

POLICY, FINANCE & ADMINISTRATION COMMITTEE

17 APRIL 2012

REPORT OF CHIEF EXECUTIVE

TERMS OF REFERENCE FOR GOVERNANCE COMMITTEE

1.0 PURPOSE OF REPORT

- 1.1 To propose to Members a full complement of Terms of Reference for a Governance Committee and Ethical Standards Panel which Members wish to establish.

2.0 RECOMMENDATIONS

- 2.1 **The Committee approves the Terms of Reference as set out in Appendix 1 and Appendix 2 to this report for onward submission to Full Council for inclusion within the Constitution.**

3.0 KEY ISSUES

- 3.1 At its meeting on 25th January 2012 the Committee agreed the areas of activity of the Governance Committee which had been recommended for creation by the Full Council.
- 3.2 The Terms of Reference attached at Appendix 1 set out in full the relevant delegations and the areas of activity of the Committee following approval by this Committee of those matters to be included within the purview of the newly established Committee.
- 3.3 Following further consideration of potential conflict between Audit and Standards complaint matters it is proposed that a separate Ethical Standards Panel also be established purely for the purpose of dealing with complaints. It would also be possible to more easily co-opt two parish councillors on an advisory basis to the panel as requested by the Standards Committee and parish representatives. The Terms of Reference for the Ethical Standards Panel are set out at Appendix 2.
- 3.4 Following consideration of the proposed Terms of Reference by this Committee which was asked to deal with these matters by Full Council a recommendation will be made to Full Council to include the Terms of Reference within the Constitution.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 Policy

- 4.2 Members have determined following consideration of the changes to the local government governance framework and the need to manage the newer areas of activity that a Governance Committee be established. The purpose of this report is for Members to settle the Terms of Reference for the operation of that Committee following the policy decision.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The Committee will have a Chair and Vice-Chair and will incur the ancillary costs associated with running a Committee within the Council. However, Members determined to pursue this course of action to enable the efficient running of new and existing areas of activity.

6.0 **COMMUNITY SAFETY**

6.1 There are no specific implications arising from this report save that consultation and other activities of the Council may require consideration of the Governance Committee which could involve this function.

7.0 **EQUALITIES**

7.1 An Equalities Impact Assessment has been completed and is attached Appendix 2. As reports are made to the Committee further Equalities Impact Assessments will be made as required.

8.0 **RISKS**

8.1 There are no specific risks associated with this project.

9.0 **CLIMATE CHANGE**

9.1 There are no specific implications arising from this report save that consultation and other activities of the Council may require consideration of the Governance Committee which could involve this function.

10.0 **CONSULTATION**

10.1 Earlier reports to Full Council and this Committee have ensured that Members have developed the position and role of this Committee.

11.0 **WARDS AFFECTED**

11.1 All

Contact Officer: Lynn Aisbett, Chief Executive
Date: 4 April 2012

Appendices : Appendix 1 – Terms of Reference for Governance Committee
Appendix 2 – Terms of Reference for Ethical Standards Panel
Appendix 3 – Equalities Impact Assessment

Background Papers: Published documents including relevant extracts of the Council's Constitution. Precedents from other Councils which have set up a Governance Committee

Reference : X : Committees\Ctees, Council & Sub-Committees\PFA\2011 12