

APPENDIX CURRENT TERMS OF REFERENCE

GOVERNANCE COMMITTEE

Number of Members	Special Requirements	Quorum	Notes
9	<p>Membership of the Committee cannot include Strategy and Resources Members.</p> <p>Members of the Committee must be trained prior to sitting on the Committee (NOTE: Failure to attend the required training will result in exclusion from sitting on the Committee)</p>	3 – Provided at least two political groups are represented	The role of the Committee is to promote good behaviour amongst Councillors and to ensure that all business conducted by the Council is carried out within the law, in accordance with the Constitution and also in accordance with statutory Codes. It is also to promote improvement in governance issues

- (a) Audit functions including receiving and considering reports and making recommendations on them
- (b) Risk management and corporate governance including considering reports from the Local Government Ombudsman.
- (c) Reviewing the annual statement of accounts
- (d) Standards function including dealing with complaints regarding Councillor conduct and the imposition of sanctions.
- (e) Electoral matters including Community Governance Reviews
- (f) Human Resources and Personnel matters including pensions issues
- (g) To hear any appeal in respect of any grievance or disciplinary decision taken by officers

PROPOSED REVISED TERMS OF REFERENCE

GOVERNANCE COMMITTEE

Number of Members	Special Requirements	Quorum	Notes
9	<p>Membership of the Committee cannot include Strategy and Resources Members.</p> <p>Members of the Committee must be trained prior to sitting on the Committee (NOTE: Failure to attend the required training will result in exclusion from sitting on the Committee)</p>	3 – Provided at least two political groups are represented	The role of the Committee is to promote good behaviour amongst Councillors and to ensure that all business conducted by the Council is carried out within the law, in accordance with the Constitution and also in accordance with statutory Codes. It is also to promote improvement in governance issues

- (h) Audit functions including receiving and considering reports and making recommendations on them
- (i) Risk management and corporate governance including considering reports from the Local Government Ombudsman.
- (j) Reviewing the annual statement of accounts
- (k) Standards function including:
 - i. To promote and maintain high standards of conduct by Members and Co-opted Members of the Council.
 - ii. To make recommendations to the Council on the adoption, and revision of a local Code of Conduct for Members and Co-opted Members, and to monitor and review its operation.
 - iii. To make recommendations to the Council on the adoption, and revision of a Code of Conduct for officers of the Council.
 - iv. To approve guidance and protocols to supplement the Code of Conduct for Members and Co-opted Members.
 - v. To approve arrangements for dealing with written allegations of failure to comply with their Code of Conduct by Council, Parish or Town Council Members or Co-opted Members.
 - vi. To approve training and assistance for Members and Co-opted Members in conduct matters and to approve arrangements for advice to individuals on the treatment of interests and on conduct generally.
 - vii. To grant dispensations to Council Members to allow them to speak on, participate in the discussion of and/or participate in a vote on



matters in which they have an interest and to approve the arrangements for dispensations generally.

- (l) Electoral matters including Community Governance Reviews
- (m) Human Resources and Personnel matters including pensions issues
- (n) To hear any appeal in respect of any grievance or disciplinary decision taken by officers