

OVERVIEW OF THE GOVERNANCE COMMITTEE

Governance Committee – 13 July 2015

Report of Chief Officer Legal and Governance

Status: For Consideration

Key Decision: No

This report supports the Key Aim of effective management of council resources

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Recommendation to Governance Committee: To note the purpose and remit of the Committee.

Reason for recommendation: To provide Members of the Committee with an overview of the remit and work of the Committee.

Scope of the Committee

- 1 The Governance Committee is appointed to advise the Council on matters relating to its governance and electoral arrangements.

Membership of the Governance Committee

2. The Committee is made up of 7 elected Members, one of which shall serve as Chairman, that follow the political proportionality of the Council. There are 3 ordinary meetings of the Committee each year. In addition to this, other meetings may be called from time to time as and when appropriate. A meeting of the Committee may be called by the Chairman of the Committee, by a quarter of the Members of the Committee or by the Chief Executive (in consultation with the Chairman and Vice-Chairman, if available) if he considers it necessary or appropriate.

Terms of Reference

Regulatory Framework

- (a) To review the number of meetings and Terms of Reference of the Audit Committee.
- (b) To consider the Council's compliance with its own and other published standards and controls.

Constitutional Matters

- (c) To advise the Council on all matters relating to any review of the Council's decision-making arrangements.
- (d) To advise the Council on all matters relating to any review of the Council's Constitution.

Members' Allowance Scheme

- (e) To receive the recommendations of the Joint Independent Remuneration Panel and make recommendations for change the Members' Allowance Scheme to the Council and, if required, to the Joint Independent Remuneration Panel.

Electoral Arrangements

- (f) To advise the Council on all matters relating to:
 1. Parliamentary, County, District and Parish/Town Council elections and referenda, including European Elections and England and Wales Police and Crime Commissioner Elections;
 2. the revision of parish boundaries;
 3. the overall number of Members of the District Council;
 4. the preferred number of Members for each District Council Ward;
 5. the number of Wards for the District of Sevenoaks;
 6. the names and boundaries of District Council Wards;
 7. carrying out Parish Governance Reviews under the Local Government and Public Involvement in Health Act 2007; and
 8. any matters ancillary thereto.

Business of the Committee

- 6. Since its creation in May 2013, the Committee has reviewed the following matters:

2013-14	Community Governance Review Appointment of Electoral Registration Officer and Returning Officer for District and Parish Council Elections Review of Member Expenses Review of Members' Allowances Scrutiny Committee - Change to Terms of Reference Sevenoaks District Strategic Board Review New Governance Arrangements – Members Survey Review of the Allocation of Special Responsibility Allowances Amendments to the Council's Constitution: Part 13 - Officer Responsibilities and Delegations
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	Amendments to the Constitution relating to the Licensing function Openness and transparency on personal interests Recording of meetings Community Governance Review Polling Districts and Polling Places Review Review of New Governance Arrangements Recorded Votes at Budget Meetings
2014-15	Community Governance Review - Badgers Mount Order Changes to the Council's Constitution Governance Review Recording and The Openness of Local Government Bodies Regulations 2014 Governance Arrangements Individual Electoral Registration The Local Government (Electronic Communications) (England) Order 2015 Arrangements for Member Induction and Training Future Report on Governance Arrangements

Key Implications

Financial

There are no specific financial implications arising from this report.

Legal Implications and Risk Assessment Statement.

There are no specific legal implications arising from this report.

Equality Assessment

The recommendations in this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Background Papers:

Part 9 of the [Constitution](#)

[Previous agendas](#) for the Governance Committee

Christine Nuttall
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