on district boundaries, ward boundaries, electoral divisions, ward or polling districts.
- Any other function which must, by law, be reserved to the full Council.

POLICY & RESOURCES COMMITTEE

Key strategic decisions (other than those which must be determined by the Council) including all decisions which have a major impact on a number of Council services or on the Council as a whole and decisions which are deemed significant in terms of impact on the Council's revenue or capital (to be determined by The Head of Paid Service and/or Section 151 Officer).

- All local authority licensing functions and ancillary matters other than those falling within the remit of the Licensing Committee
- Health and safety functions (otherwise than as employer)
- Making recommendations to the Council on the adoption of bylaws
- Functions relating to parishes, elections and electoral registration
- Functions relating to Polling Station reviews
- Functions relating to Community Governance Reviews
- Making recommendations to Council relating to the name and status of areas and individuals
- Making recommendations to Council on the promotion or approval of a local bill.
- Making recommendations to the Council as to recommendations to the Secretary of State on district boundaries, ward boundaries, electoral divisions, wards or polling districts
- To make recommendations to Council on the budget insofar as it impacts on the role and remit of the Committee.
- Making compulsory purchase orders under planning grounds and/or recommending to Council the making of compulsory purchase orders
- Appropriation of land for planning purposes
- Receiving reports from outside bodies

All key strategic policies to be adopted by the Council (except those which are reserved to Council for approval) including:-

- Commissioning Framework
- Annual Budget Strategy
- Budget and Council Tax Policy
- Staffing Budget
- General Fund Balances and Reserves Policy
- Corporate Capital Strategy and Asset Management Plan.
- Risk Management Strategy, Policy and Guidance.
- Corporate Asset Utilisation and Disposal strategy.
- Anti-Fraud Strategy.
- Financial Strategy.
- Consultation and Communication Strategy.
- Leisure and Culture Strategy.
- Emergency Plan.
- Equalities and Diversity Policy.
- Business Continuity Plan. o Health and Wellbeing Strategy.

- Cleaner, Safer, Greener Strategy.
- Strategy relating to HRA.
- Police and Crime Commissioner
- Other tiers of local government including county council and parish councils
- Formulating the Council's budget proposals and recommending the same to Council for approval
- Formulating the Council's capital programme and recommending the same to Council for approval
- Formulating the Council's borrowing and investment strategy and recommending the same to Council for approval.
- Managing and monitoring the Council's Capital Programme.
- Appointment and dismissal of employees (subject to legislative requirements)
- Terms and conditions of employment.
- Procedures for dismissal of employees (subject to legislative requirements).
- Agreeing secondments pursuant to Section 113 of the Local Government Act 1972.
- Agreeing voluntary severance terms for the Chief Executive and Chief Officers
- Hearing appeals relating to the discretionary elements of pension enhancements for the Chief Executive and Chief Officers where the scheme provides for such a right of appeal.
- Approving resources for the appointment of a designated independent person.
- Approving human resources procedures and policies
- Pensions and superannuation

Operational decision making in respect of the following: -

- Procurement.
- Transformation Programmes.
- Organisational Development.
- Member Development.
- Member and Civic Services.
- Strategic Risk Management.
- Audit Issues (other than matters falling within the remit of the Audit and Accounts Committee).
- Major Projects.
- Strategic Commissioning including Decommissioning.
- Asset Management.

Staffing and resourcing issues for the following service areas:

- Policy and Commissioning.
- Human Resources (staffing and resources).
- Democratic Services.
- Financial Services

- Revenues and Benefits.
- Performance Management.
- Administrative Services.
- Audit.

Approval of payments or other benefits for maladministration under s92 of the Local Government Act 2000, except where it relates to a matter falling within the remit of the Planning Committee or is dealt with by Officers acting under delegated powers.

To approve the write-off of any outstanding debt above the delegated limit of £???.

Making recommendations to the Council on standing orders relating to contracts and financial regulations.

All cross cutting matters across the Council and any matter/issue not expressly delegated to another Committee.

Receiving reports from outside bodies

Determining the Council's strategic approach to Strategic Partnerships.

Performance Management

- Overall responsibility for managing and monitoring council performance against approved estimates of revenue expenditure and income
- Overall responsibility for monitoring council performance against locally set performance indicators

Commercialisation

Economic Development Committee

Developing and adopting policies and procedures in accordance with the Council's leisure and culture strategy including: -

- Arts Strategy
- Concessionary Pricing Strategy
- Sports/Physical Activity Development Plans
- Museums and Heritage Strategy

Developing and adopting policies and procedures in accordance with the Council's strategies

Policy development, implementation and review in respect of all areas falling within the remit of the committee

Developing and reviewing the Local Development Framework including Development Plan Documents and Supplementary Planning Documents.

Developing and adopting policies and procedures to underpin the Local Development Framework Core Strategy

Decision making in respect of the following: -

- Economic Development
- Land Charges
- Business Growth
- Town Centre Regeneration
- Tourism
- Transport
- Markets and Street Trading
- Car Parks
- Operation and Management of Industrial Units
- Civil Parking Enforcement
- Acquisition and Disposal of Industrial Units
- Formulation of the Leisure and Culture strategy and to recommend to Council for adoption
- Sports Development
- Museums and Collections
- Parks and Open Spaces

Policy Review and Development

The committee may hold enquiries and investigate the available options for future direction in policy development

Performance Management

Monitoring performance against approved estimates of revenue expenditure and income for services falling within its remit.

Monitoring Service Performance against agreed targets.

Environment Committee

Policy development, implementation and review in respect of all areas falling within the remit of the committee including making recommendations to Council as appropriate in respect of key strategic policies impacting on the role and function of the committee.

Developing policies, procedures and protocols in relation to the Council's emergency plan and responses to flooding (other than planning issues).

Decision making in respect of the following: -

- Emergency Planning
- Refuse Collection
- Cleansing
- Recycling
- Litter Collection
- Street Cleaning
- Grounds Maintenance
- Public Toilets and Amenities
- Trade Waste
- Environmental Health including:-
- Food Hygiene
- Environmental Protection and Improvement
- Dog and Pest Control
- Cemeteries
- Commons regulation and town and village greens
- Contaminated land and statutory nuisances (excluding policy issues)
- The passing of a resolution that schedule 2 to The Noise and Statutory Nuisance Act 1993 should apply in the authority's area
- The power to apply for an enforcement order against unlawful works on registered common land under Section 41 of the Commons Act 2006.
- The power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference under Section 45(2)(a) of the 2006 Act (Section 45 re- enacted, with amendments, the more familiar Section 9 of the Commons Registration Act 1965 with effect from 1st October 2006).
- The power to institute proceedings for offences in respect of unclaimed land under Section 45(2)(b) of the 2006 Act.
- The power to make a closing order on a takeaway food shop
- Building Control
- Planning (budget, staffing and administration)
- Removal of permitted development rights through Article 4 Direction

Receiving reports from outside bodies

Policy development, implementation and review in respect of all areas falling within the remit of the committee including making recommendations to Policy and Resources Committee or Council as appropriate in respect of key strategic policies impacting on the role and function of the Committee.

Developing and adopting policies and procedures in accordance with the Council's strategy including:-

- Contaminated Land Strategy
- Waste Strategy

Functions of the Council relating to complaints regarding high hedges contained in part 8 of the Anti-Social Behaviour Act 2003.

Designation of nature reserves

Developing and adopting policies and procedures in accordance with the Council's Health and Well Being strategies

Policy Review and Development

The committee may hold enquiries and investigate the available options for future direction in policy development

The committee may scrutinize and review decisions made or actions taken by Committees in so far as they have a direct impact on the role or functions of the Committee.

External Review

The committee may invite stakeholders to address the committee on issues of local concern and/or answer questions in so far as it impacts directly or indirectly on the role or functions of the committee:-

- Environment Agency and other statutory bodies (in relation to flooding and other emergencies)

Performance Management

Monitoring performance against approved estimates of revenue expenditure and income for services falling within its remit.

Monitoring service performance against agreed targets

Housing Committee

Strategic Housing.

Formulating the Council's housing capital programme and recommending the same to Council for approval.

Formulating, monitoring and reviewing the Council's Housing Revenue Account and recommending the same to Council for approval.

Determination of:

- HRA Business Plan (including the Asset Management Strategy and Delivery Plan);
- Areas of maximisation of the HRA (ie areas where the HRA could legitimately fund services of benefit to tenants AND the wider community);
- The level and use of surpluses and reserves within the HRA

Neighbourhoods Committee

Designation of conservation areas and areas of archaeological interest

Developing and adopting policies and procedures in accordance with the councils community safety strategy including: -

- Anti-Social Behaviour Strategy
- Domestic Violence Strategy
- CCTV Strategy

Housing Needs Assessment

Anti Social Behaviour Policy (housing)

Community Safety

Community Resilience

Troubled Families

Voluntary Sector

Health and Wellbeing

External Relationships

Public Relations

Social inclusion (young people, older people, debt and rural issues)

Community Cohesion

Safeguarding Children and Young Persons

Police

Voluntary Sector

Community Safety and Crime Reduction Partnership

APPEAL PANEL

To deal with all appeals relating to staffing matters to which there is a right of appeal to elected members (where there is no express right of appeal to members, there will be a presumption that any appeal will be to the appropriate officer).

Membership

A panel of three members. Those members may be drawn from across the whole of the membership of the Council.

LICENSING COMMITTEE

No Change to Current arrangement

DEVELOPMENT CONTROL COMMITTEE

No change to current arrangement

AUDIT & RISK COMMITTEE

No Change to Current arrangement except taking on statutory scrutiny functions

STANDARDS COMMITTEE

No Change to Current arrangement