

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

**COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF  
REFERENCE FOR 2015/16**

**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.

**RECOMMENDATION**

2. The Council is requested to:-
  - (i) for the reasons set out at paragraph 7, to agree to the proposed revisions to Terms of Reference set out at Appendix A to 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/Images/Part%20337-104788.pdf>.
6. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.

## PROPOSED REVISIONS

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) Audit Committee

Following the abolition of the Audit Commission in March 2015, the responsibility for appointing Local Authorities' External Auditors has been given to the Public Sector Audit Appointments Ltd, which is a wholly owned subsidiary of the Improvement and Development Agency (IDeA).

The revision to the Audit Committee's Terms of Reference reflects the fact that in future, the Committee will liaise with the Public Sector Appointments Ltd over the appointment of external auditors, rather than the Audit Commission.

(b) Chief Officers' Appointments Committee, Chief Officers Investigatory Sub-Committee and Chief Officers' Appeals Committee

Statutory legislative amendments to the Local Authorities Standing Orders (England) (Amendment) Regulations 2015, has required the above three relevant Committee Terms of Reference to also be amended to ensure they align and adhere to these required changes which affect the Council's Chief Officers (Relevant Officers) of Chief Executive (Head of Paid Service), Chief Finance Officer (Section 151 Officer) and the Monitoring Officer.

(c) Joint Safety Committee

Revisions have been made to these terms of reference to better reflect and focus on the key responsibilities. The amendments streamline some monitoring actions that are better addressed and reported through the required safety audit reports and key control measures identified through risk assessments.

(d) Health & Wellbeing Board

Revisions have been made to these terms of reference to make more explicit the role of the Board with regard to financial decision making. Specifically the role of the Board is to propose financial strategies and funding mechanisms e.g. pooled budgets but the ultimate decision on financial matters is with the accountable bodies.

## OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION

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

## **RISKS & ASSUMPTIONS**

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

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

10. This report has no direct impact on the Council's Key Priorities.

## **LEGAL IMPLICATIONS**

11. 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. The proposals outlined in the report are consistent with these powers.

## **CONSULTATION**

12. 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 7 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

## **HUMAN RESOURCES IMPLICATIONS**

13. The Human Resources implications are contained within paragraph 7(b) of the report.

## **EQUALITY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

15. There are no specific financial implications associated with this report.

## **BACKGROUND PAPERS**

None

## **REPORT AUTHORS**

Amber Torrington, Governance Officer  
Tel: 01302 737462 Email: amber.torrington@doncaster.gov.uk  
David M. Taylor, Senior Governance Officer  
Tel: 01302 736712 Email: david.taylor@doncaster.gov.uk

## **CONTRIBUTORS**

Jill Parker, Assistant Director, Human Resources and Communications  
Tel: 01302 737004 Email: jill.parker@doncaster.gov.uk

Colin Earl, Head of Internal Audit Services

Tel: 01302 762939 Email: [colin.earl@doncaster.gov.uk](mailto:colin.earl@doncaster.gov.uk)

Sarah Maxfield, Governance Officer

Tel: 01302 736723 Email: [sarah.maxfield@doncaster.gov.uk](mailto:sarah.maxfield@doncaster.gov.uk)

**Jo Miller**  
**Chief Executive**