

## **PART 3 – RESPONSIBILITY FOR FUNCTIONS**

### **ANNEXE 1 – POWERS AND DUTIES OF COMMITTEES**

#### **5. GOVERNANCE COMMITTEE**

Number of Members	Special Requirements	Quorum	Notes
9 and 1 Independent Member	<p>Membership of the Committee cannot include Strategy and Resources Members.</p> <p>Members of the Committee must be trained prior to sitting on the Committee (NOTE: Failure to attend the required training will result in exclusion from sitting on the Committee)</p> <p>The Independent Member (who shall not be a Member of the Council) is appointed to provide experience and expertise in audit, accountancy, finance and risk management to advise the Committee in these areas and shall have no voting rights. Appointments of an Independent Member shall be for a four-year period to ensure continuity of experience and expertise available to the Committee. Appointments may be renewed at the discretion of the Council for a maximum of two four-year terms after which any further service on the Committee can only be achieved following a competitive appointments process.</p>	3 – Provided at least two political groups are represented and not inclusive of the Independent Member	The role of the Committee is to promote good behaviour amongst Councillors and to ensure that all business conducted by the Council is carried out within the law, in accordance with the Constitution and also in accordance with statutory Codes. It is also to promote improvement in governance issues

(a) Audit functions including considering reports and making recommendations on the following responsibilities:

- i. Support a comprehensive understanding of governance across the organisation and among all those charged with governance, fulfilling the principles of good governance.
- ii. Consider the effectiveness of the Council's risk management arrangements. It should understand the risk profile of the organisation and seek assurances that active arrangements are in place on risk-related issues, for both the body and its collaborative arrangements
- iii. Monitor the effectiveness of the system of internal control, including arrangements for financial management, ensuring value for money, supporting standards and ethics and managing the Council's exposure to the risks of fraud and corruption
- iv. Be satisfied that the Council's accountability statements, including the annual governance statement, properly reflect the risk environment, and any actions required to improve it, and demonstrate how governance supports the achievement of the Council's objectives
- v. Support the maintenance of effective arrangements for financial reporting and review the statutory statements of account and any reports that accompany them
- vi. Consider the arrangements in place to secure adequate assurance across the body's full range of operations and collaborations with other entities
- vii. In relation to internal audit; oversee its independence, objectivity, performance and conformance to professional standards; support effective arrangements for internal audit; promote the effective use of internal audit within the assurance framework
- viii. Consider the opinion, reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control, and monitor management action in response to the issues raised by external audit.
- ix. Contribute to the operation of efficient and effective external audit arrangements, supporting the independence of auditors and promoting audit quality.
- x. Support effective relationships between all providers of assurance, audits and inspections (including, for the avoidance of doubt, consideration of reports from the Local Government Ombudsman), and the organisation, encouraging openness to challenge, review and accountability

(b) Standards function including:

- i. To promote and maintain high standards of conduct by Members and Co-opted Members of the Council including the power to deal with,

consider and determine complaints regarding the conduct of District and Parish Councillors and make recommendations to Parish Councils or, as applicable, Group Leaders, Committees and Full Council.

- ii. To make recommendations to the Council on the adoption, and revision of a local Code of Conduct for Members and Co-opted Members, and to monitor and review its operation.
- iii. To make recommendations to the Council on the adoption, and revision of a Code of Conduct for officers of the Council.
- iv. To approve guidance and protocols to supplement the Code of Conduct for Members and Co-opted Members.
- v. To approve arrangements for dealing with written allegations of failure to comply with their Code of Conduct by Council, Parish or Town Council Members or Co-opted Members.
- vi. To approve training and assistance for Members and Co-opted Members in conduct matters and to approve arrangements for advice to individuals on the treatment of interests and on conduct generally.
- vii. To grant dispensations to Council Members to allow them to speak on, participate in the discussion of and/or participate in a vote on matters in which they have an interest and to approve the arrangements for dispensations generally.

(c) Electoral matters including Community Governance Reviews

(d) Human Resources and Personnel matters including pensions issues

(e) To hear any appeal in respect of any grievance or disciplinary decision taken by officers

## GOVERNANCE COMMITTEE APPOINTMENT OF HEARING PANELS

That each Hearing Panel be delegated power to promote and maintain high standards of conduct by Members and Co-opted Members of the Council including the power to deal with, consider and determine complaints regarding the conduct of District and Parish Councillors and make recommendations to Parish Councils or, as applicable, Group Leaders, Committees and Full Council.