

15 June 2017**Agenda Item: 4**

REPORT OF THE CORPORATE DIRECTOR, RESOURCES

TERMS OF REFERENCE AND MEMBERSHIP

Purpose of the Report

1. To note the membership and terms of reference of the Governance and Ethics Committee.

Information and Advice

2. The following councillors have been appointed to the committee:

Chairman – Councillor Bruce Laughton
Vice-Chairman – Councillor Andy Sissons

Councillor Nicki Brooks
Councillor Steve Carr
Councillor Kate Foale
Councillor John Handley
Councillor Tony Harper
Councillor Errol Henry
Councillor Rachel Madden
Councillor Mike Quigley
Councillor Phil Rostance

3. The County Council on 25 May 2017 established the committee with the following terms of reference:
 1. The exercise of the powers and functions set out below are delegated by the Full Council to the Committee in relation to governance and ethics:
 - a. All decisions within the control of the Council including but not limited to those listed in the Table below
 - b. Policy development in relation to governance and ethics, subject to approval by the Policy Committee or the Full Council
 - c. Review of performance in relation to the services provided on a regular basis
 - d. Review of day to day operational decisions taken by Officers

- e. Approval of relevant consultation responses except for responses to day-to-day technical consultations which will be agreed with the Chairman and reported to the next available Committee following their submission.
 - f. Approval of relevant staffing structures as required
 - g. Approving all Councillor attendance at conferences, seminars and training events within the UK mainland for which a fee is payable including any expenditure incurred, within the remit of this Committee and to receive quarterly reports from Corporate Directors on departmental officer travel outside the UK within the remit of this Committee.
2. If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.
 3. As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to Officers.
 4. The Committee will be responsible for its own projects but, where it considers it appropriate, projects will be considered by a cross-committee project steering group that will report back to the most appropriate Committee.

Table
Responsibility for advising Full Council on the adequacy of the Council's systems of internal control and overseeing the external auditor's annual audit of the accounts
Responsibility for approving the Annual Statement of Accounts
Responsibility for recommending the Annual Governance Statement to Full Council for approval and keeping it under review on a regular basis
Responsibility for maintaining an overview of the Council's Financial Regulations and anti-fraud and anti-corruption strategies, and for recommending the Financial Regulations to Full Council for adoption
Responsibility for ensuring high standards of conduct by the County Council, its Councillors, co-opted members and Officers
Responsibility for dealing with all matters relating to alleged breaches of the Code of Conduct for Councillors and Co-opted Members
Responsibility for the implementation of and revision to all codes of conduct and practice of the County Council
Responsibility for Information Governance including but not limited to Data Protection and Freedom of Information
Responsibility for resolving any issues arising from the Members' Allowances Scheme
Responsibility for monitoring the Councillors' Divisional Fund
Responsibility for approving the recruitment process for any independent members of committees and panels required by statute

Table
Responsibility for the Council's risk management strategy
Responsibility for Legal, Democratic and Complaints Services

Other Options Considered

4. None.

Reason/s for Recommendation/s

5. To inform the committee of its membership and terms of reference.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

That the committee's membership and terms of reference be noted.

Jayne Francis-Ward
Corporate Director, Resources

For any enquiries about this report please contact:

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Constitutional Comments

7. As this report is for noting, no constitutional comments are required.

Financial Comments (NS 6/6/17)

8. There are no financial implications arising from this report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.