



# Doncaster Council

## Report

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Date: 17th May, 2019

**To the Chair and Members of the COUNCIL**

### **COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2019/20**

#### **EXECUTIVE SUMMARY**

1. This report seeks Council's agreement to proposed revisions to the Terms of Reference of a number of Council appointed Committees` for the reasons set out in the report.

#### **RECOMMENDATIONS**

2. The Council is requested to:-
  - (i) agree to the proposed revisions to the Terms of Reference set out at Appendix A as detailed in paragraphs 8-10 of this report;
  - (ii) note the existing Terms of Reference for all other Committees and Sub-Committees, as set out within Part 3 of the Constitution remain unchanged; and
  - (iii) note that the Constitution will be updated to reflect any revisions to the Terms of Reference agreed at this meeting.

#### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

3. The Council is committed to maintaining the highest standards of Governance, and the proposed Terms of Reference allow for the proper discharge of its functions by a Committee or Sub-Committee ensuring openness and transparency in terms of the Council's decision-making processes. This ensures this obligation is met.

## BACKGROUND

4. At the Annual Council meeting each year, Terms of Reference for Committees and Sub-Committees appointed by Full Council are approved.
5. The current Terms of Reference of Committees and Sub-Committees of Council are set out within Part 3 of the Council's Constitution, which can be accessed on the Council's website.

<http://www.doncaster.gov.uk/services/the-council-democracy/council-constitution>

6. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.
7. In light of operational experience during the current year and as a consequence of legislative requirements, the following revisions are proposed to the Terms of Reference of Committees, set out at Appendix A to the report. Proposed deletions are crossed through whilst additions are shown in ***bold italics***. Details for these suggested changes are shown below:-

### **a) Chief Officers Appointments Committee, Chief Officers Investigatory Sub-Committee and Chief Officers Appeals Committee**

8. These Committees all have minor typographical changes with the amendment of the title of Chief Finance Officer to Chief Financial Officer. These changes do not reflect the remit of the Committee and are consistent across the rest of the Constitution in terms of this title following changes to the Financial Procedure Rules.

A further change relates to the Terms of Reference of the Chief Officers Appointments Committee with regard to the appointments panel, and has been amended to state that it will now have up to five Members, which provides greater flexibility when arranging meetings.

### **b) Audit Committee**

9. In 2018, CIPFA (Chartered Institute of Public Finance and Accountancy) issued a publication, Audit Committees; Practical Guidance for Local Authorities and Police. This publication contained a model set of Terms of Reference for an Audit Committee. These model terms have been reflected in the changes proposed to the existing terms of reference. Most changes generally reflect terminology changes following auditing standards revisions. The new terms proposed still reflect local requirements e.g. to discharge the role of the Standards Sub-Committee.

### **c) Doncaster Health and Wellbeing Board**

10. The rationale for the change is to increase the transparency and openness of two key health and care planning groups. This is in response to questions from the public at both Full Council and the Health and Wellbeing Board. Currently the minutes for the Joint Commissioning Management Board (JCMB) are published on the Health and Wellbeing Board's Website. This

revision will give members of the public the opportunity to ask questions related to the JCMB and the Integrated Care Partnership Board in a meeting held in public.

## **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

11. Council can accept, reject or accept in part, the proposals set out in this report. It is recommended that all the proposals are accepted.

## **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

12.

	<b>Outcomes</b>	<b>Implications</b>
	<b>Connected Council:</b> <ul style="list-style-type: none"><li>• A modern, efficient and flexible workforce</li><li>• Modern, accessible customer interactions</li><li>• Operating within our resources and delivering value for money</li><li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li><li>• Building community resilience and self-reliance by connecting community assets and strengths</li><li>• Working with our partners and residents to provide effective leadership and governance</li></ul>	The Council is committed to maintaining the highest standards of Governance and robust Terms of Reference allow for the proper discharge of the Council's functions, ensuring openness and transparency.

## **RISKS AND ASSUMPTIONS**

13. There are no identified risks associated with this report.

## **LEGAL IMPLICATIONS [Officer Initials SF 17/04/19]**

14. Sections 101 and 102 of the Local Government Act 1972 empower the Council to arrange for the discharge of any of its functions by a Committee or Sub-Committee.

## **FINANCIAL IMPLICATIONS [Officer Initials VB 17/04/19]**

15. There are no Financial Implications associated with this report.

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials RH 15/04/19]**

16. There are no HR implications associated with the contents of this report.

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW 12/04/19]**

17. There are no technology implications in relation to this report.

## **HEALTH IMPLICATIONS [Officer Initials RS 12/04/19]**

18. There are no direct health implications from this report. However, the individual Committees all contribute to improving the health and wellbeing of Doncaster people and reducing health inequalities. The revisions to the Terms of Reference should support this.

## **EQUALITY IMPLICATIONS [Officer Initials SM 12/04/19]**

19. There are no specific equality implications associated with this report.

## **CONSULTATION**

20. Relevant lead Officers for each Committee/Sub-Committee have been invited to submit any proposed revisions to Committee and Sub-Committee Terms of Reference, the details of which are set out within paragraph 8-10 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

## **BACKGROUND PAPERS**

21. None

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