

## Committee Terms of Reference

### Planning Committee: Terms of Reference

1. To exercise all development control and enforcement functions which are conferred upon the local planning authority except where, and to the extent that, the exercise of such functions has been delegated to local councils
- 2 To decide planning policy matters of local, or non-strategic, significance, including neighbourhood plans and ~~and~~ development orders. ~~At the key milestone stages of p~~Planning policy, matters of strategic significance are to be determined by the Authority, including ~~Regulation 19 stage (pre-submission) of specific policy documents such as~~ the SDNPA LDF Core Strategy Local Plan, planning policy matters of strategic significance relating to adjoining authorities, and strategically significant planning policy matters of partner organisations such as LEPs, LSPs etc . All such matters will be reported to the Planning Committee for comment prior to consideration by the Authority
3. To provide an Authority response to consultations from neighbouring authorities on planning matters, unless the response is of strategic significance
- 4.To provide an Authority response to government and other consultations on planning matters unless the response is of strategic significance
- 5.To approve consultation documents and arrangements on SDNPA policy matters (development briefs, conservation area appraisals, joint LDF consultation documents) where either the policy issues are of local or non-strategic significance, or no policy commitment is implied
- 6.To determine administrative and procedural matters relating to planning, such as Statements of Community Involvement ~~and Local Development Scheme.~~
7. Subject to compliance with any provisions within legislation and the Authority's Standing Orders, the Planning Committee may delegate any functions of the Committee to an officer of the Authority
8. To authorise the preparation of planning obligations under Section 106 of the Town and Country Planning Act 1990
9. To appoint such Panels as it deems necessary for the proper performance of its duties.
- 10.To consider and report to the Authority on any other matter delegated to it by the Authority

## **Standards Committee: Existing Terms of Reference**

A Standards Committee is a mandatory requirement of an NPA and its role is set out in S54 of the Local Government Act. It will require at least 25% of its Members to be independent and for there to be an independent Chair.

Its general functions would be:

- To promote and maintain high standards of conduct by Members and officers of the Authority;
- To consider and determine complaints against Members under the Authority's Code of Conduct;
- To assist Members of the Authority to observe the Code of Conduct.

To deliver these it is proposed that the committee would:

- Advise the Authority on the revision and adoption of a Code of Conduct;
- Monitor the operation of the Code of Conduct;
- Advise, train and arrange to train Members of the Authority on matters relating to the Code of Conduct; and other protocols such as Member/Officer
- Promote high standards of conduct within the Authority, through advice, assistance and training;
- Receive complaints alleging non-compliance with the Code of Conduct, to consider allegations and determine:
  - To refer for local investigation or other action; or
  - To refer to Standards for England; or
  - That no action is necessary
- Convene a hearing for determination of allegations of misconduct, following local investigation;
- Hear any appeals by a person aggrieved by a determination that no action is necessary in respect of their complaint;
- Report as required to Standards for England;
- Consider and advise on other matters relating to conduct, ethics and propriety as referred to it by the Authority's Monitoring Officer;
- Consider and determine request from Members of the Authority to receive dispensation to speak on and participate in a matter in which they have a prejudicial interest; and
- Monitor the effectiveness of the Authority's complaints process, making recommendations to the Authority on any issues arising.



## Resources and Performance Committee Terms of Reference

The purpose of this Committee is to advise the Authority on resource\* plans and to monitor the use of resources and performance:

1. To recommend annually to the Authority:
  - a draft Medium Term Financial Strategy and draft annual budget (capital and revenue);
  - the business plan including appropriate objectives and key performance measures;
  - appropriate resource plans (including workforce plans, information strategies, procurement, and estates strategy); and
  - Treasury Management arrangements;
2. To ensure that appropriate policies, procedures and systems are in place to support effective resource management (including money, people, assets, technology and information);
3. To monitor and review the financial performance of the Authority in the context of its business delivery and the management and maintenance of the Authority's assets; agreeing budget changes in accordance with the Authority's standing orders and financial regulations, and approving specific business cases for investment (unless covered by other, agreed arrangements such as grants panels);
4. To monitor and review performance against the Authority's objectives and priorities, business plan and other resource plans, and all statutory and other performance indicators, or agreed service standards and targets; and reporting to the Authority with recommended changes if appropriate;
5. To consider reports on peer reviews, self assessments, surveys and customer feedback; and
6. To agree arrangements for the procurement and ongoing monitoring of external contracts for support services.

\*Note: Resource refers to money, assets, technology, people and information

## **Standards and Audit Committee Terms of Reference**

**(See separate proposed terms of reference on today's agenda)** The Audit Committee has the responsibility:

- ~~1. To provide assurance on the adequacy of internal audit arrangements~~
- ~~1. To ensure the robustness of risk management and performance management arrangements~~
- ~~2. To consider the adequacy of arrangements for the prevention and detection of fraud and corruption~~
- ~~3. To agree the internal audit plan and annual report, and receive progress and other relevant internal audit reports~~
- ~~4. To agree the District Auditor's Annual Audit and Inspection plan, and receive the District Auditor's Annual Governance Statement and other relevant reports~~
- ~~5. To review the Authority's Annual Governance Statement~~
- ~~7.1. To approve the Statement of Accounts in accordance with the Accounts and Audit (England) Regulations 2011~~