

COMPOSITION AND TERMS OF REFERENCE OF COMMITTEES

Full Council is responsible for the exercise of all the functions that are the responsibility of the local authority. Certain matters have been expressly reserved to be taken by a meeting of the full Council. To enable it to operate more effectively as a local authority, the Council has arranged for the discharge of all its other functions to be carried out by a Committee, sub-Committee or an officer of the Council or, in certain cases, by another local authority or public body.

This Article of the Constitution deals with the allocation of responsibility for carrying out those functions of the Council that are not reserved to the full Council. In some cases the law requires the Council to establish a Committee and also determines the way in which the Committee is to operate. In most cases, however, the Council may decide on the size, terms of reference and membership of its Committees.

Article X of the Constitution lists the Committees of Council. Each Committee has a different set of functions allocated to it as set out below. For the more efficient exercise of functions Council may establish one or more sub-Committees of each Committee with terms of reference specified by Council.

This Article of the Constitution describes the Committees that the Council has established in greater detail and describes their membership.

1. CORPORATE POLICY COMMITTEE

Composition

The Corporate Policy Committee shall comprise 13 members of the Council appointed in accordance with the statutory rules in relation to proportionality. The Leader of the Council shall be the Chair of the Committee and the Deputy Leader of the Council may be the Vice Chair.

Terms of Reference

The Corporate Policy Committee shall provide strategic direction to the operation of the Council by making decisions on policies and the co-ordination of expenditure where such decisions are not reserved to full Council. The Committee shall also maintain a strategic overview of outcomes, performance, risk management and budgets.

Full Council has delegated to the Committee responsibility for:

- The formulation, co-ordination and implementation of the Corporate Plan and corporate policies and strategies, alongside the medium term financial plan (budget) which is the responsibility of the Finance Sub-Committee. In the discharge of those responsibilities the Committee shall determine such matters to the extent that they are not reserved to full Council.
- The determination of key cross-cutting policies and key plans that impact on more than one service committee.
- The determination of policy matters not otherwise allocated to any other committee.
- The determination of any matter of dispute or difference between committees.
- The provision of a co-ordinating role across all other committees and to exercise a corporate view of performance, budget monitoring and risk management.
- The determination of any matter that has a major impact on a number of Council services or the Council as a whole.

- The oversight and scrutiny of the Corporate Services Directorate, including the following functions: Governance and Compliance, Finance and Customer Services, and Transformation; together with Strategic Partnerships and shared services.
- The oversight and monitoring of the Members' Allowance budget and keeping under review the scheme for the payment of allowances to Members through the appointment of an Independent Remuneration Panel (IRP) to advise full Council on the adoption of such scheme and any proposed amendments to such scheme.
- The review of the Council's Constitution and the recommendation of any changes to the Council.
- The making of recommendations to Council on civic issues including, but not limited to, the Mayoralty and honorary Freemen and Aldermen.
- The appointment of persons to fill vacancies on Parish Councils where such Councils are unable to act.
- The consideration of the recommendations and Annual Report of the ASDV Shareholder Committee.

2. FINANCE SUB COMMITTEE

Composition

The Finance Sub Committee shall comprise 8 members of the Council appointed in accordance with the statutory rules in relation to proportionality.

The Chair shall be a Member of the Corporate Policy Committee.

Terms of Reference.

The Finance Committee shall provide direction to the operation of the Council by co-ordinating the management and oversight of the Council's finance, performance and corporate risk management arrangements. The Committee shall make recommendations to the Corporate Policy Committee regarding the development of the Medium Term Financial Strategy and the setting and

monitoring of the Capital and Revenue Budgets in accordance with the Corporate Plan.

Full Council has delegated to the Committee responsibility for:

- The determination of finance issues, including but not limited to Treasury Management, Insurance, Procurement, grant awards for sums in excess of £50,000, debt write off, settlement payments and virements in line with the constitution.
- The establishment of a Procurement Forward Plan.
- Investment Strategy
- Grant Awards
- Estates and Property Transactions

3. ENVIRONMENT AND COMMUNITIES COMMITTEE

Composition.

The Environment and Communities Committee shall comprise 13 members of the Council in accordance with statutory rules in relation to proportionality.

Terms of Reference

The Environment and Communities Committee shall be responsible for developing policies and making decisions on matters relating to delivering inclusive and sustainable economic growth, improving the quality of the environment and delivering improvement in key front line services.

Full Council has delegated to the Committee responsibility for:

- The development and delivery of the Council's strategic objectives for Environmental Management, sustainability and climate change.
- The development and delivery of Strategic Planning policies.
- The development and delivery of the Council's estates, land and physical assets policies.

- The determination of policies and making of decisions in relation to waste collection and disposal, recycling, leisure, culture, libraries, bereavement services, trading standards, environmental health, contaminated land and air quality.
- The determination of policies and making of decisions in relation to flooding and accessibility in co-ordination with the Scrutiny Committee.

4. ECONOMY AND GROWTH

Composition

The Economy and Growth Committee shall comprise 13 members of the Council in accordance with statutory rules in relation to proportionality.

Terms of Reference

The Economy and Growth Committee shall be responsible for developing policies and making decisions on matters relating to delivering inclusive and sustainable economic growth

- The determination of policies and making of decisions in relation to housing management and delivery.
- The determination of policies and making of decisions in relation to economic development and growth.
- The determination of policies and making decisions in relation to the rural and cultural economy

5. HIGHWAYS AND TRANSPORT COMMITTEE

Composition

The Highways and Transport Committee shall comprise 13 members of the Council in accordance with statutory rules in relation to proportionality.

Terms of Reference

The Highways and Transport Committee shall be responsible for developing policies and making decisions on matters relating to highways and transport as they affect the area of the Council taking into account regional and national influences.

Full Council has delegated to the Committee responsibility for;

- The formulation, co-ordination and implementation of corporate policies and strategies in connection with all car parking, transport and accessibility matters.
- The determination of any matter affecting the Council's interests in relation to national infrastructure matters, for example HS2, Northern Powerhouse Rail and the National Road Network.
- The discharge of the Council's responsibilities as Highway Authority, including, but not limited to, highway adoption, highway maintenance, road safety, network management and street lighting.

6. CHILDREN AND FAMILIES COMMITTEE

Composition

The Children and Families Committee shall comprise 13 members of the Council in accordance with statutory rules in relation to proportionality

The Chair of the Committee shall be the statutory Lead Member for Children's Services

Terms of Reference

The Children and Families Committee shall be responsible for those services which help keep children and young people safe and enable them to achieve their full potential. The responsibility incorporates matters in relation to schools and attainment, early help and family support and social care for children and families. The Committee shall have a particular focus on those

children who are looked after and for whom the Council has corporate parenting responsibility.

Full Council has delegated to the Committee responsibility for:

- The determination of policies and making decisions in relation to the delivery of services to children and young people in relation to their care, well-being, education and health.
- The discharge of the Council's functions in relation to children in need and child protection including safeguarding and youth justice.
- The discharge of the Council's functions and powers in relation to the provision of education.
- The development and maintenance of relationships with schools in relation to the raising of standards of attainment.
- The co-ordination of the Council's role as Corporate Parent with a focus on fostering and adoption.
- The discharge of the Council's functions in relation to Special Education Needs and Disability (SEND).
- The discharge of the Council's functions in relation to early help and family support.

7. HEALTH AND ADULTS COMMITTEE

Composition

The Health and Adults Committee shall comprise 13 members of the Council in accordance with statutory rules in relation to proportionality.

Terms of Reference.

The Health and Adults Committee shall be responsible for the Council's communities, public health and adult social care services with a view to enabling all people to live fulfilling lives and to retain their independence. The Committee shall also be responsible for the promotion of the health and well-being of people living in the Council's area. In the discharge of its

responsibilities the Committee shall recognise the necessity of promoting choice and independence.

Full Council has delegated to the Committee responsibility for:

- The determination of policies and making decisions in relation to people aged 18 and over (some young people up to the age of 25 may still be within Children's services as care leavers or with a Special Educational Needs and Disability) with eligible social care needs and their carers including, but not limited to, adult safeguarding, adult mental health, physical health, older people and learning disabilities.
- Lifelong learning
- The determination of policies and making of decisions in relation to Public Health in co-ordination with Health and Wellbeing Board and the Scrutiny Committee.
- The oversight of the Communities Strategy.
- The provision and commissioning of domestic violence services and quality assurance.

In addition to the six named Committees there is a necessity for arrangements to be made so that the Council complies with statutory requirements in relation to the scrutiny of certain public services.

SCRUTINY COMMITTEE

Composition

The Scrutiny Committee shall comprise 13 members of the Council in accordance with statutory rules in relation to proportionality.

Terms of Reference

The purpose of the Scrutiny Committee is to undertake reviews and make recommendations on services or activities carried out by other organisations and which affect residents, businesses as well as the Council and its Committees.

Full Council has delegated to the Committee responsibility for;

- The discharge of the Council's responsibilities set out in section 19 of the Police and Justice Act 2006, section 244 of the Health and Social Care Act 2006 and section 9FH of the Local Government Act 2000 in relation to flood risk management.