

Regulatory and Other Committees

1. Regulatory and Other Committees

The Council will appoint the committees set out in the table below and those committees will appoint sub-committees, as also set out in the table, to discharge, in accordance with the policy and budget approved by the Council, the functions which under Regulation 2 and Schedule 1 of the relevant Functions Regulations¹ may not be discharged by the Cabinet, together with those functions under Regulation 3 and Schedule 2 of the Functions Regulations which the Council has determined should not be discharged by the Cabinet. (References in the table to functions are to be interpreted as references to those functions so far as exercisable by a county council).

Committee	Functions
(a) Audit & Governance Committee	<p>(1) The functions relating to elections specified in Section D of Schedule 1 to the Functions Regulations.</p> <p>(2) The functions in relation to the designation of particular officers for certain purposes specified in Paragraphs 39, 40, 43 and 44 in Section I of Schedule 1 to the Functions Regulations.</p> <p>(3) The functions in relation to the approval of the statement of accounts etc specified in Paragraph 45 in Section I of Schedule 1 to the Functions Regulations including the Annual Governance Statement (including Statement on Internal Control).</p> <p>(4) To monitor the risk, control and governance arrangements within the Council, together with the adequacy of those arrangements and those of others managing Council resources:</p> <ul style="list-style-type: none"> - to ensure compliance with relevant legislation, guidance, standards, codes and best practice, whether external or internal; - to provide assurance on the effectiveness of those arrangements both generally and for the purposes of the Annual Governance Statement, including arrangements for reporting significant risks; and

¹ *The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended*

- to ensure coordination between internal and external audit plans to maximise the use of resources available as part of a total controls assurance framework;

and to draw to the attention of the appropriate scrutiny committee any issues which in the Committee's view would benefit from a scrutiny review or further investigation.

- (5) To consider and comment on the Council's External Auditor's annual work plan, the annual audit letter and any reports issued by the Audit Commission or the Council's External Auditor. Where issues affect the discharge of executive functions, to make recommendations as appropriate to the Cabinet, and where any issues affect the discharge of non-executive functions, to make recommendations to the appropriate Council Committee.

- (6) To systematically monitor:

- the performance and effectiveness of Internal Audit Services processes within the Council, including undertaking an annual review using key performance indicators e.g. client satisfaction, percentage of plan completed, percentage of non-chargeable time;
- the strategic Internal Audit Services Plan and annual work plan, advising on any changes required to ensure that statutory duties are fulfilled;
- resourcing for the service, making recommendations to the Cabinet and Council on the budget for the service;
- arrangements for the prevention and detection of fraud and corruption; and
- the system for Treasury Management

and to draw to the attention of the appropriate scrutiny committee any issues which in the Committee's view would benefit from a scrutiny review or further investigation.

- (7) To promote high standards of conduct by councillors and co-opted members.
- (8) To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the code of conduct for members.
- (9) To receive report from member-officer standards panels appointed to investigate allegations of misconduct under the members' code of conduct.
- (10) To advise the Council as to the adoption or revision of the members' code of conduct.
- (11) To implement the foregoing in accordance with a programme of work agreed by the Committee annually in advance, and to report to the Council on the Committee's performance in respect of that programme.
- (12) The Committee will appoint an Appeals & Tribunals Sub-Committee which will have the following responsibilities and membership:

Responsibilities:

- (i) The determination of appeals against decisions made by or on behalf of the authority as specified in Paragraph 2 of Schedule 2 to the Functions Regulations.
- (ii) To hear and determine appeals in cases where the relevant procedure rules require this function to be performed by a formally constituted committee or sub-committee.
- (iii) To hear and determine appeals in other cases under the relevant procedure rules.

Membership:

The Appeals & Tribunal Sub-Committee will meet as needed and its membership will be:

- (i) A member of the Audit & Governance Committee (or substitute)
- (ii) Two other members of the Council (one being a Cabinet member in the case of Fire Discipline issues)

- (iii) Where the Panel meets to consider home to school transport appeals, the membership of the Panel in that case will consist of one councillor, one officer and one independent person who is not to be a councillor.

- (b) Pension Fund Committee
 - (1) The functions relating to local government pensions including those specified in Paragraph 1 in Section H of Schedule 1 to the Functions Regulations, together with functions under Section 21 of the Oxfordshire Act 1985 (division of county superannuation fund). Except for the determination, as the Employing Authority, of the benefits for individual applications for early retirement.
 - (2) The functions under the Fireman's Pension Scheme including those specified in Paragraph 2 in Section H of Schedule 1 to the Functions Regulations.

- (c) Planning & Regulation Committee
 - (1) The County Council's functions as local planning authority relating to:
 - development control for minerals and waste planning applications;
 - planning applications by the County Council;
 - enforcement against breaches of planning control;and otherwise relating to town & country planning as specified in Section A of Schedule 1 to the Functions Regulations, Paragraph 47 in Section I of that Schedule, and Paragraph 16 of Schedule 2 to the Functions Regulations.

- (2) Licensing and registration functions relating to:
- food safety;
 - animal welfare and movement of animals;
 - fire safety and safety of sports grounds;
 - employment of children;
 - nurses agencies;
 - premises for the solemnisation of marriages;
 - registration of commons and village greens;
 - highways and street works licences and consents;

and otherwise as specified in Section B of Schedule 1 to the Functions Regulations.

- (3) The making of agreements for the execution of highways works including those specified in Paragraph 18 of Schedule 2 to the Functions Regulations and agreements with developers under Section 4 of the Oxfordshire Act 1985.

- (4) Licensing and consent functions relating to highways and street works including those specified in Sections 9, 11 and 12 of the Oxfordshire Act 1985

- (5) The health and safety at work functions (other than in the council's capacity as employer) including those specified in Section C of Schedule 1 to the Functions Regulations.

- (6) Public rights of way functions relating to:
- creation, diversion and stopping up of footpaths and bridleways;
 - protection from interference and damage;
 - review and modification of the Definitive Map;
 - access agreements;

and otherwise as specified in Part I in Section I of Schedule 1 to the Functions Regulations

2. Discharge of Functions

- (a) Where a committee is specified in the table, the function may alternatively be discharged by the Council. Any function of a kind described in the introduction to paragraph 1 (“non-executive functions”) which is not allocated in the table to a committee is to be discharged by the Council.
- (b) The Council may arrange with one or more other local authorities for the exercise by or jointly with them of any non-executive functions which may lawfully be the subject of such arrangements.
- (c) The Council in the case of any non-executive function, or a committee or sub-committee in the case of a function allocated in the table, may delegate such function to an officer of the Council for the discharge of any of its functions.

3. Frequency of Meetings

The Committees will ordinarily meet with the following frequencies:

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| (a) | Audit & Governance Committee | 6 times a year |
| (b) | Pension Fund Committee | 4 times a year |
| (c) | Planning & Regulation Committee | 8 times a year |

Additional meetings may be convened at other times. The convening and conduct of meetings will be in accordance with the Council Procedure Rules approved by the Council.