

CHIEF OFFICERS' APPOINTMENTS COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. To exercise the Full Council's functions under Part 3 and the Employment Procedure Rules of this Constitution in respect of appointment of Chief Officers of Chief Executive (Head of Paid Service), Directors, Monitoring Officer and Chief ~~Finance~~ **Financial** Officer (Section 151 Officer).
2. To establish an appointment panel comprising **up to** five members of the Chief Officers' Appointments Committee, that will include two members of the Cabinet nominated by the Mayor for each Chief Officer post to be appointed to. Full Council approval is required for the appointment of the three Relevant Officers – Chief Executive (Head of Paid Service), Monitoring Officer and Chief ~~Finance~~ **Financial** Officer (Section 151 Officer).
3. To compromise any claims or agree terms for the settlement of any dispute involving Chief Officers (of Chief Executive (Head of Paid Service), Directors, Monitoring Officer and Chief ~~Finance~~ **Financial** Officer (Section 151 Officer).

CHIEF OFFICERS INVESTIGATORY SUB-COMMITTEE

This Sub-Committee is a Sub-Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972 and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015; including the appointment of such relevant independent persons.

DELEGATED MATTERS:-

In relation to the Chief Executive (Head of Paid Service), Monitoring Officer and Chief ~~Finance~~ **Financial** Officer (Section 151 Officer).

- i. To discharge the functions of the Panel as defined by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.
- ii. To consider any allegations made against the Chief Executive (Head of Paid Service), Monitoring Officer or Chief ~~Finance~~ **Financial** Officer (Section 151 Officer) and decide if further investigation is required, to undertake suspension and take disciplinary action short of dismissal.
- iii. To carry out an investigation and determine if a question of discipline exists which requires disciplinary action to be taken.

- iv. To make recommendations to Full Council for approval of any proposed dismissal before notice is given to the Chief Executive (Head of Paid Service), Monitoring Officer or Chief ~~Finance~~ **Financial** Officer (Section 151 Officer).

CHIEF OFFICERS' APPEALS COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act, 1972.

1. To hear appeals against decisions of the Chief Officers' Appointments Committee.
2. To hear appeals against any action short of dismissal taken by the Investigatory Sub-Committee against the Chief Executive (Head of Paid Service), Chief ~~Finance~~ **Financial** Officer (Section 151 Officer) and Monitoring Officer.
3. To hear appeals against decisions to dismiss or action short of dismissal taken by the Chief Executive.

AUDIT COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

Statement of Purpose

- 1. Our Audit Committee is a key component of Doncaster Council's Corporate Governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.**
- 2. The purpose of our Audit Committee is to provide independent assurance to the Members on the adequacy of the risk management framework and the internal control environment. It provides an independent review of Doncaster Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.**

FOR RECOMMENDATION TO COUNCIL:-

- (a) The adoption or revision of the Members' Code of Conduct.

DELEGATED MATTERS:- (the Committee may recommend any matter to Full Council when it considers it expedient to do so, after taking advice from the Head of Paid Service)

1. Audit Activity

INTERNAL AUDIT

- I. To approve the Internal Audit Charter.**
- II. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.**
- III. To approve significant interim changes to the risk-based internal audit plan and resource requirements.**
- IV. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.**
- V. To consider any impairments to independence or objectivity arising from additional roles and responsibilities outside of**

internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.

~~I. To consider the Head of Internal Audit's annual report and other regular reports on internal audit activity.~~

VI. *To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services where used. These will include:*

- a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.***
- b) Regular reports on the results of the Quality Assurance Improvement Programme (QAIP).***
- c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards (PSIAS) and Local Government Advisory Note (LGAN), considering whether the non-compliance is significant enough that it must be included in the Annual Governance Statement (AGS).***

VII. *To consider the Head of Internal Audit's annual report:*

- a) The statement on the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.***
- b) The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the Committee in reviewing the AGS.***

~~II. VIII. To consider summaries of specific internal audit reports as requested.~~

~~III. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.~~

IX. *To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or where there are concerns about progress with the implementation of agreed actions.*

~~IV. To have the right to call any officers or agencies of the Council as required to offer explanation on progress in the implementation of audit recommendations or to update on matters presented to the Audit Committee.~~

X. To contribute to the QAIP and in particular, the external quality assessment of internal audit that takes place at least once every five years.

XI. To provide free and unfettered access to the Audit Committee Chair for the Head of Internal Audit, including the opportunity for a private meeting with the Committee.

EXTERNAL AUDIT

XII. To support the independence of external audit through consideration of the External Auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA) or the authority's auditor panel as appropriate.

~~V. To consider arrangements for cooperation between internal audit, external audit and other review agencies.~~

XIII. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

~~VI. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance and to monitor the implementation of external audit recommendations.~~

XIV. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.

~~VII.~~**XV. To consider specific reports as agreed with the external auditor.**

~~VIII.~~**XVI. To comment on the scope and depth of external audit work and to ensure it gives value for money.**

~~IX.~~**XVII. To liaise with the Officers of the Council regarding Public Sector Appointments Ltd and the appointment of the Council's external auditor.**

~~X. To commission work from internal and external audit as resources allow.~~

XVIII. To commission work from internal and external audit.

~~XI. To, as required, meet privately separately with the external auditor and the Head of Internal Audit.~~

~~XII.~~ **XIV.** To receive training on matters related to the Audit Committee's responsibilities.

2. Regulatory Framework

I. To review and where appropriate make recommendations to Council on proposed revisions to the Council's Constitution and other policies and procedures in relation to Corporate Governance issues.

~~I.II.~~ To review any issue referred to it by the Chief Executive or a Director or any council body as the Chair considers appropriate within the general Terms of Reference of the Audit Committee.

~~II. To monitor the effective management of risk management and corporate governance in the council particularly in so far as they relate to the adequacy of the internal control environment, effective management of risks, the Local Code of Corporate Governance and the annual governance statement and production of the financial accounts.~~

III. To monitor the effective development and operation of risk management in the Council.

IV. To monitor progress in addressing risk-related issues reported to the Committee.

~~III. To monitor the Council's antifraud, bribery and corruption policy and strategy.~~

V. To monitor counter-fraud strategy, actions and resources.

VI. To review the assessment of fraud risks and potential harm to the Council from fraud, bribery and corruption.

~~IV. To oversee the production of and approve the Council's Annual Governance Statement.~~

VII. To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.

~~V. To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.~~

- VIII. To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.**
- IX. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.**
- X. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.**
- XI. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.**
- XII. To review the governance and assurance arrangements for significant partnerships or collaborations.**
- ~~VI.~~ **XIII.** To report and make recommendations to the Executive or Council on major issues within the remit of the Committee.
- ~~VII.~~ **XIV.** To have rights of access to other Committees of the Council and to strategic functions as it deems necessary.
- ~~VIII.~~ **XV.** To maintain oversight of any major issues arising from Police or other enquiries into the conduct of the Council in order to minimise disruption to other branches of the Authority.
- ~~X.~~ **XVI.** To receive periodic reports from appropriate Directors on probity and corporate governance issues not specifically referred to elsewhere within the Committee's Terms of Reference.
- ~~XI.~~ **XVII.** To review the Council's policy under the Regulation of Investigatory Powers Act 2000 annually and to monitor compliance with the policy on a twice yearly basis.

Accounts

- I. To review the annual statement of accounts. Specifically, to consider whether appropriate whether accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.**
- II. To approve the audited annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.**

- III. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Ethical Governance

- I. To promote and maintain high standards of conduct by Members and Officers.
- II. To grant dispensations to Councillors and Co-opted Members from requirements relating to interests set out in the Members Code of Conduct, where not delegated to the Monitoring Officer.
- III. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation.
- IV. To monitor and review the Council's Whistleblower's policy.
- V. To monitor and review protocols for standards of behaviour for Members and Officers.
- VI. To monitor and review protocols for Members and Officers on relationships and dealings with outside organisations and individuals.
- VII. To monitor and review Member and Officer procedures relating to gifts and hospitality and disclosable pecuniary interests and other interests.
- VIII. To monitor and oversee the response by the Council to complaints to the Ombudsman.
- IX. To deal with complaints of alleged Member misconduct referred to the Monitoring Officer under Section 28(6) of the Localism Act 2011.
- X. To arrange for the exercise of all the above functions in relation to Parish Councils wholly or mainly in its area and to the members of those Parish Councils.

HEARINGS SUB-COMMITTEE

TERMS OF REFERENCE

This Sub-Committee is a Sub-Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. To consider complaints referred to it by the Monitoring Officer in consultation with the Independent Person in accordance with Section 28 of the Localism Act 2011.
2. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation

DONCASTER HEALTH AND WELLBEING BOARD

1. Purpose

- 1.1** The purpose of the Board is to improve the health and wellbeing for the residents of the Doncaster Metropolitan Borough and to reduce inequalities in outcomes. The Health and Social Care Act assigns specific new functions to the Health and Wellbeing Board including leading on the Joint Strategic Needs Assessment (JSNA) together with leading on the development of a Joint Health and Wellbeing Strategy (JHWS).

The Health and Wellbeing Board will not be a commissioning body. The accountability for commissioning decisions will remain with the commissioners.

2. Aims

- 2.1** The primary aim of the Board is to promote integration and partnership working between the local authority, NHS and other local services and improve the local democratic accountability of health.

3 Role and Functions

- 3.1** In accordance with the requirements of the Health and Social Care Act 2012, the Doncaster Health and Wellbeing Board is a formally constituted Committee of the Council in accordance with the requirements of the Local Government Act 1972, as amended.

For recommendation to Council.

Adoption of the Health and Wellbeing Strategy.

3.2 Key Responsibilities

- Provide strategic leadership to promote health and wellbeing in and ensure that statutory duties are complied with;
- Assess the needs of the local population by leading the development of and monitoring the impact of the JSNA;
- To oversee the development of and monitoring the implementation of a joint Health and Wellbeing Strategy ensuring that issues highlighted in the strategy are taken forward by commissioners;
- To involve third parties and have regard to the NHS England mandate and statutory guidance in the preparation of the JSNA and JHWS.

- Promote integrated working and partnership working between health and social care, through joined up commissioning plans.
- Work effectively with and through partnership bodies, with clear lines of accountability and communication, including the Local Safeguarding Boards;
- Build effective relationships with supra-local structures e.g. NHS England, Public Health England;
- Take a strategic approach and promote integration across health and adult social care, children's services, including safeguarding and the wider determinants of health;
- Building partnership for service changes and priorities.

3.3 Duties

In discharging the role above, the specific duties of the Health and Wellbeing Board are as follows:

- Ensure joint arrangements are in place to agree priority areas for investment to support health and social care.
- Focus on driving up whole system quality and ensure that opportunities for gains in both productivity and efficiency that are available across the local economy are maximised.
- Make recommendations on the use of freedoms and flexibilities to deliver the core purpose of the board e.g. pooled budgets, joint commissioning, place based budgets;
- Ensure that Commissioning Plans produced by all parties are joined up and that in relation to productivity and efficiency there is a high level of transparency between the NHS and Local Authority.
- Ensure that Commissioning Plans are consistent and in accordance with the Health and Wellbeing Strategy.
- Conduct an open and equal dialogue with NHS England highlighting views on the relationship and effectiveness of national decision-making to the needs of the local population as defined in the Health and Wellbeing Strategy.
- Review how well commissioning plans have contributed to the delivery of the Health and Wellbeing Strategy.
- Consider the contributions that the Clinical Commissioning Group, the Council and other Partners have made to the successful delivery of the

Joint Health and Wellbeing Strategy when conducting its annual performance assessment of the CCG.

- Produce and maintain a Pharmaceutical Needs Assessment.
- To agree and monitor the delivery of the Better Care Fund and make recommendations on the financial strategy to deliver the Better Care Fund to the relevant statutory bodies.
- ***Receive the minutes from both the Joint Commissioning Management Board and the Integrated Care Partnership Board.***

4. Arrangements for the Conduct of Business

4.1 Conduct of Meetings

Meetings are to be conducted in accordance with the Council's Procedure Rules.

4.2 Chair of the Board

The Chair will be either the Cabinet Member with responsibility for Adult Social Care or the Cabinet Member whose portfolio includes Public Health.

4.3 Quorum

The quorum will be no less than four members of the Board.