

10.1 AMENDMENTS TO STANDING ORDERS (JS)

1. Purpose of the report

The Authority's Standing Orders are periodically reviewed to make sure they incorporate legislative changes, changes to the organisation and to reflect on their operation. This report proposes a number of amendments identified following recent reviews.

Key Issues

- **The Authority's Standing Orders are made up of 7 parts. This report proposes changes to parts 1 and 4.**
- **Part 1 relates to the rules governing meetings and procedures. The proposals here recommend an amendment to Standing Order 1.34 (2) so that Deputy Monitoring Officer is included in list of officers authorised to attest to the sealing rather than a Deputy if other named officers are unable to act.**
- **Part 4 relates to the Delegation to Committees, Sub-Committees and Advisory Groups. The proposals here recommend changes to section G – Audit Resources and Performance Committee to clarify its audit functions and reflect guidance from the Chartered Institute of Public Finance and Accountants (CIPFA) on Audit Committees.**

2. Recommendations(s)

1. To amend Standing Order 1.34(2) to read as follows:

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Director of Corporate Strategy & Development, the Monitoring Officer, or the Democratic Services Manager. An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

2. To make the following amendments to section G in Part 4 of Standing Orders so that paragraph 5 of the terms reference for Audit Resources and Performance Committee to reflect CIPFA guidance on Audit Committees:

5. AUDIT & CORPORATE GOVERNANCE

a) Internal and External Audit matters including:

- i. Annual Governance Statement and the Annual Governance Report**
- ii. Internal Audit Plan and Audit Reports**
- iii. Risk Management**
- iv. Assurance Frameworks and Assurance Planning**
- v. Value for Money and Best Value**
- vi. Countering Fraud and Corruption**
- vii. External Audit**
- viii. Financial Reporting**
- ix. Partnership Governance**

b) Matters relating to the Authority's corporate governance

framework.

c) Effective scrutiny of the Treasury Management Strategy and Policies.

How does this contribute to our policies and legal obligations?

3. The Authority has a duty to keep its constitutional documents up to date. The Authority has not delegated its ability to update and amend Standing Orders.

Background Information

4. This report proposes a number of changes to the Authority's Standing Orders. Full details of the proposed changes and the reasons for them are set out in the proposals section below.

Proposals

a) Part 1 – Meetings and Procedures – 1.34 Sealing of Documents

5. Standing Order 1.34 sets out the arrangements for the sealing of documents and names the post holders who are authorised to attest the sealing. This standing order was last reviewed in 2015, when the Monitoring Officer was added to the list of authorised officers. At that time the Democratic Services Manager was named as the deputy in the event that all of the three authorised post holders are unable to act.
6. Since the revised arrangement was agreed there has been a number of occasions when the Democratic Services Manager has reviewed the supporting documentation and attested the sealing in the absence of the other three authorised post holders, but only after trying to establish whether they will be available and have the time to go through the papers. For expediency it is suggested that this standing order 1.34 is amended to remove the reference to the Democratic Services Manager as a deputy, and add the Democratic Services to the authorised post holders. It is proposed that Standing Order 1.34(2) be amended as follows (Changes in **Bold**):

“(2) The seal shall be attested by one at least of the following persons present at the sealing viz by the Chief Executive (National Park Officer), the Director of Corporate Strategy & Development, ~~or the Monitoring Officer, or by the Democratic Services Manager. Democratic Services Manager in the absence of the Chief Executive (National Park Officer), the Director of Corporate Strategy & Development and the Monitoring Officer.~~ An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the person or by persons who shall have attested the seal.”

b) Part 4 – Delegation to Committees, Sub-Committees and Advisory Groups – Section G – Audit Resources and Performance Committee

7. In May the Authority published on its website a draft unaudited Annual Governance Statement (AGS) with a view to the audited version being approved by Committee later this year.
8. The Authority's External Auditors, KPMG, have recently visited the Authority and provided feedback on the draft Annual Governance Statement. On the whole the Auditors have been positive about the draft Statement but have suggested that,

although the review of progress and supporting evidence shows that the Audit Resources and Performance Committee does carry out the functions of an Audit Committee, this should be more explicit in the Terms of Reference for the Committee and reflect the guidance issued by CIPFA. To address this it is suggested that Paragraph 5 of Section G be amended as follows (amendments in **Bold**):

“5. AUDIT & CORPORATE GOVERNANCE

- a) Internal and external Audit matters **including:**
- i. **Annual Governance Statement and the Annual Governance Report**
 - ii. **Internal Audit Plan and Audit Reports**
 - iii. **Risk Management**
 - iv. **Assurance Frameworks and Assurance Planning**
 - v. **Value for Money and Best Value**
 - vi. **Countering Fraud and Corruption**
 - vii. **External Audit**
 - viii. **Financial Reporting**
 - ix. **Partnership Governance**
- b) Matters relating to the Authority's corporate governance framework ~~which do not fall within the remit of the Standards Committee, including the Annual Governance Statement and the Annual Governance Report.~~
- c) **Effective scrutiny of the Treasury Management Strategy and Policies”**

Are there any corporate implications members should be concerned about?

9. **Financial:**
None

10. **Risk Management:**
None

11. **Sustainability:**
None

12. **Equality:**
None

13. **Background papers (not previously published)**
None

14. **Appendices**
None

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