

## **GOVERNANCE COMMITTEE**

(10 Members)

### **1. PURPOSE**

To provide the Full Council with advice and a steer on the following matters: Constitutional issues including Standards matters, the Code of Conduct for Councillors, the Council's Political and Management Arrangements, Corporate Governance, Elections (including Ward Boundary Reviews), Councillors' Allowances and all non-Executive functions not specifically delegated to another Committee or Sub-Committee of the Council.

Whilst the Committee as a body does not take decisions directly, the Council has delegated certain functions to officers in relation to elections and governance. There is a split in the delegation of those functions between the following posts:

- Chief Executive in their capacity as Local Returning Officer/Returning Officer.
- Head of Legal, Democracy and HR (including in their capacity as Monitoring Officer).

More information on the functions delegated to these officers is detailed in the Council Officer Responsibilities and Decision Making section of this Constitution.

### **2. RESPONSIBILITIES OF THE GOVERNANCE COMMITTEE**

#### **Direct Responsibilities:**

The Governance Committee holds direct responsibility for the following:

- a) Power to grant a Councillor or Co-opted Member a dispensation (either for a Disclosable Pecuniary Interest or a Prejudicial Interest) from the restriction on speaking and/or voting on any matter to be considered at a meeting of the Council or any of its Committees, Sub-Committees, Joint Committees or Joint Sub-Committees.
- b) To consider a draft version of the Annual Governance Statement and provide any comments for incorporation into the final version. The final document will be included in the Annual Statement of Accounts, which will be approved by the Audit Committee (the Audit Committee retains responsibility for the Annual Governance Statement).

#### **Provide Recommendations to the Full Council:**

The following matters may be considered by the Governance Committee but shall be referred to the Full Council for determination:

- a) Adoption and changes to the Constitution (other than mandatory changes required by law or minor changes).
- b) Adopting and changing the Code of Conduct for Councillors.
- c) Agreeing to change to an alternative Governance arrangement as defined in the Local Government Act 2000 as amended.
- d) Matters relating to Community Governance Reviews as defined in the Local Governance and Public Involvement in Health Act 2007.

- e) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of Local Legislation or Personal Bills.
- f) Functions relating to electoral processes:
  - Approval of responses to Boundary Commission consultations.
  - Designation and review of polling places and polling districts.
- g) Adoption of the Councillors' Allowances Scheme and the allowance for the Mayor and Deputy Mayor, unless it is updated for inflation in accordance with the Budget Strategy.
- h) The appointment of Independent Person(s) in relation to Standards/Code of Conduct matters.
- i) Considering any reports submitted by the Independent Person(s) in relation to Standards/Code of Conduct matters.

### **3. DOCUMENTS RELATED TO THE GOVERNANCE COMMITTEE**

- Council Officer Responsibilities and Decision Making.