

PART 3 – RESPONSIBILITY FOR FUNCTIONS

Introduction

The following details are set out in this part of the Constitution:

- Summary of Committees & Panels appointed by the Council
- Diagram of the Council's political management arrangements
- Detailed terms of reference and procedural protocols for each Committee/Panel
- Scheme of Delegation to Officers

The Council may alter the terms of reference or composition of any Committee from time to time or appoint any additional Committees as appropriate.

Subject to the provisions of the Constitution and any legal requirements, any function of a Committee may be delegated to any Committee or officer (but not to a single Councillor). A list of matters that are delegated to officers is contained in Part 3 of this Constitution.

Summary of Council, Committees & Panels

NAME	MEMBERSHIP	FUNCTIONS
Council	All Councillors	(a) adopting and changing the Constitution; (b) approving or adopting the policy framework and the budget; (c) the provision of guidance and direction to the Overview and Scrutiny Committee on the policy development programme (d) agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments to them; (e) appointing representatives to outside bodies unless the appointment has been delegated by the Council; (f) adopting a Members' Allowances Scheme under Article 2.05; (g) changing the name of the area or conferring the title of Honorary Alderman; (h) confirming the appointment of the Head of Paid Service (i) approving any joint arrangements, delegations to or from another local authority or contracting out in accordance with Article 11 of this Constitution; (j) making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation or personal Bills; and (k) all other matters which by law must be reserved to Council. (see Article 4 of the Constitution)
Executive Committee	Leader of Council 5 other Councillors	<ul style="list-style-type: none"> ➤ Determination of all matters not reserved to Council or delegated to another Committee ➤ Make recommendations to Council regarding policy formulation and the budget.

Planning Committee	10 Councillors	<ul style="list-style-type: none"> ➤ Consideration and determination of: <ul style="list-style-type: none"> - Planning applications referred from Area Development Control Committees - Any action to be taken under any of the Council's powers in relation to Town & Country Planning, Listed Buildings or Building Control legislation not otherwise delegated to Officers, Area Development Control Committees or expressly reserved to Council ➤ Consideration and determination of all matters relating to planning, transportation and listed building policy (other than the adoption of the Local Plan) including <ul style="list-style-type: none"> - Formulation and adoption of supplemental planning guidance - Adoption and implementation of schemes for the repair of Listed Buildings, including administration of grants in respect thereof - Responding on behalf of the Council to all Town & Country Planning matters in respect of which the Council is consulted or has an interest, including Government Policy, Regional Planning guidance and Structure Plan matters. ➤ Recommendations to Council for the adoption of the Local Plan ➤ Designation (and amendment) of Conservation Areas and approval of enhancement schemes in respect thereof ➤ Overview of the development control functions delegated to the Area Development Control Committees and of all Town and Country Planning and Building Control matters delegated to Officers <p>Subject in all cases to any additional budget implications being first approved by the Executive Committee.</p>
Area Development Control Committees: - Southern area - Northern area	All councillors for that area	<ul style="list-style-type: none"> ➤ Determination of all development control applications (inc. planning, Listed Building, advertisement control, Conservation Area Consent) unless delegated to officers in accordance with the Scheme of Delegation ➤ Tree Preservation Order objections
Overview & Scrutiny Committee	7 Councillors (must not be members of the Executive Committee)	<ul style="list-style-type: none"> ➤ Oversee and co-ordinate scrutiny and review process including decisions taken by Executive Committee and Planning Committee (other than individual planning application decisions) ➤ Review of Council policies and make recommendations thereon to Council ➤ Consideration of any matter affecting the District or its inhabitants.
Audit Committee	7 Councillors	<ul style="list-style-type: none"> ➤ oversee the work of the Council's external and internal auditors, and take such decisions as are necessary to ensure that the auditors' work is in accordance with statutory requirements and best practice, and that their recommendations are acted upon appropriately
Licensing Act Committee	12 Councillors	<ul style="list-style-type: none"> ➤ deal with all Licensing applications and appeals under the Licensing Act 2003: <ul style="list-style-type: none"> - Personal Licences - Premises Licences - Temporary Event Notices
Licensing & Appeals Committee	12 Councillors	<p>To consider and determine appeals and objections in respect of:</p> <ul style="list-style-type: none"> - Taxi Drivers and Vehicle Licensing - Homelessness - Chief Officer Disciplinary and Grievance Procedure

Standards Committee	Chairman, Vice-Chairman, immediate past Chairman of Council 1 non-executive Councillor 2 independent co-opted members 2 Parish Council representatives	<ul style="list-style-type: none"> ➤ All matters relating to the Local Code of Conduct ➤ Consideration of complaints in accordance with the Council's complaints procedure ➤ Consideration of reports by the Ombudsman <p>(see Article 9 of the Constitution)</p>
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