

REPORT TITLE: AUDIT AND GOVERNANCE COMMITTEE – HUMAN
RESOURCES AND STANDARDS SUB-COMMITTEES APPOINTMENTS

13 JUNE 2019

REPORT OF CABINET MEMBER: Deputy Leader with Portfolio for Finance and
Risk

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WARD(S): ALL

PURPOSE

The Council has appointed an Audit and Governance Committee and in addition, two Sub-Committees. These are the Standards Sub-Committee, whose purpose is to conduct hearings relating to breaches of the Member Code of Conduct. The Human Resources Sub-Committee is responsible for the Council's Human Resources function, where not delegated to under the Scheme of Delegation.

The detailed terms of reference for each of the Sub-Committees are set out in Part 2 of Article 9 of the Constitution

<https://democracy.winchester.gov.uk/documents/s6663/Part%20%20Article%209%20Audit%20and%20Governance%20Committee.pdf>.

This report clarifies arrangements for the appointment of Members to both Sub-Committees.

RECOMMENDATIONS:

That the Committee note arrangements for the appointment of Members to the Standards Sub-Committee and the Human Resources Sub-Committee.

IMPLICATIONS:1 COUNCIL STRATEGY OUTCOME

- 1.1 The Council's Constitution and decision making structures are key to ensuring that the Council has strong and effective decision-making in place to deliver the Council's strategic aims.

2 FINANCIAL IMPLICATIONS

- 2.1 None directly.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Council's Constitution and decision making structures help facilitate decision-making that is both open and transparent.

4 WORKFORCE IMPLICATIONS

- 4.1 None directly.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

6 CONSULTATION AND COMMUNICATION

- 6.1 Not applicable.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required

10 RISK MANAGEMENT

- 10.1 Note – the arrangements described in this report are as specified the Constitution as adopted by the Council.

Risk	Mitigation	Opportunities
<i>Property N/A</i>		
<i>Community Support N/A</i>		

<i>Timescales N/A</i>		
<i>Project capacity N/A</i>		
<i>Financial / VfM N/A</i>		
<i>Legal N/A</i>		
<i>Innovation N/A</i>		
<i>Reputation</i>		
<i>Other</i>		

11 SUPPORTING INFORMATION:

11.1 Introduction

11.2 The Council has appointed an Audit and Governance Committee and in addition, two Sub-Committees. These sub-committees are the Standards Sub-Committee and the Human Resources Sub-Committee.

11.3 How are both Sub-Committee appointed to?

11.4 The membership of both Sub-Committees is drawn from the parent committee – the Audit and Governance Committee

11.5 It will be drawn based on

- a) whether the Member has had the appropriate training (for example, with regards to the code of conduct)
- b) having regard to the Member's availability as meetings are arranged as and when required, and
- c) whether the Member may be conflicted in anyway.

11.6 For the Standards Sub-Committee, officers refer to an alphabetical list of the full membership (excluding any group leader). In accordance with the Localism Act 2011, there is a need for an Independent Person to attend the sub-committee and in the case of a Parish/Town Council complaint, a Parish Representative too – so meeting arrangements will often be based on their availability.

11.7 When the Standards, or a Human Resources Sub-Committee convenes, the membership of 3 will nominate a chairperson for that meeting only.

11.8 A temporary membership was agreed at Annual Council on 15 May 2019, in case there was any requirement to call a Sub-Committee before the first Audit and Governance Committee and any relevant training.

11.9 It is likely that the number of times a Standards Sub-Committee will be called will be reduced due to the Monitoring Officer having more powers to deal with Standards matters at the initial, 'pre hearing' stages. Again, the Human Resources Sub-Committee is only likely to meet occasionally, such as for recruitment of the most senior officers of the Council.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Not Applicable

13 BACKGROUND DOCUMENTS:-

14 Previous Committee Reports:-

CL144 – Council Constitution – Review – 19 March 2019

<https://democracy.winchester.gov.uk/ieListDocuments.aspx?CId=138&MId=1854&Ver=4>

15 Other Background Documents:-

None

APPENDICES:

None