SECTION 10

10. OTHER COMMITTEES

10.1 **Finance, Audit and Risk Committee**

10.1.1 Role & Functions

The Role and functions of the Finance, Audit and Risk Committee shall be as follows:

(a) Finance, Audit and Risk; and

(b) the oversight and approval of Financial, Audit and Risk Management matters (not otherwise the responsibility of the Cabinet, Full Council or Standards Committee) as set out in the Terms of Reference.

10.1.2 Membership

No more than seven members shall be appointed to the Finance, Audit and Risk Committee. The Chairman shall be appointed at the annual meeting of the Council.

10.1.3 Quorum

The Quorum for a meeting of the Finance, Audit and Risk Committee shall be three (3) voting members of that Committee.

10.1.4 Proceedings of the Finance, Audit and Risk Committee.

There shall be five regular meetings of the Committee in each year. In addition, extraordinary meetings may be called from time to time, as and when appropriate. An extraordinary meeting may be called by the Chairman of the Committee or by the Proper Officer if he/she considers it is necessary or appropriate.

10.1.5 Terms of Reference:

Finance

(a) To review and approve the Statement of Accounts.

(b) To review and recommend the Medium Term Financial Strategy to Cabinet (including, although not limited to consideration of associated procedures, policies and process).

(c) To consider the Council's policy in relation to Treasury Management and make recommendations on the Annual Treasury Management and Investment Strategy, and Treasury Management Code of Practice.

(d) Assist the Council and the Cabinet in the development of its Budget and Policy Framework process by in-depth analysis of policy issues pertaining to finance, audit and risk.

(e) To consider mechanisms to encourage participatory budgeting and enhanced community participation in the budget process.

(f) To review the financial performance of the Council in relation to its policy objectives, and budgetary amounts, and to make recommendations to Cabinet (unless legally reserved to Full Council) on any matter arising out of the finance monitoring and review process within the terms of this Committee.

(g) To maintain an overview of the Council's Constitution in respect of Contract Procurement Rules and Financial Regulations, consider any major changes and make recommendations to Council for approval.

Audit & Governance

Internal

(h) To ensure that an annual review of the effectiveness of internal control (accounting records, supporting records and financial) systems is undertaken and this review considered before approving the Annual Governance Statement.

(i) To consider the Shared Internal Audit Service ('SIAS') annual report and opinion, summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements (including, although not limited to agreed high level recommendations not implemented).

(j) To review the SIAS arrangements, including performance, effectiveness, consideration of any associated reports and approve/ make recommendations as appropriate.

(k) To consider and approve the Annual Audit Plan, Code of Audit Practice and Statement of Responsibilities (including any drafts, where appropriate).

(l) To approve the Code of Corporate Governance.

(m) To review and comment on the development of anti-fraud and anti-corruption strategies, 'Raising Concerns at Work' and Whistleblowing Policy.

(n) To review the Shared Anti-Fraud Service ('SAFS') arrangements, including performance, effectiveness, consideration of any associated reports and approve/ make recommendations as appropriate.

External Audit

(o) (Subject to enabling legislation) to appoint the Council's Auditor Panel (if expedient, with one or more other relevant authority).

(p) To appoint (when this requirement arises) the Council's external Local Auditor, having consulted and taken into account the advice of the Council's Auditor Panel.

(q) To consider (and to approve where required) the Annual Audit letter to Members, Annual Audit and Inspection Fee Letter.

(r) To comment on the scope and depth of external audit work and to ensure it gives value for money.

(s) To receive reports or recommendations from the external Local Auditor, other than public interest reports (which shall be direct to Full Council).

Risk

(t) To monitor the effective development and operation of risk management and corporate governance, agree actions (where appropriate) and make recommendations to Cabinet.

General

(u) To review any issue referred to it by the Chief Executive, Statutory Officer or Director, or any Council body and undertake such other functions that may be delegated to it from time to time by Council.

(v) To bring to the attention of Council financial, audit or risk concerns, with recommendations as to how these matters should be remedied.

(w) When undertaking any of the afore-stated functions to consider compliance with Council policies, other public standards, controls and best practice.

10.2 **Council Tax Setting Committee**

10.2.1 Terms of Reference

The Council will appoint one Council Tax Setting Committee for the purpose of setting the Council Tax Base and the Council Tax. The Committee will have the responsibilities as set below.

(a) Set the Council Tax Base in accordance with the Local Authority (Calculation of Council Tax Base) Regulations 2012;

(b) Set the Council Tax in accordance with Chapter III & IV of the Local Government Finance Act 1992;

(c) Approve the non-domestic rating income (NNDR1) Return.

10.2.2 Specific Functions

The functions of the Council Tax Setting Committee are to set the Council Tax Base and to set the overall level of Council Tax for the following financial year taking into account the precepts of all Major and Local Precepting Authorities. The Committee also approves the information submitted to the Government about non-domestic rate income, as required by the NNDR1 form.

10.2.3 Membership

No more than five members shall be appointed to the Council Tax Setting Committee. The Chairman shall be appointed at the annual meeting of the Council.

10.2.4 Quorum

The Quorum for a meeting of the Council Tax Setting Committee shall be three voting members of that Committee.

10.2.5 Proceedings of the Council Tax Setting Committee.

There shall be a minimum of two regular meetings of the Committee in each year. In addition, extraordinary meetings may be called from time to time, as and when appropriate. An extraordinary meeting may be called by the Chairman of the Committee or by the Proper Officer if he/she considers it is necessary or appropriate.

10.2.6 Meetings of the Council Tax Setting Committee shall consider the following business:

(a) minutes of the last meeting;

(b) declarations of interest (including whipping declarations);

(c) responses of the Council to their reports; and

(d) any other business set out on the agenda for the meeting.

10.3 **Employment Committee**

10.3.1 Membership

No more than five (5) members (including at least one (1) member of Cabinet) shall be appointed to the Employment Committee.

10.3.2 Quorum

The quorum for a meeting of the Committee shall be three (3) voting members of that Committee.

10.3.3 Meetings

As called for by the Proper Officer.

10.3.4 Terms of Reference

(a) To interview candidates for the post of Head of Paid Service (Chief Executive) and make a recommendation for appointment to Council.

(b) To interview and appoint candidates for the posts of Strategic Director (except Statutory Officers) and to interview and recommend to Council the appointment of Statutory Officers.

(c) To appoint candidates for the posts of Head of Service and Corporate Manager.

(d) To consider any alleged misconduct and take any necessary disciplinary action against the Chief Executive, the Monitoring Officer, the Chief Finance Officer or the Strategic Directors in accordance with the Officer Employment Procedure Rules (as applicable to the Officers concerned). If following consideration of the matter the Committee concludes that a 'relevant officer'[16] should be dismissed then this will be referred to the Employment Panel for consideration and potential recommendation of dismissal to Full Council. The remit of the Committee will include whether to recommend issuing a notice of dismissal of a 'relevant officer' for disciplinary reasons to the Employment Panel, or deciding whether to impose all other disciplinary action including dismissal (unless reserved to Full Council).

(e) Exercise the powers under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations up to the financial limits set out in the Council's Pay Policy Statement.

(f) To consider appeals against decisions made by the Chief Executive relating to the dismissal by redundancy or otherwise of Strategic Directors (except Statutory Officers), Heads of Service and Corporate Managers.

10.3.5 By recommendation to Council:

(a) The appointment of the Head of Paid Service (Chief Executive), Chief Finance Officer or Monitoring Officer prior to any offer being issued.

(b) The dismissal of the Head of Paid Service (Chief Executive), Chief Finance Officer or Monitoring Officer prior to any notice being issued (for all non-disciplinary reasons).

(c) Any decision within the Committee's terms of reference which would exceed the financial limits set out in the Council's Pay Policy Statement.

10.4 Employment Panel:

10.4.1 Membership

Two Independent Persons, comprising of the appointed Independent Person and Reserve Independent Person.

10.4.2 Quorum

[16] As per definition 12.8.7 – 12.8.14 of the Officer Employment Procedure Rules

The quorum for a meeting of the Committee shall be two (2).

10.4.3 Meetings

As called for by the Proper Officer, following the Employment Committees consideration under convened to consider whether to recommend to Council the dismissal of a 'relevant officer' as per 12.8.7 – 12.8.14 of the Officer Employment Procedure Rules. When sitting for this purpose the Committee shall be considered a Panel as defined by The Local Authorities (Standing Orders) (England)(Amendment) Regulations 2015.

10.4.4 Terms of reference:

(a) To consider any alleged misconduct and recommendation for dismissal from the Employment Committee against a 'relevant officer' in accordance with the Officer Employment Procedure Rules. The remit of that meeting will include whether to agree with any prior recommendation to dismiss and recommend issuing a notice of dismissal of that 'relevant officer' to Full Council.

10.5 Joint Staff Consultative Committee (JSCC)

10.5.1 Introduction

JSCC is an informal committee which is attended by representatives of the Staff Consultation Forum and Trade Union(s). It does not make decisions, but provides an opportunity for Members to discuss employee relations and Human Resource management issues. The Chairman is appointed at Annual Council.

10.5. 2 Membership

No more than five (5) Members shall be appointed to the Joint Staff Consultative Committee.

10.5.3 Quorum

The quorum for the meeting of the JSCC shall be three (3) voting Members of that Committee.

10.5.4 Meetings

4 per year.

10.5.5 Terms of Reference

The JSCC will have the following roles and functions:

(a) Regular consultation between the Council and its employees;

(b) To be the Member interface with employees on major human resource issues;

(c) To be the strategic HR Forum for NHDC Members;

(d) To consider, report and make recommendations to the Strategic Director of Customer Services on terms and conditions of service and on training and development.