

APPENDIX A

THE MEMBER LEVEL DECISION MAKING STRUCTURE OF THE COUNCIL

(a) The Committees of the Council are:-

Standards Committee
Planning & Development Committee
Licensing & General Purposes Committee
Appointments Committee

(b) The Executive and its Committees, namely:-

Joint Consultative Committee
Appeals & Grievances Panel
Audit Partnership Joint Committee
Performance, Priorities & Improvement Group

(c) The Scrutiny & Overview Bodies :-

Scrutiny Overview Committee
Housing & Wellbeing Scrutiny Panel
Environment & Economy Scrutiny Panel
Resources & Corporate Management Scrutiny Panel
Partnership & Community Scrutiny Panel

(d) The Review (including Best Value) Panels : -

Housing & Wellbeing Review Panel
Environment & Economy Review Panel
Resources & Corporate Management Review Panel
Partnership & Community Review Panel

(e) Joint Committees with Herts. County Council as follows -

- Bedwell Joint Local Committee
- Broadwater Joint Local Committee
- Chells Joint Local Committee
- Old Stevenage Joint Local Committee
- St Nicholas Joint Local Committee
- Shephall Joint Local Committee
- Stevenage Highways Joint Panel
- Joint Primary Care Trust Scrutiny Committee (with North Herts District Council)

CONSTITUTIONS

A. EXECUTIVE

1. Membership

10

2. Quorum

3

3. Reports to -

Council where appropriate.

4. Extent of Authority

All Council functions except those reserved to Council, excluded by regulations made under section 13(3) of the Local Government Act 2000, or those local choice functions allocated elsewhere.

5. Terms of Reference

- (i) Leads the Council's community planning process and the search for best value.
- (ii) Leads the preparation of the Council's policies and budget.
- (iii) Takes decisions on resources and priorities to deliver and implement the Council's policies and budgets.
- (iv) Is the focus for forming partnerships with other organisations to address local needs.
- (v) Has responsibility for all functions of the Council that are not excluded from its remit by Regulations made under Section 13 (3) of the Local Government Act 2000.
- (vi) Has responsibility for "local choice" functions as specified at Part 4 of the Constitution.
- (vii) Delegates functions that are its responsibility to officers of the Council in accordance with the Scheme of Delegations from the Executive to officers.

+Final decisions on policy framework and budget reserved to Council per Article 4.

B. SCRUTINY OVERVIEW COMMITTEE

1. Membership

11 (not Members of the Executive)

2. Quorum

3

3. Makes reference to

Council
Executive as appropriate

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

- 5.1 To review the Executive rolling programme (the Forward Plan), considering if it wishes to make any input to policy issues contained in the programme and if so how. Considering how to deal with any policy issues referred by the Executive and raising any other issues it considers appropriate.
- 5.2 To determine the work programme and allocation of work to the Scrutiny Panels, advising on direction and methods of Scrutiny
- 5.3 To scrutinise the Council budget, grants and other similar major corporate issues and matters included in the Council's Policy Framework with assistance from relevant panels as appropriate.
- 5.4 To develop and review policy on major corporate issues with assistance from the panels as appropriate.
- 5.5 To exercise right to call-in, for reconsideration any decision not yet implemented, made by the Executive, individual Executive Member or Area Committee, but only in exceptional circumstances referred to in Part 4 of the Rules of Procedure (Scrutiny & Overview Committee).
- 5.6 Responsibility for the on-going development of the Scrutiny and Overview function of the Council.
- 5.7 To report to the Executive, other committees or Council, as appropriate.

C. SCRUTINY PANEL (HOUSING & WELLBEING)

1. Membership

8 (not Members of the Executive)

Chair of Scrutiny Overview Committee may attend and speak

2. Quorum

3

3. Makes reference to:

Scrutiny Overview Committee.

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

5.1 To undertake long term scrutiny, and policy review and development in relation to public and private sector Housing, including the HRA; Leisure; Health, including NHS Scrutiny; and related issues.

5.2 To undertake scrutiny of the services provided by the Department of Community Services (Housing, Leisure & Health) and Department of Environmental Services (private sector housing and Health Promotion).

5.3 Where directed by the Scrutiny Overview Committee, to undertake scrutiny of decisions taken within the following Executive portfolio areas –

- Housing
- Relevant aspects of Health & E.Government
- Leisure aspects of Community & Culture

5.4 Making recommendations as appropriate to the Scrutiny Overview Committee.

D. SCRUTINY PANEL (ENVIRONMENT AND ECONOMY)

1. Membership

8 (not Members of the Executive)

Chair of Scrutiny Overview Committee may attend and speak.

2. Quorum

3

3. Makes reference to:

Scrutiny Overview Committee

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

5.1 To undertake the long term scrutiny and policy review and development in relation to urban regeneration; land use; plans and policy; District Plan; Stevenage West; employment and economic development; waste; sustainability; LA21; unadopted sewers and highways; parking; abandoned vehicles; highway licensing and enforcement; CCTV; Town Centre Management; food safety; health & safety; environmental protection; licensing; street cleaning and grounds maintenance; and related issues.

5.2 To undertake scrutiny of the services provided by the Department of Environmental Services except where these services are within the terms of reference of another Panel.

5.3 Where directed by the Scrutiny Overview Committee, to undertake scrutiny of decisions taken within the following Executive portfolio areas –

- Environment
- Relevant aspects of Health & E.Government

5.4 Making recommendations as appropriate to the Scrutiny Overview Committee.

E. SCRUTINY PANEL (RESOURCES AND CORPORATE MANAGEMENT)

1. Membership

8 (not Members of the Executive)

Chair of Scrutiny Overview Committee may attend and speak.

2. Quorum

3

3. Makes reference to:

Scrutiny Overview Committee

4. Extent of Authority

All matters within terms of reference

5. Terms of Reference

5.1 To undertake long term scrutiny and policy review and development in relation to the Council's Finances; Financial Strategy; Investment; Insurance; the workforce in general; buildings and physical assets (excluding housing); e.government and technological support and corporate health generally.

5.2 Scrutiny in accordance with the Budget and Policy Framework rules of the Constitution of all resources, including the overall budget (except HRA), Best Value Performance Plan/Corporate Business Strategy; Corporate Policy Framework matters; except where they appear in the terms of reference of other Scrutiny Panels.

5.3 To undertake scrutiny of the services provided by the Chief Executive's Department.

5.4 Where directed by the Scrutiny Overview Committee, to undertake scrutiny of decisions taken within the following Executive portfolio areas –

- Resources
- Personnel
- Performance & Improvement
- Relevant aspects of Health & E.Government

5.5 Making recommendations as appropriate to the Scrutiny Overview Committee.

F. SCRUTINY PANEL (PARTNERSHIP AND COMMUNITY)

1. Membership

8 (not Members of the Executive)

Chair of Scrutiny Overview Committee may attend and speak

2. Quorum

3

3. Makes reference to:

Scrutiny Overview Committee

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

5.1 To undertake long term scrutiny, and policy review and development of the Community Strategy; Community Safety Strategy; Local Strategic Partnership; and the Grant Aid Budget.

5.2 To promote the provision of high quality non-local authority public sector services for the people of Stevenage by scrutinising, exerting influence on and acting in partnership with providers and policy makers.

5.3 To undertake scrutiny of the services provided by the Department of Community Services (Community Development).

5.4 Where directed by the Scrutiny Overview Committee, to undertake scrutiny of decisions taken within the following Executive portfolio areas –

- Community Safety
- Community & Culture (Community aspects)
- Relevant elements of all others

5.5 Making recommendations as appropriate to the Scrutiny Overview Committee.

G. PERFORMANCE, PRIORITIES AND IMPROVEMENT GROUP

1. Membership

4 (Executive Members only)

NOTE:

1. Chairs of the Review Panels are to be invited to each meeting.
2. Other Executive Members to be invited as appropriate, but particularly for consideration of BVPIs

2. Quorum

3

3. Makes reference to:

Executive

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

- 5.1 To oversee and direct on arrangements for Comprehensive Performance Assessment process.
- 5.2 To advise the Executive on the Council's priorities.
- 5.3 Responsibility for implementation and monitoring of the CPA Improvement Plan to drive "Changing Gear" the Council's Corporate Business Strategy, in consultation with relevant Portfolio Holders.
- 5.4 To monitor the Council's Performance against both local indicators and Best Value Performance Indicators and invite relevant Portfolio Members to attend to consider performance in their portfolio areas.
- 5.5 To commission Best Value and other reviews, requesting the Review Panels to undertake this work; receiving resultant reports and, in consultation with relevant Portfolio Holders, agreeing Improvement Plans for implementation.

H. HOUSING & WELLBEING REVIEW PANEL

1. Membership

8

2. Quorum

3

3. Makes reference to:

Council
Performance Priorities and Improvement Group

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

- 5.1 To undertake Best Value, Fundamental Service and other Reviews and studies, as requested by Council and/or the Priorities, Performance & Improvement Group in relation to public and private sector Housing, including the HRA (Housing Executive Portfolio) ; Leisure (Community & Culture Executive Portfolio - part); Health (Public & Environmental Health Executive Portfolio – part); and related issues.
- 5.2 To report back to Council or the Performance, Priorities and Improvement Group, as appropriate, on reviews undertaken, to include recommendations for draft Improvement Plans where required.
- 5.3 On occasions Council or the Performance, Priorities and Improvement Group may also request this Panel to undertake Reviews or studies that are within the terms of reference of another Review Panel if that Panel is already fully committed.

I. ENVIRONMENT & ECONOMY REVIEW PANEL

1. Membership

8

2. Quorum

3

3. Makes reference to:

Council
Performance Priorities and Improvement Group

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

- 5.1 To undertake Best Value, Fundamental Service and other Reviews and studies, as requested by Council and/or the Performance, Priorities and Improvement Group in relation to urban regeneration; land use; plans and policy; District Plan; Stevenage West; employment and economic development; waste; sustainability; LA 21; unadopted sewers and highways; parking; abandoned vehicles; CCTV; Town Centre Management (Environment Executive Portfolio); food safety; health & safety; environmental protection; licensing; street cleaning and grounds maintenance (Health & E.Government Executive Portfolio – part); and related issues.
- 5.2 To report back to Council or the Performance, Priorities and Improvement Group, as appropriate, on reviews undertaken, to include recommendations for draft Improvement Plans where required.
- 5.3 On occasions Council or the Performance, Priorities and Improvement Group may also request this Panel to undertake Reviews or studies that are within the terms of reference of another Review Panel if that Panel is fully committed..

J. RESOURCES & CORPORATE MANAGEMENT REVIEW PANEL

1. Membership

8

2. Quorum

3

3. Makes reference to:

Council
Performance Priorities and Improvement Group

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

- 5.1 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council or the Performance, Priorities and Improvement Group in relation to the Council's Finances; Financial Strategy; Investment; Insurance; buildings and physical assets (excluding housing); (Resources Executive Portfolio); the workforce in general (Personnel Executive Portfolio); E.Government and technological support (Health & E.Government – part) and corporate health generally (Performance & Improvement).
- 5.2 To report back to Council or the Performance, Priorities and Improvement Group, as appropriate, on reviews undertaken, to include recommendations for draft Improvement Plans where required.
- 5.3 On occasions Council or the Performance, Priorities and Improvement Group may also request this Panel to undertake Reviews or studies that are within the terms of reference of another Review Panel if that Panel is fully committed.

K. PARTNERSHIP & COMMUNITY REVIEW PANEL

1. Membership

8

2. Quorum

3

3. Makes reference to:

Council
Performance Priorities and Improvement Group

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

- 5.1 To undertake Best Value, Fundamental Service and other Reviews and studies as requested by Council and/or the Performance, Priorities and Improvement Group in relation to the Community Strategy; Community Safety Strategy; Local Strategic Partnership; Community Development and the Grant Aid Budget (Community & Culture Executive Portfolio – part; Community Safety Executive Portfolio; Environment Executive Portfolio – part)
- 5.2 To report back to the Council or Performance, Priorities and Improvement Group, as appropriate, on reviews undertaken, to include recommendations for draft Improvement Plans where required.
- 5.3 On occasions the Performance, Priorities and Improvement Group may also request this Panel to reviews or studies that are within the terms of reference of another Review Panel if that Panel is already undertaking other work.

L. JOINT LOCAL COMMITTEES

1. Membership

All Borough and County Councillors with all or part of their ward/division in the relevant Joint Local Committee area as follows:-

Bedwell (Bedwell & Pin Green Wards)
Broadwater (Longmeadow & Roebuck Wards)
Chells (Chells & Manor Wards)
Old Stevenage (Old Town, Symonds Green & Woodfield Wards)
St Nicholas (Martins Wood & St.Nicholas Wards)
Shephall (Shephall & Bandlely Hill Wards)

2. Quorum

3

3. Makes reference to:

Executive
Council

4. Extent of Authority

All matters within terms of reference.

5. Terms of Reference

To undertake the following in respect of the local area, subject to Council policy:-

- (i) identifying and meeting the needs of the community in the local area, within the Joint Local Committee's budget, via consultation with and involvement of the community and other appropriate bodies.
- (ii) consulting the community about any other issues that affect it and advising the Executive as appropriate on such issues.
- (iii) seeking agreement for changes from the Executive to services to meet local needs which are outside the immediate responsibility/budget of the Joint Local Committee in respect of, for example:

Refuse collection
Street Cleaning
Environmental maintenance
Housing maintenance and management
Grounds maintenance
Local parks and playing fields
Children's play areas
Allotments

including seeking agreement to revenue and capital expenditure to meet any changes.

- (iv) monitoring local service delivery, considering the outcome of such monitoring and advising the Executive and Scrutiny and Review Panels as appropriate.
- (v) making grants to local voluntary organisations and community groups, subject to the approved grant procedures.
- (vi) making arrangements for the provision of information about local services and other information to people in the area.
- (vii) acting as a Community Forum where the committee and members of the community can discuss issues of concern to them, such issues to include matters which are the direct responsibility of the Council and County Council and other issues which are the responsibility of other organisations. Where such matters are the direct responsibility of the County Council the lead officer will, where requested, make further enquiries and report back to the person raising the issue or the Joint Local Committee as appropriate.
- (viii) any other matter referred.

M. STANDARDS COMMITTEE

1. Membership

5 – Comprising 3 Councillors and 2 Independent Members

2. Quorum

3 – to include an Independent Member

3. Reports to

Council (see 4. below).

4. Extent of Authority

All matters within terms of reference (some functions of the Committee are direct statutory obligations, which are not delegated from full Council).

5. Terms of Reference

- 5.1 To promote and maintain high standards of conduct by councillors and co-opted members;
- 5.2 To assist councillors and co-opted members to observe the Members' Code of Conduct;
- 5.3 To advise the Council on the adoption or revision of the Members' Code of Conduct;
- 5.4 To monitor the operation of the Members' Code of Conduct;
- 5.5 To advise, train or arrange to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
- 5.6 Responsibility for granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- 5.7 To deal with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter that is referred by an ethical standards officer to the monitoring officer;
- 5.8 To deal with any matters referred from the Full Council or any other body;
- 5.9 To consider reports and other communications from external and internal audit relating to good governance and the ethical standards of this Authority and without any limitation on the statutory powers of the Standards Committee making recommendations to the Executive or a Committee of the Council following such consideration;
- 5.10 To review aspects of the Constitution relating to other terms of reference for this Committee including matters covered by the ethical governance audit;

- 5.11 To receive and consider general reports and communications from the Ombudsman and, at the discretion of the Committee, reporting and making recommendations to the appropriate body;
- 5.12 To review and make recommendations on protocols and employment contract conditions dealing with ethical standards for officers' behaviour;
- 5.13 To consider and make recommendations as appropriate on all protocols affecting the conduct of Members and officers;
- 5.14 To review the register of Members' Interests at such times and in such a manner as the Committee feels appropriate.

N. PLANNING AND DEVELOPMENT COMMITTEE

1. Membership

13

2. Quorum

4

3. Makes Reference to:

- (i) Refers to the Council where appropriate in respect of those functions set out at Table 2 (responsibility for Council functions) of Part 3 of the Constitution, or as allocated in Table 1 (Local Choice functions), or in respect of those matters reserved to Council.
- (ii) Advises the Executive as indicated.

4. Extent of Authority

All matters within terms of reference

5. Terms of Reference

5.1 To advise the Executive on the following:

- (i) Identification of consumer needs for services related to planning and development services and facilities functions of the Committee, and recommendation on the development of services and facilities to meet them, including:
 - Land use plans and policy, including local plans
 - Employment and economic development
 - Development control servicesand advising the Executive/Council accordingly.
- (ii) Management and maintenance of planning and development related facilities and services in item 1, including employment and training facilities and services.
- (iii) Monitoring and review of performance in relation to the provision and development of planning and development services and facilities, including employment and training facilities and services, whether provided by the Environment Services Department, other Council Departments, or outside contractors and advising the Executive/Council accordingly.
- (iv) The promotion of economic development of Stevenage, and of specific industrial/commercial land and premises within Stevenage, as to use and development and, where appropriate, about monitoring negotiations for development and redevelopment.

- (v) Development and encouragement of local businesses, employment and training initiatives, with co-ordination and implementation by the Executive as appropriate.
 - (vi) The allocation and monitoring of grant aid and loans to local employment and training initiatives.
- 5.2 Responsibility for Development Control, including Listed Building Control – determination of planning applications, and enforcement matters under planning regulations.
 - 5.3 Responsibility for Building Control – determination of applications under the Building Regulations, and enforcement matters under planning and building legislation.
 - 5.4 Responsibility for the determination of Countryside Management and Tree Preservation matters, including the making of Tree Preservation Orders and related matters, and including consultation with appropriate outside bodies.
 - 5.5 Matters imposed or permitted by legislation in relation to the functions of the Committee.
 - 5.6 Insofar as they are not already referred to in these terms of reference, those relevant powers set out in Schedule 1 of the Local Authorities (Functions & Responsibilities) (England) Regulations as amended (see Table 2 of Part 3 of this Constitution); as clarified by the regulations, subject to them being dealt with, as appropriate, by officers under delegated powers. This is to include the making of charges for any approval, licence or registration etc., in relation to the powers referred to.
 - 5.7 Insofar as they are not already referred to in these terms of reference, those local choice functions set out at Table 1 of Part 3 of this Constitution.
 - 5.8 Any other appropriate matter referred.

O. LICENSING & GENERAL PURPOSES COMMITTEE

1. Membership

13

2. Quorum

3

3. Reports to:

- (i) The Council, where appropriate in respect of those functions set out at Table 2 (responsibility for Council functions) of Part 3 of the Constitution or as allocated in Table 1 (local choice functions) or in respect of those matters reserved to Council.
- (ii) The Executive in other cases.

4. Delegations

All matters within terms of reference.

5. Terms of Reference

5.1 Responsibility for all the Council's functions in relation to the Licensing Act 2003 including to consider and determine the following matters (where not delegated to officers) :-

- 1. Applications for Premises Licences and Personal Licences and all related issues.
- 2. The designation of public places where the consumption of alcohol is to be prohibited.

5.1 To consider and determine certain matters where a right of appeal exists against the decision of a Members body or an officer, including:

- 1. Further reviews under the relevant Regulations by applicants for Housing Benefit and Council Tax Benefits.
- 2. Appeals in relation to housing needs assessment.
- 3. Appeals/reviews in relation to refusals to grant Hackney Carriage/Private Hire Licences.

These terms of reference shall exclude the hearing and determination of:-

- 4. appeals by officers against dismissal or disciplinary action;

5. grievances from Officers under the final stage of the grievance procedure;

which shall be dealt with either in accordance with the terms of reference for the Appeals/Grievance Panel or in accordance with the delegations to Officers.

5.2 Insofar as they are not already referred to in these terms of reference, those relevant powers set out in Schedule 1 of the Local Authorities (Functions & Responsibilities) (England) Regulations as amended (See Table 2 of Part 3 of this Constitution) (subject to them being dealt with as appropriate by Officers under delegated powers). This is to include the making of charges for any approval licence or registration, etc in relation to all the powers referred to.

5.3 Insofar as they are not already referred to in these terms of reference, those “local choice” functions set out at Table 1 of Part 3 of this Constitution.

P. EMPLOYERS' SIDE JOINT CONSULTATIVE COMMITTEE

1. Membership

4

2. Quorum

2

1. Reports to:

Executive

2. Delegations

None, reports to Executive on all issues.

3. Terms of Reference

To meet jointly with the Staff Side Joint Consultative Committee to consult with employees, via their representatives, on developments affecting them and on matters not resolved by the Chief Officers.

Q. APPOINTMENTS COMMITTEE

Membership

6

Quorum

3

Reports to:

Council

Delegations

As per terms of reference

Terms of Reference

The appointment and dismissal of Chief Officer subject to the requirements of the Local Government Act 2000 and the Local Authorities (Standing Orders) (England) Regulations 2001.

R. APPEALS/GRIEVANCE PANEL

1. Membership

4

2. Quorum

3

3. Makes reference to:

Executive (but may not refer up individual Appeals or Grievances heard by the Panel)

4. Delegations

All matters within terms of reference

5. Terms of Reference

5.1 To hear and determine appeals against dismissal or disciplinary action in the case of Officers employed on Chief Officer Terms & Conditions.

5.2 To hear and determine grievances under the final stage of the grievance procedure in the case of Officers employed on Chief Officer Terms and Conditions, or, in the case of other officers, where no Chief Officer is able to hear the grievance.

S. STEVENAGE HIGHWAYS JOINT MEMBER PANEL*

1. Membership

- 6 – SBC – 1 from each JLC area
- 6 - HCC – Representing the County Divisions in Stevenage

2. Quorum

- 6 – which must comprise representatives of both constituent Authorities

3. Reports to

- The HCC Highways District Manager

4. Delegations

- None

5. Terms of Reference

- 5.1 To offer advice and recommendations on concerning the functions listed below, and offer guidance to the District Manager on how he should exercise his delegated powers

- Barriers, railings and street signs
- Carriageway markings
- Co-ordination of all highway activities
- Comment on highway aspects of planning applications
- Development Control and securing of obligations under the Town and Country Planning Act 1990
- Ditch maintenance
- Emergency standby
- Gully cleansing
- Highway drainage
- Insurance claims
- Minor traffic management projects
- New Roads and Streetworks Act administration, co-ordination, inspection and enforcement
- Pedestrian facilities
- Routine inspection
- Street lighting management and inspection
- Structure maintenance of carriageways and footways
- Winter maintenance
- Road closures

- 5.2 To foster and improve liaison between the Councils on highway matters in the Borough and in monitoring and reviewing the activity and progress of the Highways Unit.

5.3 To advise the HCC Highways District Manager on the spending of the budget for the area, as allocated by HCC.

6. Meetings

4 per year

**NOTE: A separate Constitution and set of Protocols apply to this Joint Members Panel. A copy is available upon request to the SBC Constitutional Services Manager*

**T. JOINT PRIMARY CARE TRUST SCRUTINY COMMITTEE *-
Stevenage Borough Council/North Herts District Council/Herts. County Council**

1. Membership

- 4 - SBC
- 4 – NHDC
- 3 – HCC
- 3 – Patients’ Forum (Non-Voting)

2. Quorum

3 – to include at least one Member from each constituent voting Authority

3. Reports to

The relevant Scrutiny bodies of the constituent Authorities

4. Delegations

As per the terms of reference

5. Terms of Reference

- 5.1 To scrutinise health services delivered or commissioned by the Stevenage and North Hertfordshire Primary Care Trust.
- 5.2 To make reports and recommendations to local NHS bodies or the HCC Adult Care Health Scrutiny Committee and local Councils, as appropriate, and consider replies.

6. Meetings

2 per year (other meetings to be held as and when required) to be held at the Council Offices, Gernon Road Letchworth on dates to be determined by the Host Authority (NHDC), unless otherwise determined by the Joint Committee.

**NOTE: The Standing Orders of the Host Authority (NHDC) will apply to this meeting. A copy of NHDC Standing Orders are available upon request to the SBC Constitutional Services Manager.*

U. STEVENAGE/UTTLESFORD AUDIT PARTNERSHIP JOINT COMMITTEE

1. Membership

3 Members from each constituent Authority

2. Quorum

3 – to include at least one Member from each constituent Authority

3. Reports to (SBC)

The Executive

4. Delegations

None

5. Terms of Reference

- 5.1 To receive reports on performance of the Partnership and endorse management's choice of Audit coverage.

V. STATEMENT OF ACCOUNTS COMMITTEE

1. Membership

6

2. Quorum

3

3. Makes reference to:

Council

4. Delegations

All matters within terms of reference

5. Terms of Reference

- 5.1 To approve the Statement of Accounts in accordance with the Accounts and Audit Regulations 2003.