

PART 3 – RESPONSIBILITY FOR FUNCTIONS

ANNEXE 1 – POWERS AND DUTIES OF COMMITTEES

5. GOVERNANCE COMMITTEE

Number of Members	Special Requirements	Quorum	Notes
9 and 1 Independent Member	<p>Membership of the Committee cannot include Strategy and Resources Members.</p> <p>Members of the Committee must be trained prior to sitting on the Committee (NOTE: Failure to attend the required training will result in exclusion from sitting on the Committee)</p> <p>The Independent Member (who shall not be a Member of the Council) is appointed to provide experience and expertise in audit, accountancy, finance and risk management to advise the Committee in these areas and shall have no voting rights. Appointments of an Independent Member shall be for a four year period to ensure continuity of experience and expertise available to the Committee. Appointments may be renewed at the discretion of the Council for a maximum of two four year terms after which any further service on the Committee can only be achieved following a competitive appointments process.</p>	3 – Provided at least two political groups are represented and not inclusive of the Independent Member	The role of the Committee is to promote good behaviour amongst Councillors and to ensure that all business conducted by the Council is carried out within the law, in accordance with the Constitution and also in accordance with statutory Codes. It is also to promote improvement in governance issues

- (a) Audit functions including receiving and considering reports and making recommendations on them
- (b) Risk management and corporate governance including considering reports from the Local Government Ombudsman.
- (c) Reviewing the annual statement of accounts
- (d) Standards function including:
 - i. To promote and maintain high standards of conduct by Members and Co-opted Members of the Council including the power to deal with, consider and determine complaints regarding the conduct of District and Parish Councillors and make recommendations to Parish Councils or, as applicable, Group Leaders, Committees and Full Council.
 - ii. To make recommendations to the Council on the adoption, and revision of a local Code of Conduct for Members and Co-opted Members, and to monitor and review its operation.
 - iii. To make recommendations to the Council on the adoption, and revision of a Code of Conduct for officers of the Council.
 - iv. To approve guidance and protocols to supplement the Code of Conduct for Members and Co-opted Members.
 - v. To approve arrangements for dealing with written allegations of failure to comply with their Code of Conduct by Council, Parish or Town Council Members or Co-opted Members.
 - vi. To approve training and assistance for Members and Co-opted Members in conduct matters and to approve arrangements for advice to individuals on the treatment of interests and on conduct generally.
 - vii. To grant dispensations to Council Members to allow them to speak on, participate in the discussion of and/or participate in a vote on matters in which they have an interest and to approve the arrangements for dispensations generally.
- (e) Electoral matters including Community Governance Reviews
- (f) Human Resources and Personnel matters including pensions issues
- (g) To hear any appeal in respect of any grievance or disciplinary decision taken by officers

GOVERNANCE COMMITTEE APPOINTMENT OF HEARING PANELS

That each Hearing Panel be delegated power to promote and maintain high standards of conduct by Members and Co-opted Members of the Council including the power to deal with, consider and determine complaints regarding the conduct of District and Parish Councillors and make recommendations to Parish Councils or, as applicable, Group Leaders, Committees and Full Council.