

### Schedule 4 – Terms of Reference

#### Overview and Scrutiny Board and Sub-committees, Regulatory and Other Committees, Area Committees and Other Bodies

Name of Committee and Terms of Reference	Membership	Members
<p><b>Appeals Committee (Transport):</b></p> <p><b>Terms of Reference:</b></p> <p>To determine appeals in respect of school transport.</p>	<p>7 members of the Council in accordance with the political balance requirements</p> <p>Conservative (5)</p> <p>Liberal Democrat (1)</p> <p>UK Independence Party (UKIP) (1)</p>	<p>Cllrs King, Lewis (C), Manning, Sykes, Thomas (D)</p> <p>Cllr Stringer</p> <p>Cllr Parrott</p>
<p><b>Audit Committee:</b></p> <p><b>Terms of Reference:</b></p> <ol style="list-style-type: none"> <li>1. To consider the Head of Internal Audit’s annual report and opinion, and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can give over the Council’s corporate governance arrangements.</li> <li>2. To consider summaries of specific Internal Audit reports as requested.</li> <li>3. To consider reports dealing with the management and performance of the providers of Internal Audit Services.</li> <li>4. To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.</li> </ol>	<p>6 members of the Council excluding members of the Executive, in accordance with the political balance requirements</p> <p>Conservative (4)</p> <p>Liberal Democrat (2)</p>	<p>Cllrs Barnby, Bent, O’Dwyer, Tyerman</p> <p>Cllrs Stocks, Stringer</p>

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<p>5. To consider the External Auditor’s Annual Letter, relevant reports, and the report to those charged with governance.</p> <p>6. To consider specific reports as agreed with the External Auditor.</p> <p>7. To comment on the scope and depth of external audit work and to ensure it gives value for money.</p> <p>8. To liaise with the Public Sector Audit Appointments Ltd over the appointment of the Council’s external auditor.</p> <p>9. To commission work from Internal and External Audit within approved resources.</p> <p>10. To support the Council’s compliance with the CIPFA Code of Practice for Treasury Management in Public Services including the role as nominated Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.</p>		
<p>Regulatory Framework</p> <p>11. To maintain a strategic overview of the Council’s Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour (the primary responsibility for considering and ensuring that the constitution is fit for purpose lies with the Monitoring Officer and the Standards Committee in relation to the codes of conduct).</p> <p>12. To maintain a strategic overview of the Council’s compliance with the prevailing Accounts and Audit Regulations.</p> <p>13. To review any issue referred to it by the Chief Executive, a Director, the Monitoring officer, Section 151 Officer (Chief Finance Officer) or any Council body.</p>		

Name of Committee and Terms of Reference	Membership	Members
<p>14. To monitor the effective development and operation of risk management and corporate governance in the Council.</p> <p>15. To monitor council policies on ‘Raising Concerns at Work’ and the ‘Anti-fraud and corruption strategy’ and the Council’s complaints process.</p> <p>16. To consider the findings of reviews of the effectiveness of the system of internal control including the Annual Governance Statement and to recommend its adoption.</p> <p>17. To oversee the Council’s arrangements for corporate governance and consider necessary actions to ensure compliance with best practice.</p> <p>18. To review the Code of Corporate Governance.</p> <p>19. To monitor the Council’s compliance with its own and other published standards and controls.</p> <p>20. To maintain a strategic overview of the Council’s compliance with the Regulation of Investigatory Powers Act 2000 (RIPA).</p>		
<p>Accounts</p>		
<p>21. To consider the External Auditor’s report to those charged with governance on issues arising from the audit of the accounts.</p>		
<p>22. On behalf of the Council, to consider and approve the annual statement of accounts.</p>		

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<p><b>Civic Committee:</b></p> <p><b>Terms of Reference:</b></p> <ol style="list-style-type: none"> <li>1. To consider nominations for the title of Honorary Freeman and Honorary Alderman and make recommendations to the Council as necessary following unanimous voting on acceptance of any nominations.</li> <li>2. To consider and promote nominations for national and local awards.</li> <li>3. To identify events to attract Royal visits.</li> <li>4. To keep updated on major national civic events.</li> </ol>	<p>7 members of the Council in accordance with the political balance requirements</p> <p>Conservative (5)</p> <p>Liberal Democrat (1)</p> <p>Independent Group (1)</p>	<p>Cllrs Barnby, Kingscote, Morris, Stubley, Sykes</p> <p>Cllr Darling (M)</p> <p>Cllr Stockman</p>
<p><b>Development Management Committee:</b></p> <p><b>Terms of Reference:</b></p> <ol style="list-style-type: none"> <li>1. At all times to have regard to the adopted Torbay Local Plan 1995-2011 (“the Torbay Local Plan”) and, following submission to the Secretary of State, the new Torbay Local Plan 2012 - 2032.</li> <li>2. To consider and (if appropriate) determine (unless such determination is reserved by law to Council) all applications and all other matters (including issuing notices, making Orders and requesting the Monitoring Officer to issue civil or criminal proceedings) relating to: <ul style="list-style-type: none"> <li>Town and Country Planning, including <ul style="list-style-type: none"> <li>• Conservation Areas</li> <li>• Listed Buildings</li> <li>• Scheduled Ancient Monuments</li> <li>• The display of advertisements</li> <li>• Tree Preservation Orders</li> </ul> </li> </ul> </li> </ol>	<p>9 members of the Council (in accordance with the political balance requirements) with membership comprising, if reasonably possible, members from the various areas of the Borough</p> <p>Conservative (6)</p> <p>Liberal Democrat (2)</p> <p>Independent Group (1)</p>	<p>Cllrs Barnby, Hill, Kingscote, Lewis (B), Tolchard, Winfield</p> <p>Cllrs Darling (S), Stringer</p> <p>Cllr Morey</p>

Name of Committee and Terms of Reference	Membership	Members
<ul style="list-style-type: none"> <li>• Complaints about high hedges</li> <li>• Public Rights of Way</li> <li>• Minerals</li> <li>• Highways matters</li> <li>• Waste</li> <li>• Enforcement; and</li> <li>• Environmental Assessment</li> </ul> <p>so far as they are set out in Schedule 2 of this Part 3 of the Constitution (Council Functions) or are identified as Council functions in Schedule 1 of this Part 3 (Local Choice Functions): i.e. so far as they are not Executive functions.</p> <p>3. The Committee shall not determine any application (or other matter) in a manner that would (in the opinion of the Executive Head of Business Services) not be in accordance with the adopted and/or new Torbay Local Plan unless both those Officers recommend such determination and the determination is consistent with the Executive Head’s recommendation.</p> <p>If, contrary to officer recommendation, the Committee consider that an application (or other matter) shall be determined not in accordance with the adopted and /or Torbay Local Plan then (unless their determination is consistent with the recommendation of the Executive Head of Business Services) the item shall be referred to Council for determination.</p> <p>4. The Committee shall not determine any application (or other matter) that relates to land owned, controlled or occupied by the Council in a manner that is not in accordance with the recommendation of the Executive Head of Business Services. If the Committee consider that an application (or other matter) that relates to land owned, controlled or occupied by the Council shall be deferred or determined not in accordance with the recommendation of the Executive Head of Business Services the Executive Head may refer that matter to Council for consideration or determination.</p>		

Name of Committee and Terms of Reference	Membership	Members
<p><b>Employment Committee:</b></p> <p><b>Terms of Reference:</b></p> <p>To make recommendations to Council on the appointment of the Head of Paid Service including the terms and conditions of his/her employment.</p> <p>2. To determine appointments to post of Director or equivalent positions of the Council, including the terms and conditions of contracts, appointment procedures and arrangements.</p> <p>3. To consider applications for the position of Coroner and to recommend to Council the person to be appointed to that post.</p> <p>4. To hear and determine appeals in relation to disciplinary matters, in relation to dismissal.</p> <p>5. To consider any matters referred by the Chief Executive on the appointment of Directors on Council owned companies.</p> <p>6. To consider any disciplinary or grievance matters in relation to the Chief Executive.</p> <p>7. To consider and determine requests for Flexible Retirement from Senior Officers.</p>	<p>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative (4)</p> <p>Liberal Democrat (1)</p>	<p>Cllrs Lewis (C), Thomas (J), Tyerman, Mayor Oliver</p> <p>Cllr Darling (S)</p>

Name of Committee and Terms of Reference	Membership	Members
<p><b>Harbour Committee:</b></p> <p><b>Terms of Reference:</b></p> <p>To determine all matters relating to the strategic management of the Council’s function as a Harbour Authority, in line with the Tor Bay Harbour Port Masterplan, the Council’s Policy Framework. Specifically the Committee will:-</p> <ol style="list-style-type: none"> <li>1. manage all of the Harbour’s financial matters in accordance with approved financial procedures and the Council’s aspirations for the harbour to be self financing as outlined in the Tor Bay Harbour Port Masterplan and including (but not limited to):               <ol style="list-style-type: none"> <li>(a) the setting of harbour charges from time to time (including in-year changes to the schedule) normally following consultation with the relevant Harbour Liaison Forums;</li> <li>(b) approving the annual revenue budgets within the ring-fenced harbour accounts;</li> <li>(c) receiving quarterly budget monitoring reports and to approve variances as appropriate; and</li> <li>(d) monitoring the harbour reserve funds and to seek to ensure that the funds are kept above an appropriate minimum contingency level and ensure the harbour remains self-financing;</li> </ol> <p>providing that no decision by the Harbour Committee shall impact adversely on the Council’s general fund or capital budget.</p> </li> <li>2. to act as Duty Holder for the purposes of the Port Marine Safety Code;</li> <li>3. approve and monitor a business plan for Tor Bay Harbour, in line with the Council’s policy framework, and address any issues relating to performance;</li> </ol>	<p>9 members of the Council in accordance with the political balance requirements, plus up to five external non-voting advisors appointed by the Committee on a four year term and one non-voting advisor who is a private sector representative of the Board of the Torbay Economic Development Company Limited.</p> <p>(Group Leaders will be asked to take account of the geographical spread of members in making appointments to the Committee)</p> <p>Conservative (6)</p> <p>Liberal Democrat (2)</p> <p>Independent Group (1)</p>	<p>Cllrs Amil, Bye, Manning, O’Dwyer, Robson, Sykes</p> <p>Cllr Carter, Stringer</p> <p>Cllr Ellery</p>

Name of Committee and Terms of Reference	Membership	Members
<p>4. review these terms of reference annually and request the Council to make any necessary amendments and/or additions;</p> <p>5. review annually the powers delegated to the Executive Head Business Services and refer any proposed changes to the Council for determination. The Committee itself shall not authorise any changes;</p> <p>6. consider any other matters referred to the Committee by the Executive Head Business Services;</p> <p>7. establish any sub-committee or working parties as the Committee sees fit, in particular a Harbour Appointments Sub-Committee for the recruitment of advisors;</p> <p>8. recommend the format, composition and governance of the Harbour Liaison Forums and keep the arrangements under review;</p> <p>9. to provide strategic direction to the Executive Head Business Services and the elected Mayor in relation to those assets within Tor Bay Harbour and the harbour estate that are managed by Tor Bay Harbour Authority.; and</p> <p>10. appoint advisors following receipt of recommendations from the Harbour Appointments Sub-Committee and the Board of Torbay Economic Development Company Limited. Appointments will be merit based and be in accordance with the Local Protocol for members of the Harbour Committee.</p>		



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<p><b>Health and Wellbeing Board</b></p> <ol style="list-style-type: none"> <li>1. To encourage those who arrange for the provision of any health or social care services in the area to work in an integrated manner for the purpose of advancing the health and wellbeing of the people in its area.</li> <li>2. To provide advice, assistance and support, as it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 (arrangements between NHS bodies and local authorities) of the National Health Service Act 2006 in connection with the provision of such services.</li> <li>3. To encourage those who arrange for the provision of health-related services in its area to work closely with the Health and Wellbeing Board.</li> <li>4. To encourage those who arrange for the provision of any health or social care services in its area and those who arrange for the provision of any health-related services in its area to work closely together.</li> <li>5. To exercise the functions of Torbay Council and South Devon and Torbay Clinical Commissioning Group under sections 116 (health and social care: joint strategic needs assessments) and 116A (health and social care: joint health and wellbeing strategy) of the Local Government and Public Involvement in Health Act 2007, namely: <ul style="list-style-type: none"> <li>• Preparation of a Joint Strategic Needs Assessment; and</li> <li>• Preparation of a Joint Health and Wellbeing Strategy.</li> </ul> </li> <li>6. To assess needs for pharmaceutical services in Torbay and publish a statement of its first assessment and of any revised assessment.</li> <li>7. To provide the Council its opinion on whether the local authority is discharging its duty under section 116B (duty to have regard to assessment and strategies) of the Local Government and Public Involvement in Health Act 2007.</li> </ol>	<p>This is a Council Committee with up to five members of the Council (to be appointed by the elected Mayor);</p> <p><b>Membership:</b>  Director of Adult Social Services  Director of Children’s Services  Director of Public Health  A representative of HealthwatchTorbay  A representative of South Devon and Torbay Clinical Commissioning Group</p> <p>Mayor;  Executive Lead for Adults and Children;  Executive Lead for Health and Wellbeing;</p> <p>Liberal Democrat (1);  Independent Group (1).</p> <p><b>Non-voting Co-opted Members:</b>  Torbay and Southern Devon Health and Care NHS Trust  South Devon Healthcare NHS Foundation Trust  Police and Crime Commissioner</p>	<p>Mayor Oliver  Cllr Parrott</p> <p>Cllr Mills</p> <p>Cllr Doggett</p> <p>Cllr Stockman</p>

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<p>8. To exercise the statutory duty to promote co-operation between Torbay Council, its relevant partners and other partners or bodies as the Council considers appropriate, to improve the well-being of children in the area.</p> <p>9. To consider the annual report of the Torbay Safeguarding Children’s Board.</p> <p>10. To make any decisions that legislation or government guidance reserves to Health and Wellbeing Board’s and/or proposes that Health and Wellbeing Boards would be appropriate forum for such decisions to be made.</p>	<p>Devon Partnership NHS Trust Torbay Community Development Trust</p>	
<p><b>Investment Committee:</b></p> <p><b>Terms of Reference:</b></p> <p>1. To review the Investment Strategy and make recommendations to the Council for revision of the same, when appropriate.</p> <p>2. To determine any investment or purchase using the Investment Fund up to the value of £10 million, in accordance with the Investment Strategy. All investments or purchases to be subject to a (documented) review by the s151 Officer, Monitoring Officer and Executive Head of Business Services (any of whom may require the proposal to be referred to Council for approval).</p> <p>3. To review with officer advice current and future investment opportunities.</p> <p>4. To determine when to receive external advice on investment opportunities.</p> <p>5. To receive performance reports on the Investment Fund on a quarterly basis.</p>	<p>6 members of the Council (politically balanced and members to receive mandatory training, including any substitutes)</p> <p>Conservative (4)</p> <p>Liberal Democrat (2)</p>	<p>Cllrs O’Dwyer, Robson, Thomas (D), Tyerman</p> <p>Reserves: Cllrs Bent, Bye, Lewis</p> <p>Cllr Darling (S), Pentney</p> <p>Reserves: Cllrs Doggett, Stocks</p>

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<p><b>Licensing Committee:</b></p> <p><b>Terms of Reference:</b></p> <p>To carry out the Licensing functions of the Council.</p>	<p>15 members of the Council (politically balanced)</p> <p>Conservative (9)</p> <p>Liberal Democrat (4)</p> <p>Independent Group (1)</p> <p>UK Independence Party (UKIP) (1)</p>	<p>Cllrs Barnby, Brooks, King, Lewis (B), Stubley, Sykes, Thomas (D), Thomas (J), Tolchard</p> <p>Cllrs Darling (M), Doggett, Pentney, Stocks</p> <p>Cllr Ellery</p> <p>Cllr Parrott</p>
<p><b>Overview and Scrutiny Board:</b></p> <p><b>Terms of Reference:</b></p> <ol style="list-style-type: none"> <li>1. To approve and co-ordinate the work programme for the overview and scrutiny function for the year.</li> <li>2. To appoint sub-committees and/or working parties to perform the overview and scrutiny function (the membership of such bodies to be in accordance with Standing Order D2 in relation to Overview and Scrutiny).</li> <li>3. To review or scrutinise decisions made, or other action taken, in connection</li> </ol>	<p>9 members of the Council in accordance with the political balance requirements (including the Overview and Scrutiny Co-ordinator and Scrutiny Lead Members) excluding the elected Mayor, other members of the Executive and the Chairman/woman of the Council plus 2 Diocesan and 2 Parent Governor Representatives</p>	

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<p>with the discharge of functions which are the responsibility of the Executive.</p> <p>4. To make reports or recommendations to the Authority or the Executive with respect to the discharge of functions which are the responsibility of the Executive.</p> <p>5. To make reports or recommendations to the Authority or the Executive with respect to the discharge of functions which are not the responsibility of the Executive.</p> <p>6. To make reports or recommendations to the Authority or the Executive or the Council’s partner authorities (as defined by the Local Government and Public Involvement in Health Act 2007) on matters which affect the Authority’s area or the inhabitants of that area.</p> <p>7. To consider all matters and issues arising from the Council’s power of scrutinising local health services in accordance with the Health and Social Care Act 2001, the National Health Service Act 2006 and Health and Social Care Act 2012.</p> <p>8. To consider all matters and issues arising from the Council’s power to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions in accordance with the Police and Justice Act 2006.</p> <p>9. To review and scrutinise the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the local authority’s area in accordance with Flood and Water Management Act 2010.</p>	<p>Conservative (6)</p> <p>Liberal Democrat (2)</p> <p>Independent Group (1)</p>	<p>Cllrs Barnby, Bent, Bye, Lewis, Tolchard, Tyerman Cllrs Darling (S), Stocks</p> <p>Cllr Stockman</p>
<p><b>Policy Development and Decision Group (Joint Operations Team) and Policy Development and Decision Group (Joint Commission Team):</b></p>	<p>These are Executive Committees comprising the Mayor and</p>	<p>Mayor Oliver and Cllrs Amil, Excell, Haddock,</p>

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<p><b>Terms of Reference</b></p> <ol style="list-style-type: none"> <li>1. to begin early discussions on developing policy in key areas (notably, but not exclusively to those areas that are covered by the Council’s Budget and Policy Framework, or are considered Key Decisions) and to review forthcoming issues in the Forward Plan;</li> <li>2. to review and offer opinions/guidance on the policy/development options put forward by officers to assist in the development of Equality Impact Assessments and other formal papers prior to the decision making process;</li> <li>3. to consider the most appropriate form of wider consultation and review the outcomes of consultation;</li> <li>4. to receive and make recommendations to the Mayor on Overview and Scrutiny reports; and</li> <li>5. to receive reports and make recommendations to the Mayor on Executive decisions to enable the Mayor to make decisions at Policy Development Decision Groups.</li> </ol>	<p>Executive Leads (to be appointed by the elected Mayor)</p>	<p>King, Manning, Mills and Parrott</p>
<p><b>Standards Committee:</b></p> <p><b>Terms of Reference:</b></p> <ol style="list-style-type: none"> <li>6. To promote and maintain high standards of conduct by the elected Mayor, councillors, co-opted members and church and parent governor representatives.</li> <li>2. To assist the elected Mayor, councillors, co-opted members and church and parent governor representatives to observe the Members’ Code of Conduct.</li> <li>3. To advise the Council on the adoption or revision of the Members’ Code of Conduct.</li> </ol>	<p>7 members of Torbay Council in accordance with the political balance requirements</p> <p>Conservative (5)</p> <p>Liberal Democrat (1)</p>	<p>Cllrs Brooks, Haddock, O’Dwyer, Thomas (J), Thomas (D)</p> <p>Cllr Stocks</p>

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<p>4. To monitor the operation of the Members’ Code of Conduct.</p> <p>5. To advise, train or arrange to train the elected Mayor, councillors, co-opted members and church and parent governor representatives on matters relating to the Members’ Code of Conduct.</p> <p>6. To assist the Monitoring Officer in carrying out his/her responsibilities pursuant to the Code of Conduct and its protocols.</p> <p>7. To review the Council’s local protocols as contained in the Constitution.</p> <p>8. To review the Constitution in relation to ethics and probity issues.</p> <p>9. To advise others on probity and ethics.</p> <p>10. To consider any alleged breaches of local protocols by members.</p> <p>11. To share experience with other standards committees.</p> <p>The Council may arrange for the Standards Committee to exercise such other functions as the Council considers appropriate.</p>	<p>Independent Group (1)</p>	<p>Cllr Morey</p>