

GENERAL AND PROCEDURAL TERMS OF REFERENCE

Contents	TOR Page
General and Procedural –Terms of Reference (TOR)	1 – 6
Conferences	1
Development Proposals	1
Sealing, Signing and Authentication of Documents	1 - 2
Common Responsibility	2
Contracts	2
Land and Property	2
Devolution of Functions	2
Promotion and Statutory Information	3
Membership of Outside Organisations	3
Terms of Reference	3
Conflicts Between Committees	3
Inspection of Documents	3
Inspection of Lands, Premises, etc.	4
Public Question Time and Participation at Council and Committee Meetings: The Scheme and How it Operates	5 – 6
Scheme of Delegation:	7 – 11
Monitoring Officer	7
Head of Paid Service	7
Section 151 Officer	7
Registration of Electors	7
Returning Officer at Local Government Elections	7
Legal Proceedings	7
“Proper Officers”	8 – 10
Local Government Act 1972	8 – 9
Data Protection Act 1998	9
Local Government Finance Act 1988	9
Crime and Disorder Act 1998	9
Local Government Act 2000	9
Localism Act 2011	10
Local Government and Housing Act 1989	10
The Openness of Local Government Bodies Regulations 2014	10
Delegation to Officers – General	10 – 11
Overview and Scrutiny Committee	12 – 13
Finance and Corporate Services Committee	14 – 19
Function Areas of Committee	14 – 15
Scheme of Delegation to the:-	16 – 19
Head of Paid Service	16
Director of Resources (as Electoral Registration Officer)	16
Head of Paid Service in consultation with Chairman of Finance and Corporate Services Committee, and the Chairman of the relevant Committee	16

Contents	TOR Page
Finance and Corporate Services Committee (continued)	14 – 19
Director of Resources	17 – 19
Director of Service Delivery or Director of Resources	19
Director of Strategy, Performance and Governance or the Legal and Democratic Services Manager	19
Audit Committee	20 - 21
Community Services Committee	22 - 29
Function Areas of Committee	22 – 25
Scheme of Delegation:	25 – 28
To the Director of Service Delivery	25 – 26
To the Director of Strategy, Performance and Governance	26 – 28
Appointment of “Proper Officer”	28
Working Groups reporting to Community Services Committee	29
Planning and Licensing Committee	30 - 36
Function Areas of Committee	30 – 32
Scheme of Delegation:	32 – 36
To the Director of Strategy, Performance and Governance	32 – 35
To the Director of Service Delivery	35 – 36
Public Licensing Matters	37 – 43
Planning and Licensing Committee Terms of Reference	37
Licensing Sub-Committee Terms of Reference	38 – 39
Revised Scheme of Delegation:	40 – 43
<u>Licensing Act:</u>	40 – 42
Environmental Health Manager - Commercial	40 – 41
To the Lead Specialist Place and the Environmental Protection Team Leader	42
<u>Gambling Act 2005:</u>	42
To the Environmental Health Manager - Commercial	42
<u>Other Licensing Functions:</u>	42 – 43
To the Environmental Health Manager - Commercial	42 – 43
To the Director of Strategy, Performance and Governance	43
District Planning Committee	44 - 45
Area Planning Committees	–46 - 50
Terms of Reference	46 - 49
Annex A – Determination of Planning Applications – Member Call-In	47
Code of Good Practice and Guidance on the Conduct of Planning Matters	50 - 111
APPENDIX 1 - Guidelines for Committee Site Visits	66
APPENDIX 2 - Protocol for Member involvement in Pre-Application and Local Development Plan (LDP) Discussions	67 - 69

Contents	TOR Page
Code of Good Practice and Guidance on the Conduct of Planning Matters continued	50 - 111
APPENDIX 3 – Enforcement Policy	70 - 104
APPENDIX 4 - Public Speaking at Planning Committee Meetings	105 - 106
APPENDIX 5 - Planning Appeals Protocol	107 - 111
Joint Standards Committee	112 - 116
Terms of Reference	112 - 114
Conduct Complaints Process	115 - 116
Appointments Committee	117
Investigating and Disciplinary Committee and Panel	118 - 120
Terms of Reference	118 - 120
Investigating and Disciplinary Panel	120
Leader and Head of Paid Service Forum	121
Working Groups and Task Groups	121