

Schedule 4 – Terms of Reference

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

Name and Terms of Reference	Membership
Audit Committee Audit Activity: 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. 2. To approve, but not direct, the Internal Audit Strategy and annual audit plan ensuring that appropriate risk assessments have been carried out when formulating the internal audit plan and to monitor performance against the plan. 3. To review any revisions to the plan as advised by the Head of Internal Audit and agreed by the Director of Finance. 4. To review half yearly internal audit reports and the main issues arising and seek assurance from management that action has been taken, where necessary 5. To consider summaries of specific Internal Audit reports as requested. 6. To consider reports dealing with the management and performance of the providers of Internal Audit Services. 7. To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale. 8. To consider the External Auditor's Annual Letter, relevant reports, and the report to those charged with governance. 9. To consider specific reports as agreed with the External Auditor.	6 Members of the Council excluding Members of the Cabinet, in accordance with the political balance requirements. Normally chaired by an Opposition Member, where political balance allows. Conservative Group (3): Liberal Democrat Group (2): Independent Group (1): Non-voting Independent Member:

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10. To comment on the scope and depth of external audit work and to ensure it gives value for money. 11. To liaise with the Public Sector Audit Appointments Ltd over the appointment of the Council's external auditor. 12. To commission work from Internal and External Audit within approved resources. 13. 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 capital strategy, treasury management strategy and policies. Regulatory Framework 14. 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). 15. To maintain a strategic overview of the Council's compliance with the prevailing Accounts and Audit Regulations. 16. 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.	

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17. To monitor the effective development and operation of risk management and corporate governance in the Council and agree necessary actions to ensure compliance with best practice 18. To monitor the “Whistle blowing Policy” which meets the requirements of the Public Interest Disclosure Act 1998, to encourage employees to report suspected malpractice, fraud or crime by other staff, the public or organisations having dealings with the Council. 19. To approve and monitor the Council Policy on ‘Counter Fraud and Corruption’ and to be responsible for the Council’s procedure for investigating and responding to complaints. 20. 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. 21. To oversee the Council’s arrangements for corporate governance and consider necessary actions to ensure compliance with best practice. 22. To monitor the Council’s compliance with its own and other published standards and controls. 23. To maintain a strategic overview of the Council’s compliance with the Regulation of Investigatory Powers Act 2000 (RIPA).	
Accounts 24. To consider the External Auditor’s report to those charged with governance on issues arising from the audit of the accounts.	

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25. On behalf of the Council, to consider and approve the annual statement of accounts. 26. To consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.	
Civic Committee: 1. To consider nominations for the title of Honorary Freeman and Honorary Alderman subject to, those individuals meeting the criteria as set out in Section 249 of the Local Government Act 1972 and by unanimous vote, make recommendations to the Council as to acceptance of any nominations. 2. To identify individuals to nominate for the King’s Birthday Honours and New Years’ Honours list subject to those individuals meeting the criteria as set out in Government guidance and by unanimous vote, request the Chief Executive to consider progressing applications for potential nominees.	4 Members of the Council in accordance with the political balance requirements Conservative Group (2): Liberal Democrat (2):
Employment Committee: 1. To make recommendations to Council on the appointment of the Head of Paid Service including the terms and conditions of his/her employment. 2. To determine appointments to post of Director or equivalent positions of the Council and senior management positions at Hay Grade 528 or above, or for the most senior management position where this is lower, for its wholly owned companies, including the terms and conditions of contracts, appointment procedures and arrangements. 3. To consider applications for the position of Coroner and to recommend to Council the person to be appointed to that post.	6 Members of the Council in accordance with the political balance requirements (to include a Cabinet Member) Conservative Group (3): Liberal Democrat Group (2): Independent Group (1):

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4. To hear and determine appeals in relation to disciplinary matters, in relation to dismissal. 5. To consider any matters referred by the Chief Executive on the appointment of Non-Executive Directors on Council owned companies. 6. To consider any matters referred by the Chief Executive on strategic matters relating to pay and conditions. 7. To consider any disciplinary or grievance matters in relation to the Chief Executive. 8. To consider and determine requests for Flexible Retirement from Senior Officers.	
Harbour Committee To determine all matters relating to the strategic management of the Council's function as a Harbour Authority as stipulated in The Port Good Governance Guidance, Tor Bay Harbour Port Masterplan and the Council's Policy Framework. Specifically, the Committee will:- 1. manage all of the Harbour's financial matters in accordance with The Port Good Governance Guidance, approved Council 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): (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 and Director of Finance	6 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. (Group Leaders will be asked to take account of the geographical spread of Members in making appointments to the Committee) Conservative Group (3): Liberal Democrat Group (3):

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(b) to make recommendations to the Cabinet on the annual ring-fenced Harbour revenue budget to form part of the Cabinet's overall recommendations to the Council on the Annual Revenue budget; (c) receiving quarterly budget monitoring reports and to approve variances as appropriate; and (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; 2. to act as Duty Holder for the purposes of the Port Marine Safety Code, the accountability for which cannot be assigned or delegated; 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; 4. review these terms of reference annually and request the Council to make any necessary amendments and/or additions; 5. review annually the powers delegated to the Head of Tor Bay Harbour Authority and refer any proposed changes to the Council for determination. The Committee itself shall not authorise any changes; 6. consider any other matters referred to the Committee by the Head of Tor Bay Harbour Authority; 7. establish any sub-committee or working parties as the Committee sees fit; 8. recommend the format, composition and governance of the Harbour Liaison Forums and keep the arrangements under review;	

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9. to provide strategic direction to the Head of Tor Bay Harbour Authority and the Cabinet in relation to those assets within Tor Bay Harbour and the harbour estate that are managed by Tor Bay Harbour Authority; and 10. appoint advisors following receipt of recommendations from the Harbour Appointments Sub-Committee. Appointments will be merit based and be in accordance with the Local Protocol for Members of the Harbour Committee.	
Harbour Appointments Sub-Committee 1. To consider ad hoc applications for external advisor positions on the Harbour Committee and recommend to the Harbour Committee the persons who should be appointed to those posts as and when vacancies arise, and to determine the rolling programme for advisors' tenure.	5 Members of the Council in accordance with the political balance requirements to include the Chair and Vice-Chair of the Harbour Committee appointed from the Harbour Committee. Conservative (3): Liberal Democrat (2):
Health and Wellbeing Board 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. 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. 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.	Leader of the Council or their nominee Director of Adults and Community Services; Director of Children's Services; Director of Public Health; A representative of Healthwatch Torbay; A representative of Devon Integrated Care Board; A representative of NHS England;

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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. 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: • Preparation of a Joint Strategic Needs Assessment; and • Preparation of a Joint Health and Wellbeing Strategy. 6. To assess needs for pharmaceutical services in Torbay and publish a statement of its first assessment and of any revised assessment. 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. 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. 9. To consider the annual report of the Torbay Safeguarding Children’s Board. 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.	Cabinet Member for Children’s Services; Torbay and South Devon NHS Foundation Trust; Devon Partnership NHS Trust; Torbay Community Development Trust; Chair of Safer Communities Torbay; Chair of Torbay Safeguarding Children Board; Chair of Torbay Safeguarding Adults Board; Representative from Devon and Cornwall Police; Divisional Director for Community and Customer Services; Representative of the Ageing Well Assembly; Representative of Primary Care; Representative of the Department for Work and Pensions; Representative of Torbay Schools.

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Statutory Licensing Committee: 1. To discharge the functions of the Council as a Licensing Authority, with the exception of approving the Gambling and Statement of Licensing Policy which is function of the Council. 2. To approve future reviews and adoption of the Cumulative Impact Assessment. Since the introduction of section 5A of the Licensing Act 2003, all matters regarding Cumulative Impact Assessments are now the responsibility of the statutory Licensing Committee, by virtue of section 7(1), as it is no longer part of the Licensing Act 2003 Statement of Policy.	10 Members of the Council. (Note: Under the Licensing Act 2003 this Committee must be between 10 and 15 Members and is not required to be politically balanced) Conservative Group (5): Liberal Democrat Group (4): Independent Group (1):
Statutory Licensing Sub-Committee To consider and determine all matters in connection with licensing applications (including those set out in the Statement of Licensing Policy and Gambling Act Policy/Statement of Principles).	To comprise 3 Members of the Statutory Licensing Committee.
Regulatory Committee To discharge the functions contained in schedule 101 and 102 of the Local Government Act 1972.	10 Members of the Council in accordance with the political balance requirements Conservative Group (4): Liberal Democrat Group (4): Independent Group (1): Independent (1):

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Regulatory Sub-Committee To consider and determine all matters in connection with Hackney Carriage and Private Hire Licences, Sex Establishment Licences, Street Trading Licences and Consents.	To comprise 3 Members of the Regulatory Committee
Overview and Scrutiny Board: - To approve and co-ordinate the work programme for the overview and scrutiny function for the year. - 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). - To review or scrutinise decisions made, or other action taken, in connection with the discharge of functions which are the responsibility of the Cabinet. - To make reports or recommendations to the Authority or the Cabinet with respect to the discharge of functions which are the responsibility of the Cabinet. - To make reports or recommendations to the Authority or the Cabinet with respect to the discharge of functions which are not the responsibility of the Cabinet. - To make reports or recommendations to the Authority or the Cabinet 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. - 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	10 Members of the Council in accordance with the political balance requirements (including the Overview and Scrutiny Co-ordinator and Overview and Scrutiny Lead Members) excluding Members of the Cabinet and the Chair of the Council plus 2 Diocesan and 2 Parent Governor Representatives Normally chaired by an Opposition Member, where political balance allows Conservative Group (5): Liberal Democrat Group (4): Independent Group (1):

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discharge by the responsible authorities of their crime and disorder functions in accordance with the Police and Justice Act 2006. 8. 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.	
Adult Social Care and Health Overview and Scrutiny Sub-Board: 1. to review how the needs and interests of adults are met by all departments, policies, services and decisions; and how performance is evaluated and improved; 2. to review universal, targeted and specialist services for adults including: • prevention and management of risk; • social care; • adults wellbeing; • education – supporting and enabling learning for adults; • internal and external partnership working for adults; • supporting adults and carers; and • relevant financial management; 3. 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; 4. to assess the effectiveness of decisions of the Cabinet in these areas of the Council's statutory activity; and	This is a Sub-Committee of the Overview and Scrutiny Board and comprises 5 Members of the Council in accordance with the political balance requirements (excluding Members of the Cabinet), Chaired by the Scrutiny Lead for Adult Services and Health. Conservative Group (3): Liberal Democrat Group (2): Non-Voting Co-opted Members: Healthwatch (1): Chair of Voluntary Sector Network (1):

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5. to make reports and recommendations as appropriate arising from this area of overview and scrutiny.	
Children and Young People’s Overview and Scrutiny Sub-Board: 1. to review how the needs and interests of children and young people are met by all departments, policies, services and decisions; and how performance is evaluated and improved; 2. to review universal, targeted and specialist services for children and young people including: • prevention and management of risk; • social care; • children’s and young people’s wellbeing; • education – supporting and enabling learning for all children and young people; • internal and external partnership working for children and young people; • supporting parents and families; and • relevant financial management; 3. to assess the effectiveness of decisions of the Cabinet in these areas of the Council’s statutory activity; and 4. to make reports and recommendations as appropriate arising from this area of overview and scrutiny.	This is a Sub-Committee of the Overview and Scrutiny Board and comprises 5 Members of the Council in accordance with the political balance requirements (excluding Members of the Cabinet), Chaired by the Scrutiny Lead for Children’s Services. Conservative Group (3): Liberal Democrat Group (2): Statutory Education Co-opted Members: Statutory parent governor representatives (primary, secondary and academy trust) (3): Statutory Church of England representative (1): Statutory Roman Catholic Diocesan representative (1): Non-Voting Co-opted Members:

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	Devon and Cornwall Police representative (1): Voluntary and Community Sector and Alternative Provider (Education) representative (1): Representatives from the Children in Care Council, Special Educational Needs and Disabilities (SEND) Youth Forum or Young Person’s Panel to participate in meetings where there are specific areas of interest to them.
Planning Committee: 1. At all times to have regard to the Development Plan (as defined in S.38 of the Planning and Compulsory Purchase Act 2004) for Torbay. 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: - Town and Country Planning, including • Conservation Areas • Listed Buildings • Scheduled Ancient Monuments • The display of advertisements	8 Members of the Council (excluding the Cabinet Lead with responsibility for Planning, in accordance with the political balance requirements) with Membership comprising, if reasonably possible, Members from the various areas of the Borough Conservative Group (4): Liberal Democrat Group (4):

Name and Terms of Reference	Membership
• Tree Preservation Orders • Complaints about high hedges • Public Rights of Way • Minerals • Highways matters • Waste • Enforcement; and • Environmental Assessment 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. 3. The Committee shall not determine any application (or other matter) in a manner that would (in the opinion of the Divisional Director Planning, Housing and Climate Emergency or the opinion of the Director of Pride in Place) not be in accordance with the Development Plan for Torbay unless they recommend such determination and the determination is consistent with the Divisional Director's recommendation. If, contrary to officer recommendation, the Committee consider that an application (or other matter) shall be determined not in accordance with the Development Plan for Torbay then (unless their determination is consistent with the recommendation of the Divisional Director Planning, Housing and Climate Emergency) the item shall be referred to Council for determination.	
Standards Committee: 1. To promote and maintain high standards of conduct by councillors, co-opted Members and church and parent governor representatives. 2. To assist councillors, co-opted Members and church and parent governor representatives to observe the Members' Code of Conduct.	5 Members of Torbay Council in accordance with the political balance requirements Conservative Group (2):

Name and Terms of Reference	Membership
3. To advise the Council on the adoption or revision of the Members’ Code of Conduct. 4. To monitor the operation of the Members’ Code of Conduct. 5. To advise, train or arrange to train councillors, co-opted Members and church and parent governor representatives on matters relating to the Members’ Code of Conduct. 6. To assist the Monitoring Officer in carrying out his/her responsibilities pursuant to the Code of Conduct and its protocols. 7. To review the Council’s local protocols as contained in the Constitution. 8. To review the Constitution in relation to ethics and probity issues. 9. To advise others on probity and ethics. 10. To consider any alleged breaches of local protocols by Members. 11. To share experience with other standards committees. The Council may arrange for the Standards Committee to exercise such other functions as the Council considers appropriate.	Liberal Democrat Group (2): Independent Group (1):
Community Asset Transfer Panel To assess applications made at Stage 1 and Stage 2 of the Community Asset Transfer process in accordance with the criteria set out in the Community Asset Transfer Policy.	5 Members of the Council in accordance with the political balance requirements, to include the appropriate Cabinet Member Conservative Group (3): Liberal Democrat Group (2):

Name and Terms of Reference	Membership
Corporate Parenting Board 1. To provide a forum for regular, detailed discussions of issues in relation to, and a positive link with, our Children Looked After, in accordance with the Council's Children Looked After and Corporate Parenting Strategy.	5 Members of the Council in accordance with the political balance requirements (plus the Leader of the Council as a contributing Member) Conservative Group (2): Liberal Democrat Group (2): Independent Member (1):
Cabinet Regeneration and Capital Projects Working Party 1. To receive detailed briefings on the Council's overarching Regeneration Programme and the Council's work with its Regeneration Partner. 2. To receive detailed briefings on capital projects, to ensure Members have up to date information on key capital projects and be aware of upcoming project milestones and future Council decisions related to the overall Programme and to allow officers to seek Members views (individual and collective) on certain project elements where options are available.	6 Members of the Council in accordance with the political balance requirements (to include the Cabinet Member for Finance) appointed by Cabinet Conservative Group (3): Liberal Democrat Group (2): Independent Member (1):
Cabinet Oldway Working Party To review proposals for use of buildings and grounds and oversee delivery of works from allocated monies. To ascertain community views in respect of these matters with relevant Members from the local community and representatives from the business, public and voluntary sectors are to be invited to meetings when needed.	6 Members of the Council in accordance with the political balance requirements (to include the Cabinet Members for Place Development and Economic Growth) appointed by Cabinet Conservative Group (3):

Name and Terms of Reference	Membership
	Liberal Democrat Group (2): Independent Member (1):
Cabinet Road Network and Travel Working Party To consider current and emerging road network and travel matters (encompassing all forms of transportation around the Bay and parking) and make recommendations to the appropriate decision maker.	6 Members of the Council in accordance with the political balance requirements (to include the Cabinet Member for Pride in Place, Transport and Parking) appointed by Cabinet Conservative Group (3): Liberal Democrat Group (2): Independent Member (1):
Harbour Asset Working Party (plus external advisors) 1. To review all assets within Tor Bay Harbour and the Harbour Estate. 2. To establish how each asset is performing. 3. To identify any assets that are surplus.	4 Members of the Council in accordance with the political balance requirements (Membership restricted to Harbour Committee Members) Conservative Group (2): Liberal Democrat Group (2):
Harbour Budget Working Party (plus external advisors) 1. To scrutinise the draft Tor Bay Harbour Authority budget prior to presentation to the Harbour Committee and to review the full range of harbour charges.	4 Members of the Council in accordance with the political balance requirements (Membership restricted to Harbour Committee Members)

Name and Terms of Reference	Membership
2. To assist Officers to monitor and review the budget ahead of each quarterly Harbour Committee meeting.	Conservative Group (2): Liberal Democrat Group (2):
Local Plan Working Party To assist Officers with the preparation of the revised draft Local Plan including the content, timing and scope of key consultation and submission documents in accordance with the timetable as set by the Local Development Scheme (or similar document required by subsequent legislation); to make appropriate recommendations to Cabinet and Council; and to respond to issues that may arise during examination.	6 Members of the Council in accordance with the political balance requirements (to include the Cabinet Members for Place Development and Economic Growth), appointed by Council Conservative Group (3): Liberal Democrat Group (2): Independent Member (1):