



City of Doncaster Council

Report

19th May, 2023

To: the Chair and Members of the COUNCIL

**Report Title: COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES'
TERMS OF REFERENCE FOR 2023/24**

EXECUTIVE SUMMARY

1. This report seeks Council's agreement to proposed revisions to the Terms of Reference of the Audit Committee for the reasons set out in the report.

EXEMPT REPORT

2. This report is not exempt.

RECOMMENDATIONS

3. 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 to 12 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?

4. 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

5. At the Annual Council meeting each year, Terms of Reference for Committees and Sub-Committees appointed by Full Council are approved.
6. 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>

7. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.
8. 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:-

Audit Committee







9. In late 2022, CIPFA published "Audit Committees: Practical Guidance for Local Authorities and Police" 2022 edition, which contained model terms of reference for audit committees, updating the model terms from the previous guidance from 2018.
10. In the main, the new model terms have been reordered to reflect the core functions of the committee and provide greater clarity on the overarching responsibilities and accountability arrangements.
11. Where required, the model terms of reference have been expanded to incorporate City of Doncaster Council's specific local arrangements including responsibility for the Hearings Sub-Committee.
12. One minor change is also reflected in these proposed terms of reference whereby the monitoring of compliance with the Regulation of Investigatory Powers Act 2020 has been reduced from bi-annually to annually, as agreed by the Audit Committee on 26th January 2023.



OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

13. 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

14. Whilst there is no direct impact on the Council's Key Outcomes, the Council is committed to maintaining the highest standards of Governance and robust Terms of Reference to allow for the proper discharge of the Council's functions, ensuring openness and transparency.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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. Committee Members can seek further advice from Public Health if required.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and				✓

family-friendly borough				
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				
Fair & Inclusive				✓
Comments: N/A				

15. **Legal Implications [Officer Initials: SRF | Date: 28/04/23]**

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.

16. **Financial Implications [Officer Initials: PH | Date: 27/04/23]**

There are no Financial Implications associated with this report.

17. **Human Resources Implications [Officer Initials: KG | Date: 04/05/23]**

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

18. **Technology Implications [Officer Initials: PW | Date: 27/04/23]**

There are no technology implications in relation to this report.

RISKS AND ASSUMPTIONS

19. There are no identified risks 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 paragraphs 8-12 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

BACKGROUND PAPERS

21. None

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