

9. REPORT OF THE GOVERNANCE REVIEW WORKING GROUP (JS)

1. Purpose of the report

To consider further recommendations arising from discussions at meetings of the Governance Review Working Group.

Key Issues

- **In December 2018 the Authority established a Governance Review Working Group.**
- **Since it was established the Working Group has met seven times and developed a number of suggestions on improvements to Member involvement and decision making structures.**
- **The Authority Meeting held on 24 May 2019 approved the Working Group's recommendations relating to the role of Members, the format and structure of Authority Agendas, Committee Structures and Community Engagement.**
- **This report includes further recommendations relating to confirming the matters reserved to full Authority, the naming of Standing Committees and their terms of references and Member Representative Roles.**

2. Recommendations(s)

- 1. To approve the list of matters reserved to a meeting of the Authority as set out in Appendix 1.**
- 2. To approve the name and terms of reference for the Programmes and Resources Committee as set out in Appendix 2.**
- 3. To amend Standing Order 1.40 paragraphs (2) and (3)(ii) by removing references to "Audit Resources and Performance Committee" and replace with "Programmes and Resources Committee".**
- 4. To confirm the terms of reference for the Planning Committee as set out in Appendix 3.**
- 5. To agree that at the 2019 Annual Meeting appointments will be made to the following nine Member Representative Roles:**
 - **Connecting Young People with Nature**
 - **Thriving Natural Environments**
 - **Rural Economy**
 - **Food and Farming**
 - **Tourism and Participation**
 - **Landscape and Heritage**
 - **Health and Wellbeing**
 - **Communities**
 - **Member Learning and Development**
- 6. To remove references to "Items for approval with no discussion" in Part 1 of Standing Orders by deleting paragraphs (9), (10) and (11) in Standing Order 1.28.**

How does this contribute to our policies and legal obligations?

3. Our existing Code of Corporate Governance states that Governance is about how we ensure that we are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It comprises of the systems and processes, and cultures and values, by which we are directed and controlled and through which we account to, engage with and, where appropriate, lead communities. Governance is more than making sure that things do not go wrong or fixing them if they do. Good governance adds value by ensuring effectiveness in ever changing circumstances.
4. Both the 2017/18 and 2018/19 Annual Assurance reports from our Internal Auditor stated “the overall opinion of the Head of Internal Audit on the framework of governance, risk management and control operating in the Authority is that it provides Substantial Assurance. There are no significant control weaknesses which in the opinion of the Head of Internal Audit need to be considered for inclusion in the Annual Governance Statement”.
5. In July last year the Authority’s External Auditors reviewed the Authority’s Annual Governance Statement, giving the highest assessment of a satisfactory conclusion with no issues and agreed that the Authority’s arrangements were fit for purpose and established in accordance with the principles of good governance as recommended by the CIPFA/SOLACE (Chartered Institute of Public Finance and Accountancy and Society of Local Authority Chief Executives and Senior Managers) framework ‘Delivering Good Governance in Local Government’.
6. However there is an expectation that the Authority will periodically review its Governance arrangements and it was anticipated that this review would contribute to this process. The review has been carried out in the context of our Vision and Mission and will follow the 7 key principles that underpin the Authority’s ways of working.

Background Information

7. At a meeting held on 7 December 2018 the Authority agreed to establish the Governance Review Working Group and set its terms of reference and scope. Mr K Smith, Mr J W Berresford and Councillors J Atkin, P Brady, C Furness, A McCloy and B Woods were appointed as Members of the Group supported by the Chief Executive, the Head of Law and the Democratic Services Manager.
8. Since then the Working Group has met seven times and considered the following issues:
 - The Role of Members
 - The Structure of Authority Agendas:
 - Reports from Chair and Chief Executive
 - Feedback from Outside Bodies and Conferences
 - Member Questions and Motions
 - Performance Monitoring
 - Standing Committee Minutes
 - Committee Structures and Delegation
 - Community Engagement
 - Member Representative Roles
 - Member Scrutiny
9. At the meeting of the Authority held on 24 May the initial recommendations were approved subject to the Working Group having a look at the naming of the new standing

committee and its terms of reference. The proposals below have been developed as a result of these discussions.

Proposals

a) Matters reserved to Authority

10. Based on the Committee structure proposals agreed at the last meeting the Working Group has developed the list of matters reserved to meetings of the Authority as set out in Appendix 1. The Authority is asked to approve this list to be included in Part 4 of Standing Orders.

b) Committee Names

11. As a result of discussions at the last meeting of the Authority the Working Group has considered various options for the name of the new standing Committee and recommends that the name “Programmes and Resources Committee” be used as it reflects the committee’s remit. It is recommended that minor changes be made to Part 1 of Standing Orders to reflect this.

c) Delegation to the Programmes and Resources Committee

12. Based on the Committee structure proposals agreed at the last meeting the Working Group has developed the terms of reference for the Committee as set out in Appendix 2. The Authority is asked to approve the delegation to be included in Part 4 of Standing Orders.
13. For completeness the terms of reference for Planning Committee is attached as Appendix 3. These have not been changed as a result of the review.

d) Officer Delegation Scheme

14. The terms of reference reflect the current Officer Delegation Scheme which the Working Group intends to look at in more detail later in the year. The Working Group asks the Authority to note that Committee terms of references may need to be revisited when this review is completed.

e) Member Representative Roles

15. The Working Group has looked at the existing Member Representative Roles and agreed that more work needs to be done to develop this form of Member engagement. The Working Group therefore recommends that at this meeting the Authority appoints to nine of the eleven existing roles but not the roles for Asset Management and Planning Enforcement as it is believed that under the revised arrangements these areas should be the responsibility of the relevant committee Chair.
16. It is anticipated that the Working Group will bring proposals back to an Authority meeting later in the year.

f) Amendments to Standing Orders

17. At its meeting in May the Authority agreed a revised agenda format for Authority meetings. As the revised format does not include items for approval with no discussion it is proposed that paragraphs (9), (10) and (11) in Standing Order 1.28 be deleted as they are no longer required,

Are there any corporate implications members should be concerned about?

Financial:

18. Additional costs for supporting the review have been met from within the existing Corporate Strategy and Development Directorate budget. To minimise additional costs meetings have been arranged to take place on days when meetings or workshops were already scheduled.
19. The proposals in this report can be delivered within existing budgets. However if any additional Working Groups or Committees are introduced this will have an impact on budgets and staffing resources.

Risk Management:

20. The Working Group has considered risks to achieving expected outcomes and how to mitigate these as part of its work.

Sustainability:

21. There are no sustainability issues to highlight.

Equality:

22. There are no significant equality issues

23. Background papers (not previously published)

Minutes of Meetings of the Working Group

24. Appendices

Appendix 1 - Matters reserved to meetings of the Authority

Appendix 2 - Terms of Reference for Programmes and Resources Committee.

Appendix 3 - Terms of Reference for Planning Committee

Report Author, Job Title and Publication Date

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