

CORPORATE GOVERNANCE AND FINANCE COMMITTEE

1.0 CONSTITUTION

1.1 This Committee shall comprise of 11 members of Council who shall be appointed by Full Council (from the full membership). Its quorum is 5.

2.0 OBJECTIVES

2.1 To act as the Council's budget and audit Committee to fully meet its governance and audit responsibilities and meet the Council's objectives and priorities through the Medium Term Financial Strategy.

2.2 To formulate policy, monitor and oversee the Service Delivery Plans for the Corporate Unit services to achieve the Council's corporate objectives and priorities.

3.0 TERMS OF REFERENCE

3.1 The Committee's terms of reference shall be:-

3.2 To approve and monitor performance against the Service Delivery Plans for the following service areas:-

- Strategic Housing
- Strategic Planning
- Infrastructure
- Economic Development
- Democratic Services
- Performance Management

3.3 To act as the Council's Finance and Audit Committee and the discharge of these duties and responsibilities including:-

- consideration of Annual Audit to Members, Annual Audit and Inspection Fee Letter and the Audit Commission Annual Governance Report, Annual Audit Plan and Code of Audit Practice and Statement of Responsibilities;
- approve the Annual Governance Statement;
- approve the Medium Term Financial Strategy and Statement of Accounts;
- Code of Corporate Governance;
- Budget and setting of Council Tax, and Annual Management and Investment Strategy (recommendation to Council).

3.4 To approve key policies and procedures as defined within the specific Service Delivery Plans (as defined in paragraph 3.2) and not reserved for full Council, including:

- Councillor conduct including Members Code of Conduct and the establishment of Hearings Sub Committee (if appropriate) to deal with complaints in accordance with procedures;
- Monitoring the Council's corporate objectives and priorities;

- Monitoring the Council's corporate risk register.
- Housing Strategy sub strategies including tenancy strategy, also strategic allocation and lettings matters and the Local Investment Plan (LIP)
- Strategic Policy related to Local Development Framework,
- Economic Development and Job Growth
- Community Infrastructure Levy

3.5 To consider proposals for closer partnership working for services as defined in paragraph 3.2.

3.6 To appoint 'Service Delivery Champions' as defined in the Constitution (2:03(e)) and referred to below.

3.7 Approval of matters detailed above must be within the agreed budget and virement rules for the services defined in paragraph 3.2.

3.8 To make nominations to any relevant outside bodies for Corporate Governance and Finance Committee from the wider membership of the Council for a period of up to 4 years.

4.0 Delegation to Corporate Governance & Finance Committee

4.1 Subject to the provisions of the Council's Constitution, the Committee has delegated authority to act on behalf of the Council in relation to the above, unless

- reserved to Council; and
- delegated to officers under these or the other Committee terms of reference.

5.0 Delegation to Officers

5.1 The Chief Executive or appropriate Head of Service/Service Manager [from 1st September 2014 Chief Executive/ Corporate Unit and Performance Manager, appropriate Service Manager], are authorised to act in relation to any matter of immediate urgency which must be dealt with before the next meeting of the Committee provided:

- the Chairman or Vice-Chairman of the Committee is consulted prior to the delegated decisions being made;
- the Service Delivery Champion is consulted prior to the delegated decisions being made;
- Spokespersons of minority groups are notified immediately of any action taken under this delegated power;
- action taken is reported to the next Committee; and
- it excludes any decision, which is by law expressly vested in the Council.

5.2 There shall be delegated to the Chief Executive or appropriate Head of Service/Service Manager [from 1st September 2014 Chief Executive/ Corporate Unit and Performance Manager or appropriate Service Manager,] the exercise of any power or function of the Council in routine matters related to the implementation of agreed Strategies, Policies and programmes, falling within established policies and procedures and within existing budgets.

For the avoidance of doubt this delegation shall include the power to authorise others to exercise such powers.

This delegation shall not be taken to include any matter reserved to Full Council.

- 5.3 There are further delegated to the officers indicated below the exercise of any power or function of the Council relating to the matters set out below (whether Policy approval, monitoring or operational matters have been delegated to a Sub-Committee or not) under the Listed Acts or any amendment, modification or re-enactment of those Acts, or Regulations/Orders made under those Acts:

<p>Localism Act 2011 and The Community Right to Challenge (Expression of Interest and Excluded Services) (England) Regulations 2012/1313 Expressions of interest sections 1-83 To consider on a preliminary basis whether the expression of interest meets the statutory requirements and rejection of those that do not meet those requirements.</p>	<p>Chief Executive and Partnerships Officer</p>
<p>To prepare asset registers in response to an expression of interest.</p>	<p>Chief Executive From 1st September 2014 by: Chief Executive or Service Manager</p>
<p>Planning Act 2008 & Community Infrastructure Levy Regulations 2010 To accept a “land payment or”/ note in whole or part payment in kind in settlement of a CIL liability that is due or infrastructure in kind</p>	<p>Chief Executive From 1st September 2014 by: Corporate Unit and Performance Manager</p>

<p>To consider a review under Regulation 113</p>	<p>Chief Executive</p> <p>From 1st September 2014 by: Corporate Unit and Performance Manager</p>
<p>High Hedges To take decisions and actions and to issue notice in accordance with the High Hedges Policy and Procedures</p>	<p>Chief Executive or Principal Solicitor or Principal Development Control Management Officer and Team Leaders Development Control</p> <p>From 1st September 2014 by: Assistant Director Regulatory Services or Planning Manager and Senior Planners and Senior Enforcement officers</p>
<p>Traffic Orders To respond to County Court consultations on proposed traffic orders, in consultation with the local Member(s).</p>	<p>Principal Development Control Management Officer</p> <p>From 1st September 2014 by: Assistant Director Regulatory Services or Planning Manager</p>
<p>Footpath Orders To make Footpath Orders where no adverse comments are received from Members and other consultees.</p>	<p>Principal Development Control Management Officer</p> <p>From 1st September 2014 by: Assistant Director Regulatory Services or Planning Manager</p>
<p>The Planning (Listed Buildings and Conservation Areas) Act 1990 Section 57 To award grants of up to £4,000.</p>	<p>Principal Development Control Management Officer</p> <p>From 1st September 2014 by: Assistant Director Regulatory Services or Planning Manager</p>
<p>To approve grant applications where there is a clear urgency for an early decision, subject to consultation with the Chairman of the Committee.</p>	<p>Principal Development Control Management Officer or Principal Housing Officer (Development & Strategy)</p> <p>From 1st September 2014 by: Assistant Director Regulatory Services or Planning Manager or Principal Housing Officer (Development & Strategy)</p>
<p>Business Incentive Grants Scheme – to determine applications within the approved criteria, up to £5,000.</p>	<p>Business Development Manager</p> <p>From 1st September 2014 by: Corporate Unit & Performance Manager</p>

<p>Localism Act 2011 Assistance to Parish Councils to prepare neighbourhood plans and neighbourhood development orders.</p>	<p>Principal Forward Planning Officer</p> <p>From 1st September 2014 by: Corporate Unit & Performance Manager or Principal Forward Planning Officer</p>
<p>Town and Country (General Permitted Development) Order 1995 Service of Article 4 in emergency, restricting development subject to notification of any such action being made as soon as practicable to a meeting of the Development & Transport Committee.</p>	<p>Principal Development Manager</p> <p>From 1st September 2014 by: Assistant Director Regulatory Services or Planning manager</p>
<p>Affordable Housing Grant To act as the Councils Signatory to certified claims to the Housing and Communities Agency (HCA)</p>	<p>Principal Housing Officer (Development & Strategy)</p>
<p>Housing Social Grant To act as the Council's signatory to certify claims to the Housing Corporation for Local Authority Social Housing Grant</p>	<p>Head of Finance</p> <p>From 1st September 2014 by: Financial Services Manager</p>
<p>The Child Support, Pensions and Social Security Act 2000 and the Discretionary Financial Assistance Regulations 2001 To hear and determine appeals from applicants for discretionary housing payments.</p>	<p>Head of Finance</p> <p>From 1st September 2014 by: Financial Services Manager</p>
<p>Council Tax Benefit (General) Regulations 1992 To determine, award and refuse Council Tax Benefits.</p>	<p>Head of Finance as delegated to the Anglia Revenues and Benefits Partnership</p> <p>From 1st September 2014 by: Financial Services Manager as delegated to the Anglia Revenues and Benefits Partnership</p>
<p>Housing Act 1985 To approve and not refuse, applications for borrowers for housing allowances to vary the terms of repayment of loans by the Council.</p>	<p>Head of Finance or Principal Solicitor</p> <p>From 1st September 2014 by: Financial Services Manager or Principal Solicitor</p>
<p>To take appropriate action in cases of default by Council Mortgagors in their repayment, following consultation with the local councillor(s) concerned.</p>	<p>Head of Finance or Principal Solicitor</p> <p>From 1st September 2014 by: Financial Services Manager or Principal Solicitor</p>
<p>To consent to a mortgagor effecting a second mortgage.</p>	<p>Head of Finance or Principal Solicitor</p> <p>From 1st September 2014 by: Financial Services Manager or Principal Solicitor</p>
<p>Implementation of the higher of the National Standard Rate or Local Average Rate of mortgage interest (NB: House purchase loans advanced prior</p>	<p>Head of Finance</p> <p>From 1st September 2014 by:</p>

to October 1980) to review annually in March the interest rate being charged to mortgagors and adjust it to the Standard National Rate.	Financial Services Manager
To deal with write-offs exceeding £1,000 but under £20,000, after consultation with the Chairman of the Committee, where recovery is unlikely or uneconomic.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Section 49 To determine applications for remission of non-domestic rates on hardship grounds.	Head of Finance From 1 st September 2014 by: Financial Services Manager
To determine applications in respect of partly occupied properties.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Local Government Finance Act 1992 (as amended) Council Tax To deal with/authorise issue of completion notices, discounts, recovery and enforcement exemptions, agreement of alternative and voluntary instalment arrangements, determination of joint and several liability, refunds, imposition of penalties, reductions for people with disabilities, second adult rebates, determination of sole or main residence, grant of transitional reductions, write-offs up to £1,000 where recovery is unlikely or uneconomic.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Referendum on Council Tax.	Head of Finance and Returning Officer From 1 st September 2014 by: Financial Services Manager and returning Officer
To deal with write-offs exceeding £1,000 but under £5,000, after consultation with the Chairman of the Committee, where recovery is unlikely or uneconomic.	Head of Finance From 1 st September 2014 by: Financial Services Manager
To determine matters where appeals may be made to the Council as billing authority.	Head of Finance From 1 st September 2014 by: Financial Services Manager
To administer the Collection Fund.	Head of Finance From 1 st September 2014 by: Financial Services Manager
To agree the settlement of precept payment dates with the Major and Local Precepting Authorities.	Head of Finance From 1 st September 2014 by:

	Financial Services Manager
To remit, by way of write-off, any amounts becoming due through the revised policy to remove discretionary Council Tax discount for empty properties, in exceptional circumstances or on hardship grounds, after consultation with the Chairman of the Committee.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Business Rates Retention Scheme To deal with the National Non-Domestic Rates return (NDR1) by 31 January immediately preceding the financial year to which it relates	Head of Finance From 1 st September 2014 by: Financial Services Manager
Localism Act 2011 Chapter 7 To undertake necessary preparatory steps for changes to the Standards regime. Recruitment of Independent persons (with final approval reserved to Full Council). Deal with any transitional complaints.	Principal Solicitor or Monitoring Officer
Localism Act 2011 District, Town or Parish Councillor complaints To consider and accept/reject complaints relating to a District, Town or Parish Councillor (or co-opted Member) To refer complaint to Town or Parish for consideration and resolution.	Monitoring Officer or Deputy Monitoring Officer
To re-direct complaints that are unrelated to Member Conduct to the appropriate complaints system of the Council/or other authority (including, where relevant, the Police).	Monitoring Officer or Deputy Monitoring Officer
To see to informally resolve a complaint relating to a District, Town or Parish Councillor (or co-opted Member) with a meeting, mediation or training.	Monitoring Officer or Deputy Monitoring Officer
Investigation of complaints against a District, Town or Parish Councillor (or co-opted Member), or appoint internal or external officers or parties to undertake this on their behalf, in accordance with the approved complaints handling procedure having consulted the Independent Person before such a decision is made.	Monitoring Officer or Deputy Monitoring Officer
Section 111 To effect insurance for all services of the Council and to make arrangements for claims on insurance companies and agree settlements.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Section 151 To agree terms for the Council's banking arrangements.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Authority to sign cheques.	Chief Executive or Head of Finance or

	Principal Account From 1 st September 2014 by: Assistant Director Support Services Financial Services Manager or Principal account
Section 172 Management of the Council's loan debt and investments.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Section 215 To accept onto the list closed churchyards.	Principal Solicitor or Chief Executive From 1 st September 2014 by: Assistant Director Support Services or Principal Solicitor
Housing Benefits ¹ To determine and adjudicate in all cases of applications under the Hosing Benefits Scheme, including fixing rent limitations for rent allowances.	Head of Finance From 1 st September 2014 by: Financial Services Manager
Debts and Financial Claims To institute legal proceedings on behalf of the Council for the recovery of all debts and defence of all claims.	Principal Solicitor
To write off any individual debt which does not exceed £1,000, after consultation with the Head of Legal Services, to ensure that all action for recovery has been taken.	Head of Finance From 1 st September 2014 by: Financial Services Manager
To make ex gratia payments to complainants under the Council's complaints scheme or the Ombudsman Scheme.	Chief Executive or Head of Finance From 1 st September 2014 by: Chief Executive or Financial Services Manager
To maintain Freedom of Information Act, Environmental Information regulation and Data Protection Act Policies	Principal Solicitor From 1 st September 2014 by: Corporate Unit & Performance Manager

¹ Subject to enabling legislation, to be known as "Universal credits" anticipated from October 2014 (s1 Welfare Reform Act 2012)