

## PART 3

### Responsibilities for Functions

#### Part 3C – Committee Functions

- 3C.1 Council has established the Committees set out in Table 2 below to discharge certain functions which are neither reserved to Council nor Executive or solely Executive functions. Council retains the right to a concurrent and overriding exercise of all functions in Table 2.
- 3C.2 The Authority must have at least one Overview and Scrutiny Committee and this is set out in Table 3 below.
- 3C.3 A Committee may establish such Sub-Committee(s) as it sees fit to undertake certain of its functions and the Tables below include such Sub-Committees.
- 3C.4 Unless otherwise required by law, a Committee or Sub-Committee in Table 2 may determine not to exercise a function delegated to it and refer that function upwards for determination by respectively Council or the parent Committee.

**Table 2 (Functions of Committees)**

<b>PLANNING COMMITTEE (made up of 11 members)</b>	
<b>Function</b>	<b>Condition</b>
<b>Planning, etc. applications</b> Determine an application for: (a) full planning permission; (b) outline planning permission; (c) approval of reserved matters; (d) listed building consent; (e) advertisement control consent (f) permission in principle; (g) technical details consent	The power shall only be exercised where the application: (a) is contrary to the provisions of the development plan and is being recommended for approval (b) is for a proposal which an Officer intends to support and which has, prior to the expiry of the statutory consultation period, been objected to in writing by the parish council or any statutory consultee; unless the Chair and Vice Chair consider that the objection is one which does not require Committee assessment; (c) is one in respect of which any Member has, within 21 days of being notified that a valid application has been received submitted a written request setting out the public interest and planning reasons to the Director

	<p>of Communities &amp; Economic Development that it be determined by the Planning Committee and that request has been accepted in accordance with the referral process<sup>1</sup>;</p> <p>(d) is submitted by or on behalf of the Council or the Gloucestershire County Council;</p> <p>(e) is submitted by a Member, an Executive Director, Director or an existing employee of the Communities and Economic Development Division;</p> <p>(f) is one which the Planning Committee has by way of formal resolution specifically required should be determined by the Committee; or</p> <p>(g) is one which the Director of Communities and Economic Development or Head of Planning considers should be determined by Planning Committee.</p>
<p><b>Trees</b></p> <p>Determine planning applications relating to trees including (a) trees covered by Tree Preservation Orders: and (b) trees within Conservation Areas.</p>	<p>The power shall only be exercised in respect of an application:</p> <p>(a) submitted by a (i) a Member, (ii) a current employee of the Communities and Economic Development Division of the Council or (iii) the Council or Gloucestershire County Council;</p> <p>(b) which a Member of the Council has, within the consultation period, requested should be determined by Planning Committee; or</p> <p>(c) which the Director of Communities and Economic Development or Head of Planning considers should be determined by Planning Committee</p>
<p><b>Planning Policy</b></p> <p>Act as consultee to Cabinet Member on recommendations/responses for the</p>	<p>Adoption of local planning policy is a Council function</p>

<sup>1</sup> The referral process is set out in the detail in the Planning Code of Conduct

adoption and review of local and national planning policy	
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<b>LICENSING COMMITTEE (made up of 10 members)</b>	
<b>Function</b>	<b>Condition</b>
Establish Licensing Sub-Committees	
<p><b>Licensing Act 2003</b> Act as consultee to Cabinet Member on recommendations/responses for the adoption and review of the Licensing Policy Statement and national licensing policy</p>	Adoption of the Licensing Policy Statement is a Council function
<b>MISCELLANEOUS LICENSING SUB-COMMITTEE</b>	<b>(5 Members politically balanced)</b>
<b>Hackney Carriage and Private Hire</b>	
Determine an application for the grant variation or renewal of a driver or vehicle licence	<ol style="list-style-type: none"> <li>1. Where an application is made contrary to adopted policy and where officers do not have delegated powers</li> <li>2. Any matter(s) calling into question the fitness of an applicant, licensed driver and/or licensed vehicle</li> <li>3. Any other circumstance(s) where an officer deems it relevant to exercise discretion to refer a matter to the committee</li> </ol>
Determine an application for the grant or variation of an operator's licence	<ol style="list-style-type: none"> <li>1. Where an application is made contrary to adopted policy and where officers do not have delegated powers</li> <li>2. Any matter(s) calling into question the fitness of an applicant, licensed operator</li> <li>3. Any other circumstance(s) where an officer deems it relevant to exercise discretion to refer a matter to the committee</li> </ol>
Determine an application for the transfer of a vehicle licence	<ol style="list-style-type: none"> <li>1. Where an application is made contrary to adopted policy and where officers do not have delegated powers</li> <li>2. Any matter(s) calling into question the fitness of an applicant and/or licensed vehicle</li> </ol>

	3. Any other circumstance(s) where an officer deems it relevant to exercise discretion to refer a matter to the committee
Suspend or continue the suspension of a driver, vehicle or operator's licence	Where an officer chooses not to exercise delegated power
Revoke a driver, vehicle or operator licence	
Adopt and amend standard conditions for hackney carriage and private hire licences	
<b>Any other licensable activity not otherwise referred to including sex establishments</b>	
Determine any application for the grant, renewal, variation or transfer of a licence, consent, permit or permission	If a relevant objection is made
Revoke or withdraw any licence, consent, permit or permission	If a relevant representation is made
<b>ALCOHOL AND GAMBLING LICENSING SUB-COMMITTEE</b>	<b>(3 Members from the main committee (not substitutes) no requirement for political balance)</b>
<b>Function</b>	<b>Condition</b>
<b>Licensing Act 2003</b>	
Determine an application for a personal licence	If a police objection
Determine an application for a personal licence with unspent conviction(s)	All cases
Determine an application for a premises licence/club premises certificate	If a relevant representation made
Determine an application for a provisional statement	If a relevant representation made
Determine an application to vary a premises licence/club premises certificate	If a relevant representation made
Determine an application to vary a designated premises supervisor	If a police objection
Determine an application for transfer of a premises licence	If a police objection
To determine an application for interim authorities	If a police objection
Determine an application to review a premises licence/club premises certificate	All cases
Lodge an objection where the Council is a consultee and not the relevant authority	All cases

considering the application	
Determine a police objection to a temporary event notice	All cases
Determine an application to vary premises licence at community premises to include alternative licence conditions	If a police objection
<b>Gambling Act 2005</b>	
Act as consultee to Cabinet Member on recommendations/responses for the adoption and review of the Licensing Policy Statement and national licensing policy including policies on casinos	Adoption of the Licensing Policy Statement is a Council function
Determine an application for a premises licence	Where representations have been made and not withdrawn
Determine an application for a variation to a premises licence	Where representations have been made and not withdrawn
Determine an application for a transfer of a premises licence	If a representation received from the Gambling Commission or responsible authority
Determine an application for a provisional statement	All cases
Review a premises licence	All cases
Determine an application for club gaming/club machine permit	Where representations have been made and not withdrawn
Cancel a club gaming/club machine permit	All cases
Decide to give a counter notice to a temporary use notice	All cases
<b>AUDIT, COMPLIANCE AND GOVERNANCE COMMITTEE (made up of 7 members)</b>	
<b>Function</b>	
<b>General</b>	
Provide a broad based audit role across all areas of the Authority, while promoting and ensuring effective internal control and independent assurance mechanisms	
<b>Internal Audit</b>	
Consider the internal audit annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Authority's corporate governance arrangements	
Provide on-going monitoring of the operational audit plan and audit planning process	
Agree internal audit plans (ensuring that internal audit work is planned with due regard to risk, materiality and supports the attainment of the Authority's aims and priorities)	
Review internal audit performance	
Monitor and review the actions required arising out of audit recommendations	
<b>External Audit</b>	
Consider and review the external audit and inspection letter and all	

associated reports and other documents
Consider and review external audit reports
Monitor and review actions required arising out of external audit recommendations
Contribute to the forward work plan of the Authority's external auditors (insofar as they relate to the Authority)
Review all matters relating to external audit, including audit and inspection planning, action points and reports
Ensure effective liaison between external and internal audit and any other inspection agency
To be consulted on any proposals for the appointment of the council's external auditor
<b>Risk Management</b>
Ensure that an appropriate corporate risk management strategy is in place
Ensure that risk management procedures are satisfactorily carried out
Provide on-going monitoring and review of the risk management strategy
<b>Annual Statement of Accounts</b>
Review and approve the annual statement of accounts and statement of internal control, 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 needs to be brought to the attention of the Authority
Ensure appropriate arrangements operate for the development of the Statement on Internal Control
Review the annual report to members from the external auditor to those charged with governance on issues arising from the audit of the statement of accounts
<b>Corporate Governance Framework</b>
Ensure systematic appraisal of the Authority's control environment and framework of internal control to provide reasonable assurance of effective and efficient operations
In conjunction with the Standards Committee and Borough Solicitor & Monitoring Officer, ensure that the highest standards of probity and public accountability are demonstrated including anti-fraud and anti corruption arrangements
Ensure arrangements operate to evaluate and report on compliance with the local code of corporate governance and to periodically review the code
Review internal and external reports and assessments in respect of corporate governance
Ensure and maintain effective liaison with the Corporate Governance Group and Standards Committee.

<b>APPOINTMENTS AND REMUNERATION COMMITTEE (made up of 9 members)</b>
<b>Function</b>

Be responsible for the appointment and dismissal of any Executive Officers
<i>NOTE; No offer of appointment shall be made until the proposed action (including the name and any other particulars the Committee considers relevant) has been notified to every member of the Cabinet and either:-</i> 1. <i>within the period specified in the notification no objection has been made by the Leader on behalf of the Cabinet to the proposed action; or</i> 2. <i>the Committee is satisfied that any objection made is not material or is not well founded; or</i> 3. <i>the Leader has, within the period specified in the notification, notified the Chief Executive that neither they nor any member of the Cabinet has any objections</i>
Determine the conditions on which the Executive Officers hold office, including deciding matters relating to the early retirement of those officers.
Consider the Pay Policy Statement and refer it to Council for approval
Determine policies relating to employee remuneration
Determine policies relating to local government pensions and discretionary compensation.
Deal with any other appointments, dismissal or remuneration matters referred by Council or Head of Paid Service
<b>DISCIPLINARY COMMITTEE (made up of 5 members)</b>
<b>Function</b>
Manage and consider any disciplinary and/or capability and any grievance matters arising in relation to any Executive Officer.
Carry out the function of an Investigating & Disciplinary Committee as set out in the JNC Conditions of Service for Chief Officers.
Consider allegations concerning the conduct or capability of any Executive Officer in order to establish whether or not they are sufficiently well-founded and serious in content to justify investigation
If appropriate, suspend an Executive Officer under the terms of the JNC Conditions of Service for Chief Officers. Where appropriate and in a case of urgency the Chair of the Disciplinary Committee can suspend, for a period of up to 2 months, an Executive Officer. This power can only be exercised following consultation with Human Resources.
Comply with the notification requirements of Rule 6 of Part 4F of the Constitution (Employment Rules) and to consider any objections from members of the Cabinet to establish whether they are material and/or well-founded.
In respect of Executive Officers (other than the Head of Paid Service, Chief Finance Officer or Monitoring Officer) to (a) appoint, if appropriate, an investigator to carry out an investigation on behalf of the Committee (which power can be delegated to an Officer); (b) receive and consider any report of an investigator; (c) hold a capability, disciplinary or grievance hearing; (d) following any capability and/or disciplinary hearing, determine a course of action (up to and including dismissal) within the Council's powers under law and within its procedures, including the procedure set out in Rule 6 of Part 4F of the Constitution (Employment Rules)
<b>APPEALS COMMITTEE (made up of 5 members)</b>
<b>Function</b>
Hear and determine appeals against decisions of the Disciplinary Committee in respect of action taken against any Executive Officer (other than the Head

of Paid Service, Chief Finance Officer or Monitoring Officer)
Hear and determine appeals against any action short of dismissal taken by the Disciplinary Committee against the Head of Paid Service, Chief Finance Officer or Monitoring Officer

<b>STANDARDS COMMITTEE (made up of 7 members)</b>	
<b>Function</b>	
(a)	To promote and maintain high standards of conduct and to assist Members and Co-opted Members to observe the Code of Conduct, and to: <ul style="list-style-type: none"> <li>• advise the Council on the adoption or revision of the Code;</li> <li>• monitor the operation of the Code; and</li> <li>• provide advice and training.</li> </ul>
(b)	To promote and maintain high standards of conduct in Parish Councils and to assist Parish Councils to observe the Code of Conduct, and to: <ul style="list-style-type: none"> <li>• advise Parish Councils on the adoption or revision of Codes of Conduct;</li> <li>• monitor the operation of their Codes; and</li> <li>• provide advice and training to Parish Councillors.</li> </ul>
(c)	Determine applications for dispensations which have been made by Members of the Borough Council and which have not been determined by the Monitoring Officer under authority delegated to him/her.
(d)	Prepare, monitor and review Codes and Protocols to support the Code of Conduct and recommend to Council accordingly.
(e)	Consider reports from the Monitoring Officer on the number of complaints received under the Code of Members' Conduct and the decisions taken by the Monitoring Officer in consultation with the Independent Person(s) on such complaints.
(f)	Consider and determine the appropriate action on matters referred by the Monitoring Officer in relation to the assessment of complaints where the Monitoring Officer has been unable to exercise their delegated authority.
(f)	Receive summary reports from the Monitoring Officer: <ol style="list-style-type: none"> <li>a) on complaints that have been investigated where 'no breach' of the Code has been found to have occurred; and</li> <li>b) on complaints where a 'breach' of the Code has been found but where it has been possible for a local resolution to be agreed.</li> </ol>
(g)	Adopt procedures for the hearing of cases of a 'breach of the Code' finding upon investigation via a Hearings Sub-Committee

<b>STANDARDS HEARINGS SUB-COMMITTEE (made up of 3 members from the Standards Committee)</b>	
<b>Function</b>	
The Standards Hearings Sub Committee will undertake the functions set out	



below.	
(1)	Hear cases, including those relating to Parish Council Members and Co-opted Members, of an alleged breach of the Member Code of Conduct referred by the Monitoring Officer following a report of an Investigating Officer.
(2)	<p>In respect of Members of the Borough Council, where it has been determined that a Member has failed to comply with the Authority's Code of Conduct, impose one or more of the following, if appropriate:</p> <ul style="list-style-type: none"> <li>a) censure;</li> <li>b) report to Council;</li> <li>c) recommend actions to the Leader of the Council;</li> <li>d) recommend actions to Group Leader (e.g. removal from a Committee)</li> <li>e) removal from Outside Bodies;</li> <li>f) withdrawal of facilities, such as Council email/website/internet access;</li> <li>g) exclusion from the Council Offices, or other premises, with the exception of meeting rooms as necessary for attending Council, Committees or Sub-Committees and/or nominating a single point of contact; and/or</li> <li>h) requesting the Member to undertake actions deemed appropriate e.g. training, issue of an apology.</li> </ul>
(3)	<p>In respect of the Members of Parish Councils, within the area of Cheltenham Borough Council, where it has been determined that a Member / Co-opted Member has failed to comply with their Authority's Code of Conduct, impose one or more of the following, if appropriate:</p> <ul style="list-style-type: none"> <li>a) censure;</li> <li>b) report to the Parish Council recommending actions which could include removal from a Committee, removal from an Outside Body or withdrawal of facilities; and/or</li> <li>c) requesting the Member to undertake actions deemed appropriate e.g. training, issue of an apology.</li> </ul>

**Table 3**

<b>OVERVIEW &amp; SCRUTINY COMMITTEE (made up of 9 members)</b>
<b>Functions</b>
<b>General</b>
Agree the Overview & Scrutiny (O&S) workplan taking into account corporate priorities, the forward plan, issues of local concern and available resources
Establish standing or ad hoc sub-committees as required and set the size and high level terms of reference
Establish time-limited scrutiny task groups (STGs) to carry out in-depth reviews of a particular issue, set the size and high level terms of reference and agree reporting lines (to the Committee or its sub-committee) for recommendations
Establish the Budget STG, set the size and high level terms of reference and agree reporting lines (to the Committee, its sub-committee or Cabinet) for recommendations
Nominate members to Cabinet working groups when representatives of O&S

are requested
Receive recommendations from STGs and forward to Cabinet, Council, committee or the appropriate body (including commissioning boards)
Promote good practice for O&S across the Authority
Promote the development of member skills and competencies in O&S
<b>Scrutiny</b>
Consider call-ins <sup>2</sup> , including call in of any decisions under Joint Arrangements and decide appropriate action (including the establishment of STGs) and carry out any other actions covered by the Overview and Scrutiny Rules
Receive any councillor calls for action and petitions referred to O&S and decide appropriate action
Question Cabinet Members, committees, the Chief Executive, Executive Directors, Directors or representatives under joint arrangements regarding decisions taken, service delivery, initiatives or projects
Question, call for and gather evidence from any external person or organisation (with their consent)
Make reports and recommendations to Cabinet, Council, a committee or an external body arising from the outcome of the scrutiny process
<b>Policy review and development</b>
Receive and comment on plans, strategies, policies and budget proposals that comprise the Budget and the Policy Framework
Contribute to the monitoring, review and ongoing improvement of services provided either directly by the Authority or on behalf of the Authority (using sub-committees or STGs as appropriate)
Monitor the implementation of any O&S recommendations accepted by Cabinet or other bodies
Build appropriate relationships with other parts of the Authority, external bodies and the public to facilitate effective scrutiny
Participate in joint scrutiny with other authorities and work with other authorities in Gloucestershire to strengthen the scrutiny role in respect of partnerships
<b>Crime and disorder</b>
Consider any crime and disorder matters

<sup>2</sup> Rule 14 Overview & Scrutiny Rules (see Part 4D)