



Governance and Board Standing Orders

Paper for decision

1. Introduction

- 1.1 The programme to review all the Standing Orders and Terms of Reference for Board and Committee meetings is nearing completion. For the Statutory Groups any amendments to the documents need to be approved by the Board. As Board members will recall the Board Standing Orders were approved in October 2015.

2. Recommendation

- 2.1 Members are invited to agree the revised Standing Orders for the Planning and Access Committee and Local Review Body and to agree the Terms of Reference for the Audit Committee.

3. Background

- 3.1 The programme to review all the Standing Orders and Terms of Reference for Board and Committee meetings has been underway for some months and is nearing completion in accordance with the timeframes presented at the October 2015 Board. With the adoption of the revised Board Standing Orders in October 2015 the review of the remaining documents commenced.
- 3.2 The revised Standing Orders for the Planning and Access Committee and the Local Review Body were agreed by the Planning and Access Committee on 22nd February 2016 subject to agreed amendments. Both sets of Standing Orders were fit for purpose and the changes are mainly minor, seeking to clarify and improve understanding for those reading and using the Standing Orders. Two major changes are to allow in Standing Orders for all members of the Planning and Access Committee to be a member of the Local Review Body and to remove the possibility of the full Board taking a Local Review Body case.
- 3.3 The revised Terms of Reference for the Audit Committee were agreed out of committee on 26th February 2016. There are no significant changes proposed to the remit, but a number of entries were added to better reflect the role of the Audit Committee and to ensure consistency with the recently agreed Delivery Group Terms of Reference. The Audit Committee Terms of Reference were also benchmarked against Terms of Reference for similar committees in other public bodies and feedback was received from KPMG as part of their recent Governance audit.

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4. Timetable for Review

4.1. The table below provides an update on progress since the Board meeting in October 2015. Two Terms of Reference have yet to be completed.

Document	Timing	Status
Board Standing Orders	Agreement by Board 26 th October.	Complete
Planning & Access Committee	Agreement by Board March 2016.	Approval Sought
Local Review Body	Agreement by Board March 2016.	Approval Sought
Audit Committee	Agreement by Board March 2016.	Approval Sought
Delivery Group	Agreement by Delivery Group February 2016.	Complete
Strategy Group	Agreement by Strategy Group February 2016.	Review Underway
Remuneration Committee	Last reviewed March 2015, formal review not required until March 2017, but a check for consistency was to be carried out for agreement by Remuneration Committee if necessary in February 2016.	Review Underway

Appendix 1 – Planning and Access Committee Standing Orders

Appendix 2 – Local Review Body Standing Orders

Appendix 3 – Audit Committee Terms of Reference

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