

## **PROPOSED NEW COMMITTEE STRUCTURE FUNCTIONAL RESPONSIBILITIES AND CYCLE OF MEETINGS**

### **Council (Cycle – Week 6)**

- Ultimate decision making on policy and budget framework;
- ‘By exception’ or matters reserved to Council to be listed.

### **Strategy and Resources (Cycle – Week 1)**

- Approval of some delegated policies and strategies;
- Review and recommend on other non-regulatory policies and strategies;
- Recommend on budgetary framework;
- Approval of business cases for new corporate and commercial projects;
- Allocation of resources to new projects.

### **Performance, Governance and Audit (Cycle – Week 2)**

- Performance Management and Monitoring;
- Decisions on service delivery within policy and budget framework (other than within remit of regulatory Committees);
- Internal and external audit, internal controls;
- Review and approve Statement of Accounts;
- Risk Management Framework;
- Monitoring and review of Anti Fraud and Corruption, Whistleblowing etc. policies / procedures, and Regulation of Investigatory Powers Act (RIPA);
- Corporate Regulatory Framework;
- Financial Statements and Accounts;
- Community Governance Reviews.

### **Overview and Scrutiny Committee (Cycle – Week 3)**

- Scrutiny of Council functions linked to Corporate Priorities under an agreed work programme;
- Annual report to the Council;
- Operation of any call in and call to action requests;
- Review experience, identify good practice and develop learning out of its role;
- To undertake statutory scrutiny roles including Crime and **(meeting at least twice a year as the Crime and Disorder Committee)**;

**Joint Standards Committee (meetings as required)**

- Ethical Framework, local Codes of Conduct, Member / Officer Relations Protocols, Staffing Codes / Protocols etc., and the granting of dispensations to Members;
- Relationships with Parish/Town Councils on ethical matters, training etc.;
- Possible independent person involvement;
- Parish / Town Council representatives to be co-opted when dealing with Parish matters;
- Hearings into conduct complaints;
- Possible periodic review of various codes and protocols of an ethical nature.

**Licensing (meetings as required)**

- Exercise of the Council's public licensing / registration functions and associated regulatory functions under the Local Authorities (Functions and Responsibilities)(England) Regulations) 2000 (as amended) – Schedule 1, Part B;
- Recommend on Licensing and related regulatory policy / strategy outside the budget or framework policy to the Council for approval / adoption;
- Creation of Appeals Panel for hearings and appeals against decisions on applications under Part B of the above Regulations;
- Recommend to Council on fees for licensing;
- Other regulatory matters not dealt with elsewhere.

**Area Planning Committees (meeting 4-weekly – one per week for three weeks)**

- Development Control;
- Enforcement, trees, advertisements as at present.

**Investigating and Disciplinary Committee (and Panel) – (meetings as required)**

- as existing.

**Appointments Board (meetings as required)**

- as existing - not a formal Committee of the Council, but may be constituted according to political balance).

**Proposed cycle of meetings**

<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>
Strategy and Resources	Performance, Governance and Audit	Overview and Scrutiny			Council