

Appendix Two

Appointments to Committees and Working Groups

24 May 2017

SECTION A - COMMITTEES

1. Adoption Panel

Membership and Terms of Reference

10 members (1 County Councillor – Cabinet Member for Children and Young People)

Membership arrangements are currently under review.

Quorum: 5 (to include Chairman or Vice Chairman, 1 Social Worker and 1 Independent Member)

Terms of Reference

- (1) To make recommendations to the Adoption Agency on whether or not:
 - (a) child who is relinquished by parent(s) should be placed for adoption;
 - (b) prospective adopter is suitable to adopt a child, or
 - (c) child should be placed for adoption with particular adopters.
- (2) To advise the Adoption Agency on various matters as specified in the Adoption Agencies Regulations 2005
- (3) These are Executive Functions and the Adoption Panel will submit an annual report to the Cabinet.

2. Appointments Committee - School Governors and Academy

Membership and Terms of Reference

4 Members (2:1:1)

Quorum – 2

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) To recommend individuals for Local Authority representative appointments to maintained Schools and Academies;
- (2) To appoint additional Governors as appropriate to schools requiring intervention;

- (3) To remove Local Authority Governors from Maintained Schools and Academies, and
- (4) To delegate decisions in relation to the above to officers as the Committee feels appropriate.

3. Audit Committee

Membership and Terms of Reference

8 members (4:3:1)

Quorum – 3 (must be at least 2 opposition members)

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Statement of purpose

- (1) Our audit committee is a key component of Northumberland County Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
- (2) The purpose of our audit committee is to provide independent assurance to those charged with governance of the adequacy of the risk management framework and the internal control environment. It provides independent review of Northumberland County Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Terms of Reference:

Governance, risk and control

- (1) To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
 - (2) To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
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- (3) To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- (4) To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
- (5) To monitor the effective development and operation of risk management in the Council.
- (6) To monitor progress in addressing risk-related issues reported to the Committee.
- (7) To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- (8) To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- (9) To monitor the counter-fraud strategy, actions and resources.

Internal audit

- (1) To approve the internal audit charter.
 - (2) To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
 - (3) To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
 - (4) To approve significant interim changes to the risk-based internal audit plan and resource requirements.
 - (5) To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
 - (6) To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.
 - b) Regular reports on the results of the Quality Assurance and Improvement Programme.
 - c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
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- (7) To consider the head of internal audit's annual report:
 - a) The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of internal audit.
 - b) The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the Committee in reviewing the Annual Governance Statement.
- (8) To consider summaries of specific internal audit reports as requested.
- (9) To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
- (10) To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- (11) To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.
- (12) To support the development of effective communication with the head of internal audit.

External audit

- (1) To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- (2) To consider specific reports as agreed with the external auditor.
- (3) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (4) To commission work from internal and external audit.
- (5) To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting

- (1) To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
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- (2) To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.

Accountability arrangements

- (1) To report to those charged with governance on the Committee’s findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.
- (2) To report to full Council on a regular basis on the committee’s performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

4. Communities and Place Overview and Scrutiny Committee

Membership and Terms of Reference

10 Members (5:4:1)

Quorum – 3

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of reference:

- (a) To maintain an overview of the Management Agreements in place between the County Council and Active Northumberland, Woodhorn Museum Charitable Trust and Northumberland Tourism.
- (b) To monitor, review and make recommendations about:
- Development planning
 - Neighbourhood Planning
 - Conservation
 - Housing
 - Climate Change
 - Countryside, Biodiversity and landscape quality
 - Waste Management and Energy Use
 - Public and community transport network and travel to school
 - Highway maintenance, Streetscape and the local environment
 - Local and Neighbourhood services
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- Crime, Community Safety, and fear of crime
- Antisocial behaviour and domestic violence
- Fire and rescue
- Emergency services and Emergency planning
- Customer Services
- Provision of cultural and leisure facilities
- Improving quality of life through access to culture and leisure;
- Supporting economic growth in the arts, culture and leisure sectors

5. Corporate Services and Economic Growth Overview and Scrutiny Committee

Membership and Terms of Reference

10 Members (5:4:1)

Quorum – 3

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of reference:

- (a) To maintain an overview of the Council's Annual Budget and Budgetary Management via the Medium Term Financial Plan.
 - (b) To review the state of Northumberland and the County Council's activity in delivering its Corporate Plan.
 - (c) To maintain an overview of the Council's performance management arrangements; highlighting areas of poor performance and monitoring recovery delivery plans.
 - (d) To maintain an overview of the Management Agreements in place between the Council and Arch (Northumberland Development Co)
 - (e) To monitor, review and make recommendations about:
 - Corporate Services: Organisational Development, Health and Safety, ICT Strategy, Corporate Governance, Financial Services, Procurement Strategy, Risk Strategy, Shared and Traded Services
 - Partnership development co-ordination with local organisations
 - Relationships with external bodies
 - Regeneration and Economic Development
 - Strategic Transport Network and Infrastructure
 - Employability, Skills, and removing barriers to work
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- Capital Programme and Asset Management
- Support to VCS organisations and the Council's relationship with town and parish councils.

6. County Emergency Committee

Membership and Terms of Reference

8 Members (4:3:1)

Quorum – 3

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (a) To function under emergency legislation and to deal with such matters concerning the Council's civil contingencies functions as may be referred to them by the Council.
- (b) To reconvene when called upon either before, during or after a significant incident or emergency whereby the County Council may be required to respond beyond its normal day to day capabilities.

7. Disputes Panel - Fire and Rescue Service

Membership and Terms of Reference

8 members (4:3:1) (Including two Administration members who have been trained in disputes procedures)

Quorum - 3

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

To hear disputes, as required, in accordance with the provisions in the Scheme of Conditions of Service of Local Authorities Fire Brigades.

8. Family and Children's Services Overview and Scrutiny Committee

Membership and Terms of Reference

19 Members

10 County Councillors (5:4:1)

Quorum - 5

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Also:

2 Parent Governors (voting) – two vacancies

3 Church Representatives (voting) – A. Hodgson, J. Warner, Revd D. Lennox

4 Teacher Union Representatives (non-voting) – J. Sanderson, R. Lyst, R. Woolhouse, S. Payne

(all subject to satisfactory DBS clearance)

These representatives may discuss non-education matters but shall not vote on those matters identified as being outside their remit.

Terms of reference:

(a) To monitor, review and make recommendations about:

- Early Years
 - Education and Schools
 - Special education needs and disability
 - Adult and Community Education
 - Training and Vocational Education
 - Lifelong Learning
 - Youth Offending
 - Social Services for Children and Young People
 - Children's Health
 - Teenage Sexual Health
 - Looked After Children
 - Safeguarding - Children
 - Youth Services
 - Family Services
 - Children's Centres
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- (b) To oversee and monitor school improvement, as follows:
- (c) To receive feedback on the Ofsted inspection of schools.
- (d) To support the work of the County Council and the progress of schools on the School Intervention and Support Programme in specified categories.
- (e) To receive an annual report about the number of schools that have been on the School Intervention and Support Programme, the reason(s) for their inclusion, the support given by the Council and the success of this support.
- (f) To receive an annual report on the performance of schools.

9. Fostering Panel

Membership and Terms of Reference

10 members (1 County Councillor)

Membership arrangements are currently under review.

Quorum: 5 (to include Chairman or Vice Chairman, 1 Social Worker and 3 Independent Members)

Terms of Reference

- (1) The functions of the Fostering Panel are specified in Part 5 Regulation 25 of the Fostering Service (England) Regulations.
 - (a) To consider each application for approval and to recommend whether or not a person is suitable to be a foster parent.
 - (b) Where it recommends approval of an application, to recommend any terms on which the approval is to be given.
 - (c) To recommend whether or not a person remains suitable to be a foster parent, and whether or not the terms of their approval (if any) remain appropriate.
 - (i) on the first Review carried out in accordance with Regulation 28(2); and
 - (ii) on the occasion of any other Review, if requested to do so by the Fostering Service provider in accordance with Regulation 28(5); and
 - (d) To consider any case referred to it under Regulation 27(9) or 28(10)
- (2) The Fostering Panel must also:-

- (a) advise, where appropriate, on the procedures under which Reviews in accordance with Regulation 28 are carried out by the Fostering Service provider, and periodically monitor their effectiveness.
- (b) oversee the conduct of assessment carried out by the Fostering Service provider; and
- (c) Give advice and make recommendations on such other matters or cases as the Fostering Service provider may refer to it.

10. Governing Body of Netherton Park

Membership and Terms of Reference

*The Netherton Park Instrument of Management Order 1973 stipulates that the Governing Body shall consist of 12 persons, comprising eight local authority managers and four foundation managers **

** All Managers should not be older than 70 years of age*

8 members (4:3:1)

Quorum: one third of the total number of managers i.e. 4, provided that at least one Governor shall be a Foundation Manager (Trustee) and at least one shall be a Local Authority Manager (Councillor).

Chair:

Vice Chair: A Trustee Manager

Conservative	Labour	Independent	Lib Dem	Non Aligned

4 Trustee Managers

Terms of Reference

To exercise the functions of the Responsible Body of the Home.

11. Health and Well-being Board

Membership and Terms of Reference

19 members

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Leader of the Council
 Cabinet Member – Adult Wellbeing and Health
 Cabinet Member – Childrens Services
 Conservative Group representative
 Labour Group representative

Director of Children’s Services
 Director of Public Health
 Economic and Inclusion Policy Manager
 Director of Adult Services
 Other officer representation as appropriate

Northumberland Clinical Commissioning Group Chief Clinical Officer
 Northumberland Clinical Commissioning Group representative
 Healthwatch representative
 Northumbria Healthcare NHS Foundation Trust Chief Executive
 Northumberland, Tyne and Wear NHS Foundation Trust Chief Executive
 Northumberland Local Medical Committee Chair
 NHS England Representative
 Chair of NCC Safeguarding Boards
 VCS Representative

Terms of reference

- (1) To transform the way health and social care services are commissioned and provided to promote integration, improve the Health and Well Being of the population of Northumberland and reduce health inequalities.
 - (2) To set out the strategic vision for health and wellbeing for Northumberland to provide a shared sense of direction for constituent organisations of the board.
 - (3) To promote a shared transformational culture and set of key principles, across constituent organisations of the board, to drive positive change.
 - (4) To improve the health and wellbeing of the population of Northumberland and increase the emphasis on early intervention and primary prevention.
 - (5) To improve democratic accountability for health and wellbeing decision making.
 - (6) To ensure that constituent organisations of the board, and other partner agencies, are cognisant of the role they play in promoting the health and wellbeing of the population and are able to maximise their contribution to this agenda.
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- (7) To ensure the engagement of the public in determining needs and service commissioning.
- (8) To undertake regular reviews of the Board's activity to ensure that it is achieving what it is setting out to do.

Statutory functions

- (9) To encourage all health and social care organisations which operate within Northumberland to work together in an integrated manner.
- (10) To provide all appropriate advice, assistance and support to encourage the development of formal partnership arrangements between social care and health services, making use of the powers provided by Section 75 of the NHS Act 2006.
- (11) To oversee the production of the Joint Strategic Needs Assessment (JSNA) for Northumberland, covering all needs which either fall within the responsibilities of health commissioners, but could alternatively be met or significantly affected by local authority functions or vice versa.
- (12) To produce a joint health and wellbeing strategy (JHWBS) for Northumberland, on behalf of the Council and Northumberland Clinical Commissioning Group.
- (13) To ensure that Healthwatch Northumberland and the people who live and work in Northumberland are involved in the production of the JSNA and the JHWBS.

Additional functions delegated by Council

- (14) To monitor performance against designated health and wellbeing outcomes as detailed in the Health & Well Being Strategy
 - (15) To advise the Council and health commissioners on steps that they could take to reduce health inequalities within Northumberland and between Northumberland and England as a whole
 - (16) To promote broader integration and partnership working between the NHS, social care, public health and other local services
 - (17) Any other functions that may be delegated by the Council under section 196 (2) of the Health and Social Care Act 2012.
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12. Health and Wellbeing Overview and Scrutiny Committee

Membership and Terms of Reference

10 Members (5:4:1)

Quorum - 3

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of reference:

- (a) To promote well-being and reduce health inequality, particularly in supporting those people who feel more vulnerable or are at risk.
- (b) To discharge the functions conferred by the Local Government Act 2000 of reviewing and scrutinising, matters relating to the planning, provision and operation of health services in Northumberland.
- (c) To take a holistic view of health in promoting the social, environmental and economic well-being of local people.
- (d) To act as a consultee as required by the relevant regulations in respect of those matters on which local NHS bodies must consult the Committee.
- (e) To monitor, review and make recommendations about:
- Adult Care and Social Services
 - Adults Safeguarding
 - Welfare of Vulnerable People
 - Independent Living and Supported Housing
 - Carers Well Being
 - Mental Health and Emotional Well Being
 - Financial inclusion and fuel poverty
 - Adult Health Services
 - Healthy Eating and Physical Activity
 - Smoking Cessation
 - Alcohol and drugs misuse
 - Community Engagement and Empowerment
 - Social Inclusion
 - Equalities, diversity and community cohesion
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13. Joint Consultative Committee

Membership and Terms of Reference

To bring together members and employees of the Council and their representatives in consultation on strategic and policy matters in order to further the aims and improve the efficiency of the County Council's services.

5 Members of the County Council

Employees of the County Council to be appointed by trade unions and professional associations.

Quorum: Two members from the Employers' side and three members from the Employees' side

Chair:

Vice Chair: TU representative

Conservative	Labour	Independent	Lib Dem	Non Aligned

14. Licensing Committee

Membership and Terms of Reference

16 Members (8:6:1:1) (same membership and chair/ vice chair as Licensing and Regulatory Committee)

Quorum - 4

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) The Licensing Committee will exercise all the powers and duties of the Council under the Licensing Act 2003 and the Gambling Act 2005, except for those functions that are reserved to the Council.
 - (2) The Licensing Committee may arrange for any functions which it exercises to be discharged by:-
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- (a) a Sub Committee established by it; or
- (b) an officer of the Council as Licensing Authority.

The Committee will report to the Council on any such arrangements it may make.

- (3) Where the Licensing Committee exercises the function of determining any application or similar matter, it will do so through a Sub Committee.

15. Licensing and Regulatory Committee

Membership and Terms of Reference

16 Members (8:6:1:1) (same membership and chair/vice chair as Licensing Committee)

Quorum – 4

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) Except where the matter is delegated either expressly to the Head of Public Protection, or alternatively to officers in accordance with the Public Protection internal scheme of management, the Licensing and Regulatory Committee has the following delegated powers:-

- (a) to be responsible for licensing matters relating to the following areas, including suspension and revocation of licences and applications where there has been a refusal to grant, renew or vary a licence, or where there are relevant objections to grant, vary or renew:-

(i) amusements with prizes	(xiv) prize bingo
(ii) animal boarding establishments	(xv) sex establishments
(iii) betting tracks	(xvi) street collections
(iv) dangerous wild animals	(xvii) street trading – prohibited areas
(v) dog breeding establishments	(xviii) theatres and cinemas
(vi) game dealers	(xix) film classification
(vii) hackney carriage drivers and proprietors	(xx) use of land as a caravan site
(viii) hypnotism	(xxi) use of moveable dwellings and camping sites

(ix) lotteries	(xxii) premises for acupuncture, tattooing, ear piercing and electrolysis
(x) motor salvage operators	(xxiii) safety certificates for sports grounds
(xi) pet shops	(xxiv) zoos
(xii) pleasure boats and navigators	(xxv) knackers yards
(xiii) private hire vehicle drivers, proprietors and operators	(xxvi) scrap metal

- (b) to be responsible for any other licensing matters, including applications for licenses or registrations which are not delegated to any other body;
 - (c) to make recommendations on licensing policy;
 - (d) to make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption;
 - (e) to make recommendations to full Council in respect of bye-laws, including making new, or amending or revoking existing bye-laws;
 - (f) to consider and respond on behalf of the Council to consultation exercises where it is appropriate to do so following agreement with the Chairman of the Committee.
- (2) Where the Licensing and Regulatory Committee exercises the function of determining any application or similar matter, it may do so through a Sub Committee.

16. Local Area Councils

NORTH NORTHUMBERLAND (13)	TYNEDALE (13)	CASTLE MORPETH (13)	CRAMLINGTON AND BEDLINGTON (13)	ASHINGTON AND BLYTH (15)
<ul style="list-style-type: none"> • Alnwick (2) • Amble • Amble West with Warkworth • Bamburgh • Berwick East • Berwick North • Berwick West with Ord • Longhoughton • Norham and Islandshires • Rothbury • Shilbottle • Wooler 	<ul style="list-style-type: none"> • Bellingham • Bywell • Corbridge • Haltwhistle • Haydon and Hadrian • Hexham Central with Acomb • Hexham East • Hexham West • Humshaugh • Prudhoe North • Prudhoe South • South Tynedale • Stocksfield with Broomhaugh 	<ul style="list-style-type: none"> • Bothal • Choppington • Druridge Bay • Longhorsley • Lynemouth • Morpeth Kirkhill • Morpeth North • Morpeth Stobhill • Ponteland East and Stannington • Ponteland North • Ponteland South with Heddon • Ponteland West • Pegswood 	<ul style="list-style-type: none"> • Bedlington Central • Bedlington East • Bedlington West • Cramlington East • Cramlington Eastfield • Cramlington North • Cramlington South East • Cramlington Village • Cramlington West • Hartley • Holywell • Seghill with Seaton Delaval • Stakeford 	<ul style="list-style-type: none"> • Ashington Central • College • Cowpen • Croft • Haydon • Hirst • Isabella • Kitty Brewster • Newbiggin Central and East • Newsham • Plessey • Seaton with Newbiggin West • Sleekburn • South Blyth • Wensleydale
<p>Conservative - 10 Labour - 1 Independent - 2 Liberal Democrat - 0</p>	<p>Conservative - 10 Labour - 0 Independent - 2 Liberal Democrat - 1</p>	<p>Conservative - 9 Labour - 4 Independent - 0 Liberal Democrat - 0</p>	<p>Conservative - 4 Labour - 6 Independent - 3 Liberal Democrat - 0</p>	<p>Conservative - 0 Labour - 13 Independent - 0 Liberal Democrat - 2</p>
59,523	59,611	60,958	63,659	71,512

Terms of reference

- (a) To enhance good governance in the area and ensure that the Council's policies take account of the needs and aspirations of local communities and do not discriminate unfairly between the different Areas.
 - (b) To advise the Cabinet on budget priorities and expenditure within the Area.
 - (c) To consider, develop and influence policy and strategy development of the Council, its arms-length organisations, and other relevant bodies, to ensure that they meet local requirements and facilitate efficient and transparent decision making.
 - (d) To receive information, consider and comment on matters associated with service delivery including those undertaken in partnership agencies, affecting the local area to ensure that they meet local requirements, including matters relating to community safety, anti-social behaviour and environmental crime.
 - (e) To consider and refer to Cabinet any issues from a local community perspective with emerging Neighbourhood Plans within their area, and consider local planning applications as per the planning delegation scheme
 - (f) To consider and recommend adjustments to budget priorities in relation to Local Transport Plan issues within their area, and to make decisions in relation to devolved capital highway maintenance allocations.
 - (g) To engage, through the appropriate networks, with all key stakeholders from the public, private, voluntary and community sectors to facilitate the delivery of area priorities. This will include undertaking regular liaison with parish and town councils.
 - (h) To inform, consult and engage local communities in accordance with Council policy and guidance, through the appropriate networks.
 - (i) To, as appropriate, respond or refer with recommendations to local petitions and councillor calls for action.
 - (j) To make certain appointments to outside bodies as agreed by Council.
 - (k) To determine applications for grant aid from the Community Chest, either through Panels for individual Local Area Councils, or through the Panel of Local Area Council Chairs for countywide applications.
 - (l) To refer and receive appropriate issues for consideration to or from other Council Committees, and as appropriate invite Portfolio Holders to attend a meeting if an item in their area of responsibility is to be discussed.
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17. Pensions

(a) Pension Fund Panel

Membership and Terms of Reference

6 County Councillors (3:2:1) (Voting)

Quorum - 3

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

observer status places for Trades Union representatives (non-voting)

1 observer place for an employer representative (i.e. an employer participating in NCC Pension Fund, other than NCC) (non-voting)

1 observer place for a LGPS member representative (i.e. a contributor or pensioner of NCC Pension Fund) (non-voting)

Terms of Reference

The Pension Fund Panel has the power to discharge all functions and responsibilities relating to the Council's role as administering authority for the Northumberland County Council Pension Fund as set out in The Local Government Pension Scheme Regulations 2013 (as amended), the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended), and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended).

The Panel's functions include:

- (1) Ensuring the proper administration of the Local Government Pension Scheme;
- (2) Ensuring appropriate management of the investments of the Northumberland County Council Pension Fund, including keeping under review the Fund's investment strategy and management structure;
- (3) Approving and maintaining administering authority policy statements as required by the Local Government Pension Scheme Regulations including the Funding Strategy Statement, Statement of Investment Principles, Governance Compliance Statement and Communications Strategy;

- (4) Making suitable arrangements for the actuarial valuations of the Pension Fund taking into account the covenant risk posed by the participating employers; and
- (5) Appointing and reviewing the appointments of investment managers, advisers and consultants.

The following details regarding the Pension Boards are FOR INFORMATION ONLY. The Appointments Panel selects the members of these Boards. The Appointments Panel consists of the Lead Member for Finance, the Chair of the Pension Fund Panel, the Monitoring Officer and the S151 Officer.

(b) Local Government Pension Scheme (LGPS) Local Pension Board

Membership and Terms of Reference

4 or 5 Members:

2 Employer Representatives (Voting)

2 Scheme Member Representatives (Voting)

1 Independent Chair (if deemed necessary by the Appointments Panel) (Non-Voting)

Substitutes for the Employer or Scheme Member Representatives are not permitted. The Independent Member, if appointed, may have an Alternate who will carry out LGPS Local Pension Board business if the Independent Member is not available to do so.

Quorum – 3 if an Independent Chair is appointed, 2 if not, to include 1 Employer Representative and 1 Scheme Member Representative.

2 Employer Representatives:

1 County Councillor (Voting) – subject to eligibility and selection criteria for Councillor members

Chair: Gerard Moore (CIPFA) – Independent*

Vice:

Conservative	Labour	Independent	Lib Dem	Non Aligned

1 Non-NCC Employer Representative (ie the observer status employer representative who sits on the Pension Fund Panel) **(Voting)***

2 Scheme Member Representatives:

1 Scheme Member Representative (ie one of the two observer status trade union representatives and the one observer status member representative who sit on the Pension Fund Panel) **(Voting)***

1 Pensioner Scheme Representative (Voting)*

* The Appointments Panel oversees the appointments process.

Terms of Reference

To assist Northumberland County Council as LGPS Scheme Manager:

- (1) to secure compliance with the LGPS Regulations and any other legislation relating to the governance and administration of the Scheme, and requirements imposed in relation to the LGPS by the Pensions Regulator; and
- (2) to ensure the effective and efficient governance and administration of the LGPS.

(c) Firefighters’ Pension Scheme (FPS) Local Pension Board

Membership and Terms of Reference

4 or 5 Members:

2 Employer Representatives (Voting)

2 Scheme Member Representatives (Voting)

1 Independent Chair (if deemed necessary by the Appointments Panel) (Non-Voting)

Substitutes for the Employer or Scheme Member Representatives are not permitted. The Independent Member, if appointed, may have an Alternate who will carry out FPS Local Pension Board business if the Independent Member is not available to do so.

Quorum – 3 if an Independent Chair is appointed, 2 if not, to include 1 Employer Representative and 1 Scheme Member Representative.

2 County Councillors (Voting) – subject to eligibility and selection criteria for Councillor members

Chair: Stephen Richards*

Vice:

Conservative	Labour	Independent	Lib Dem	Non Aligned

2 Scheme Member Representatives:

1 FPS Union Representative (Voting)*

1 FPS Active or Pensioner Member Representative (Voting)*

* The Appointments Panel oversees the appointments process.

Terms of Reference

To assist Northumberland County Council as FPS Scheme Manager:

- (1) to secure compliance with the Regulations and any other legislation relating to the governance and administration of the Scheme, and requirements imposed in relation to the FPS by the Pensions Regulator; and
- (2) to ensure the effective and efficient governance and administration of the FPS.

18. Petitions Committee

Membership and Terms of Reference

8 members (4:3:1)

Quorum – 2

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

To consider those petitions of a corporate or county wide nature which do not fall within the remit of the area committees, planning and other regulatory committees (petitions about planning or licensing applications may not be considered), and to make appropriate recommendations to full Council, the Cabinet, or other committees, or on matters delegated to officers depending upon the subject matter. The Committee can also consider petitions about local issues in exceptional circumstances when agreed by the Chair.

The relevant Cabinet member and division member(s) are invited to attend as non-voting members.

19. Strategic Planning Committee

Membership and Terms of Reference

16 members (8:6:1:1)

Quorum - 4

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference and Powers

(a) To exercise the powers and duties of the Council as Planning Authority in relation to development management under the Town and Country Planning Acts and other associated/related legislation and in particular, but not limited to, those functions listed in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, **including** the following matters which specifically require a decision by the Strategic Planning Committee:

- minerals and waste planning;
- development concerning major energy and physical infrastructure proposals such as wind farms; and
- planning applications which represent a significant departure from the Development Plan.

Functions of the Planning Committee should include all decisions involving formal enforcement action.

All applications are to be determined by the Chief Planning Officer in accordance with the powers set out in the internal scheme of delegation except for the following which fall to the Committee to determine:

- Applications submitted by or on behalf of elected members of the Council or by their spouses/partners;
- Applications involving land and/or premises in the ownership or under the control of elected members of the Council or their spouses/partners;
- Applications in which any senior officer* of the Council has a personal and prejudicial interest;
- Determination of applications submitted by or on behalf of the Council (or by or on behalf of companies controlled by the Council); or of applications relating to land in which the Council (or company) has a significant interest (NB council to refuse such applications is delegated);

- Approval of applications where, in the opinion of the Relevant Officer, such an approval would constitute a departure from the approved Development Plan and would require a reference to the Secretary of State;
- Any application which an elected member of the Council requests should be considered by the Committee, provided the request is in writing, is received within 21 days of the application appearing on the weekly list, and is supported by bona fide planning reasons (which will be reported to the Committee together with the Councillor's name);
- Any application which the Relevant Officer considers should be determined by the Committee because of special planning issues or considerations it raises including significant local interest; and
- Determination of applications where there are contrary comments received within the consultation period given raising bona fide planning issues from statutory consultees as defined in National Planning Practice Guidance.

*For the purposes of the Scheme of Delegation, Senior Officer is defined as Director or Head of Service (or equivalent title)

(b) Those functions prescribed by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as not being executive functions and not elsewhere allocated by this Constitution.

20. Rights of Way Committee

Membership and Terms of Reference

8 members (4:3:1)

Quorum - 2

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- To exercise the Council's functions in relation to the survey, definition, maintenance, diversion, stopping up and creation of public rights of way.
 - To exercise the Council's functions as the Commons Registration Authority for common land and town/village greens in Northumberland.
 - To exercise the Council's functions in relation to the preparation and maintenance of the Rights of Way Improvement Plan.
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- (d) To exercise the Council's functions in relation to the Northumberland National Park and County Joint Local Access Forum (Local Access Forums (England) Regulations 2007.
- (e) To exercise the Council's role in encouraging wider access for all to the County's network of public rights of way and other recreational routes.

21. Schools' Forum

Membership and Terms of Reference

2 elected members (in an observer capacity):-

- (a) **an elected member of the authority who has primary responsibility for children's services or education in the authority; and**
- (b) **an elected member of the authority who has primary responsibility for the resources of the authority.**

Conservative	Labour	Independent	Lib Dem	Non Aligned

(In addition, there are 30 members comprising Schools members and Non-Schools members).

The operation and conduct of the Schools Forum shall be in accordance with the Schools Forums (England) Regulations 2012. The Forum will have advisory and decision making powers as specified in those Regulations in relation to the School Budget, which includes not only budget shares but also all monies directly related to the education of pupils whether in school or otherwise, arrangements for early years provision, insurance, free school meals and administrative arrangements for the allocation of central government grants paid to schools via the authority. In addition, the Forum will have a significantly extended role, and will be the main consultative interface between the County Council and the school community, and could be involved in discussion on a wide range of issues outside the scope of the legislation.

22. Staff (Appeals) Committee

Membership and Terms of Reference

3 members to be drawn from a pool of 16 trained members (8:6:1:1)

Members must be trained to be able to participate fully in the Staff Committee

Conservative	Labour	Independent	Lib Dem	Non Aligned

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Terms of Reference

- (1) To take disciplinary action involving dismissals at Corporate Director level and deal with appeals relating to grievance, grading and discipline relating to the same Directors
- (2) To assess and determine:
 - (a) where necessary, applications regarding the disposal of lump sum death benefits, and
 - (b) ex-gratia payments where the relevant Corporate Director is unable to determine the claim on behalf of the member of staff concerned.
- (3) To act in disciplinary cases involving Chief Officers and other posts as required by legislation with a further Panel of three different councillors acting as an appeal committee in such cases.

23. Staff and Appointments Committee

Membership and Terms of Reference

8 members (4:3:1)

Quorum – 3

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Group Leaders are authorised to determine the size and composition of the Committee when making appointments, having regard to the post(s) being filled.

With the agreement of the Group Leaders, a Deputy Chief Officer appointment may be determined by a Chief Officer.

Terms of Reference

- (1) To consider and determine the overall scheme and policies in relation to employee terms and conditions;
- (2) To determine appointments of Chief Officers and appropriate deputies.

- (3) To make recommendations to Council on the appointment of the Head of Paid Service.

24. Standards Committee

Membership and Terms of Reference

Members: 8 Councillors (4:3:1) and 3 Parish Council representatives (Only one member of the Committee can be a member of the Cabinet).

Independent Person – Mrs J.Common

Quorum - 4

Chair: Mr J. Jackson

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) Promoting and maintaining high standards of conduct by councillors, town and parish councillors, co-opted members and church and parent governor representatives.
 - (2) Assisting the councillors, town and parish councillors, co-opted members and church and parent governor representatives to observe the Members’ Code of Conduct.
 - (3) Advising the Council on the adoption or revision of the Members’ Code of Conduct.
 - (4) Monitoring the operation of the Members’ Code of Conduct.
 - (5) Advising, training or arranging to train councillors, town and parish councillors, co-opted members and church and parent governor representatives on matters relating to the Members’ Code of Conduct.
 - (6) Granting dispensations to councillors, town and parish councillors, co-opted members, church and parent governor representatives from requirements relating to Disclosable Pecuniary Interests set out in the Members’ Code of Conduct.
 - (7) Assessing and reviewing complaints about councillors and conducting determinations’ hearings.
 - (8) Granting exemptions for politically restricted posts.
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(9) Such other roles as may be given by the Council.

25. Standing Advisory Council on Religious Education

Membership and Terms of Reference

4 members (2:1:1)

Quorum: ¼ of total number of members - 5

Chair:

Vice Chair: A religious representative

Conservative	Labour	Independent	Lib Dem	Non Aligned

(In addition, there are 17 other members who have an education background and an interest in religious education).

Terms of Reference

To advise the Authority upon such matters connected with religious worship in County schools, and the religious education to be given in accordance with an agreed syllabus as the Authority may refer to the Council or as the Council may see fit.

SECTION B – WORKING/LIAISON GROUPS

1. Local Development Framework Working Group

Membership and Terms of Reference

6 Members (3:2:1)

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) To consider and make recommendations to Cabinet on the preparation of the Local Development Framework and related planning strategy matters.
- (2) To allow an opportunity for members to discuss issues and opportunities with key officers in relation to the preparation of the Local Development Framework. The LDF working group is intended to be a ‘task and finish’ working group which will complete its work with the final approval of the LDF by the Council.

2. Local Area Councils’ Chairs Briefing

Membership and Terms of Reference

Chairs and Vice-Chairs of Local Area Councils.

(Business Chair and Deputy Business Chair invited to attend)

***Portfolio holder attends in voting capacity when considering countywide Community Chest applications.**

Chair:

Vice-Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference:

- (1) to confirm the content of forthcoming local area council agendas and discuss other local area council related issues which may be of interest to the chairs/vice-chairs
- (2) to consider county-wide Community Chest applications (such decisions will also involve the Cabinet Member).

3. Member Services Working Group

Membership and Terms of Reference

8 Members (4:3:1)

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) To consider and make recommendations on the content and process of training and development and the support needed for elected members.
- (2) To allow an opportunity for members to discuss member training and development and provide input into its content, and to provide a forum to raise and consider issues around the support needed for elected members.

4. Safeguarding and Corporate Parenting Group

Membership and Terms of Reference

8 members (4:3:1)

Quorum - 2

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) To maintain an overview of the ways in which the Council is discharging its responsibilities as a "corporate parent" of the children who it looks after, both while the Council has parental responsibility for them and afterwards.
- (2) To consider and where necessary commission reports providing statistical and other evidence about the arrangements being made for looked-after children, the quality of the support being provided and the outcomes being achieved.
- (3) To consider and where necessary commission evidence about the individual experiences of looked after children, including anonymised case studies covering a cross-section of the children for whom the Council is responsible.
- (4) To consider reports about significant issues relating to looked-after children which arise from court hearings, complaints, inspections and similar sources.
- (5) To consider changes in legislation and guidance affecting looked-after children.
- (6) To report to the Cabinet on any issues about the Council's discharge of its responsibilities as a corporate parent which the Panel believes require its attention.
- (7) To oversee the implementation of the Corporate Parenting Strategy and other associated strategies for Looked After Children.

5. Town and Parish Council Liaison Working Group

4 Members (2:1:1)

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

- (1) To consider and make recommendations to Council of the working arrangements with town and parish councils, including the parish charter.
 - (2) To allow an opportunity for members to discuss working arrangements with Town and Parish Councils, to include the current and future arrangements for the transfer of assets to Town and Parish Councils and to review and update the Parish Charter.
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- (3) The work of the Group will complement more formal decision making meetings and committees and will make recommendations to, and offer comment on, the respective rights, roles and responsibilities of each tier or local government and the expectations that they may have of each other. Such recommendations being made to Full Council.

6. VCS Liaison Group

Membership and Terms of Reference

8 Members (4:3:1)

Chair:

Vice Chair:

Conservative	Labour	Independent	Lib Dem	Non Aligned

Terms of Reference

To identify mutual opportunities and share common concerns. These will help to support the production of a Policy Statement which will provide clarity about the Council's corporate approach to working with and supporting the sector.
