

Committee Terms of Reference

Planning Committee: Terms of Reference

1. To exercise all development Management 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 development orders. At the key milestone stages of planning policy, matters of strategic significance are to be determined by the Authority, including Regulation 19 stage (pre-submission) of the SDNP 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 such as 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. To determine the arrangements for charging the community infrastructure levy (CIL).
8. To determine the allocation of resources received through the community infrastructure levy.
9. To authorise the preparation of planning obligations under Section 106 of the Town and Country Planning Act 1990 on such applications that are before the Committee.
10. To consider and report to the Authority on any other matter delegated to it by the Authority.

Policy and Resources Committee: Terms of Reference

Audit

1. To meet the requirements of the Accounts and Audit Regulations 2015 in respect of:
 - Conducting an annual review of the effectiveness of the system of internal control;
 - Conducting an annual review of the effectiveness of internal audit;
 - Reviewing the outcome of annual review of governance arrangements and approving the Annual Governance Statement, ensuring it contains any actions for improvement; and
 - Considering and approving the Authority's annual Statement of Accounts
2. To ensure the robustness of risk management and performance management arrangements.
3. To provide assurance as to the adequacy of arrangements for the prevention and detection of fraud and corruption.
4. To agree the internal audit plan and annual report, and receive progress and other relevant internal audit reports.
5. To agree the External Auditor's Annual Audit Plan, and receive the District Auditor's Audit Results Report and other relevant reports.
6. To provide assurance as to compliance with the Authority's Treasury Management Policy, Financial Regulations and Procedures.
7. Consider and recommend to the Authority the approach to the appointment of the Authority's external Auditor
8. To recommend to the authority any material and/or substantial changes to the Financial regulations and Financial Procedures

Strategies and Policies

9. To recommend annually to the Authority:
 - The Corporate and Business Plans including strategies and priorities, appropriate objectives and key performance measures; and Treasury Management Policy.
10. To review and recommend to the NPA the adoption or revision of the Partnership Management Plan and monitor and review its delivery
11. To approve appropriate resource plans (including workforce plans, information strategies, procurement and estates strategy), and policies, procedures and systems to support effective resource management
12. To develop and consider policies and strategies for recommendation to the NPA save for when these are delegated to another Committee or Officer.
13. To consider, and where the committee considers it appropriate, endorse Whole Estate Plans.
14. To decide applications for, or reviews, of directions for restrictions on Access Land referred to the Committee by the Chief Executive
15. To agree a strategy for the South Downs National Park Authority brand and identity, and to monitor and review its implementation.

Grants and Projects

16. 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).

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17. To have oversight of the Strategic Fund including approving project bids to the Fund in excess of £50k up to a maximum SDNPA contribution of £100k To recommend for approval by the NPA any Strategic Fund project bid where the SDNPA contribution exceeds £100k.
18. To have oversight of the Sustainable Communities Fund (SCF).

Performance and Procurement

19. To monitor and identify improvements arising from the outcomes and evaluation of projects identified by the Committee, audits, survey and other feedback and make recommendations as appropriate.
20. To monitor and review the performance, including financial performance, of the Authority in the context of its business delivery, and the management and maintenance of the Authority's assets in accordance with the Authority's agreed budget, Corporate Plan and other approved plans, and make recommendations for changes as appropriate.
21. 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.

Other

22. To consider and report to the Authority on any other matter delegated to it by the Authority.

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Appointments, Management and Standards Committee: Terms of Reference

1. To determine the terms and conditions of employment of the Chief Executive (National Park Officer), including relocation payments, etc.
2. To determine the remuneration, annual pay award/performance pay, any accelerated progression of the Chief Executive (National Park Officer) (taking into account the contractual and other pay remits and agreements entered into in respect of the wider staff establishment)
3. To set the performance objectives and assess the performance of the Chief Executive (National Park Officer) annually
4. To manage all other aspects of the Chief Executive (National Park Officer)'s and SDNPA's contractual employment relationship, including, but not limited to, performance during the probationary period, capability, conduct and grievance matters, and matters relating to extension of ill-health leave (including the extensions of sick pay) or other terminations of employment.
5. Where the Authority determines to appoint a Chief Executive (National Park Officer) and it decides not to make the appointment exclusively from among existing officers, to undertake the recruitment, selection and appointment process in accordance with the relevant requirements of the statutorily prescribed standing orders contained in Appendix 6 of the Authority's Standing Orders.cath
6. Before making an appointment of a Chief Executive (National Park Officer) or assigning additional responsibilities to a person holding such an appointment, to consult with Natural England or DEFRA, as appropriate, and to extend an invitation to the consultee to attend the relevant meeting of the Committee.
7. Where the Authority determines to appoint a chief officer within the meaning of the Local Authorities (Standing Orders) Regulations 1993, except a non-statutory chief officer within the meaning of section 2(7)(a) or (b) of the Local Government and Housing Act 1989, to make the appointment.
8. Where the Committee considers it appropriate, to extend an invitation to a Member of the Authority to attend a particular meeting of the Committee.
9. To promote training and advice to Members and Co-opted Members on the Code of Conduct, relevant protocols adopted by the Authority, and related matters to enable high standards of conduct to be maintained.
10. To advise the Authority on the revision or replacement of its Code of Conduct for Members and Co-opted Members, and on the review of protocols relevant to ethical standards.
11. To advise the Authority on the arrangements to be applied for the investigation and determination of allegations of failure to comply with the Code of Conduct for Members and Co-opted Members, including advice on the involvement of at least one independent person in those arrangements, and to handle and determine such allegations in accordance with the approved procedures.
12. To consider and determine an application by a Member or Co-opted Member for the grant of a dispensation under Section 33 Localism Act 2011, relieving the restrictions on participation in, and voting on, a matter in which the Member or Co-opted Member has a disclosable pecuniary interest
13. To consider and report to the Authority on any other matter delegated to it by the Authority

Commented [RP1]: We are seeking clarification on which organisation need to be consulted and will reflect this in the terms of reference when confirmed.