



Appendix 4 of the SDNPA Standing Orders January 2014

Policy & Programme Committee: Terms of Reference

1. To recommend annually to the Authority:
 - a draft Medium Term Financial Strategy and draft annual budget (capital and revenue);
 - the Corporate and Business Plans including strategies and priorities, appropriate objectives and key performance measures;
 - and
 - Treasury Management Policy, Financial Regulations and Procedures
2. To advise the Authority on the adoption and review of the Partnership Management Plan, and to monitor and review its delivery.
3. To approve appropriate resource plans (including workforce plans, information strategies, procurement and estates strategy), and policies, procedures and systems to support effective resource management
4. To agree the submissions of bids for grant funding, and the arrangements for application of grant funds received (subject to any urgent decisions required being made by the Chief Executive in accordance with Standing Order 18 and in consultation with the Chair of the Committee).
5. To have oversight of the Sustainable Communities Fund (SCF).
6. To facilitate discussion on major strategic policy areas.
7. To agree a strategy for the South Downs National Park Authority brand and identity, and to monitor and review its implementation.
8. To agree arrangements for the procurement and ongoing monitoring of external contracts for support services, and to authorize entering into contracts of a value of £100k or greater in accordance with Contract Standing Orders.
9. To review and recommend to the Authority approval of expenditure on projects in excess of £50k that are not within delegated powers of officers.
10. To determine the allocation of resources received through the community infrastructure levy.

Meeting Date	Potential Business
4 March 2014	Business Plan 2014/15 for recommendation for approval by NPA Budget 2014/15 & Medium Term Financial Strategy for recommendation for approval by NPA Treasury Management Report Review of Financial Regulations & Procedures CAP Reform Future of the Major Partnerships Panel VRS Action Plan
22 May 2014	Brand & Identity Major Partnerships Panel Major Projects Panel - application by Weald and Downland Open Air Museum
24 July 2014	Election of Chair & Deputy PMP – 6 month review on delivery activities Shared Identity
1 October 2014	Half Year review of Major Partnerships Panel/ Star Chamber Shared Identity
16 December 2014	Draft Budget 2015/16

Frequency and key work areas by committee – a suggested revised structure for the SDNPA

NPA Meeting

6 per year 27 Members

Strategic decision making
inc. open debate item on large topic areas twice a year

Planning Committee

12 per year

11 Members

- Planning applications
- Consultations on adjoining development
- Appeals
- Enforcement
- Listed Buildings etc.
- Conservation Areas
- Tree preservation/ hedges
- South Downs Local Plan #
- Joint Local Plans
- Neighbourhood Plans
- Supplementary Planning Documents
- Parish Plans/ Village Design Statements
- Design guidance
- Environmental Impact Assessments
- Community Infrastructure Levy # (setting process/policy)
- **# the only decisions to recommend for NPA approval**
May set up task and finish groups to oversee specific areas of time-limited work

Policy & Programme Committee

6 per year

9 Members

- Management Plan #
- Community Infrastructure Levy (allocation of resources) #
- Major policy discussion e.g. CAP, water, climate change, renewable energy, Estates Strategy
- Branding
- Annual budget setting #
- Corporate Plan # (Recommendations to NPA for strategies and priorities)
- Large procurement approval e.g. ICT, Finance, Legal, GIS # value dependant
- External funding approval
- Major Projects (> £50k) #
- Oversight of SCF
- **# the only decisions to recommend for NPA approval**
May set up task and finish groups to oversee specific areas of time-limited work

Governance Committee

5 per year

8 Members (incl 2 Ind Members)

- Risk monitoring
- Quarterly performance monitoring
- Annual Report #
- Quarterly budget monitoring
- Financial procedures and regulations # if changes to delegations
- Review and evaluation of projects
- Internal Audit
- External Audit Approval of Accounts
- Governance e.g. Local Code of Corporate Governance, Code of Conduct #
- Complaints and Compliments
- Resource Scrutiny
- Standards (Members) # if any changes to Code
- **# the only decisions to recommend for NPA approval**
May set up task and finish groups to oversee specific areas of time-limited work

SMT

Day to day operational management and delivery Star Chamber (project approval within approved budget at level between £20-50k)