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Part 3

1 REMITS AND TERMS OF REFERENCE OF COUNCIL BODIES

Context

1 Further to Articles 4, 7, 8 and 10, this section of Part 3 of the Constitution provides detail of the functions which, by choice, the Council has decided to exercise itself, and those which are given by law, or by choice of the Council, to the various Council bodies or any Area Committees.

2 For convenience of reference, these are set out, alongside other relevant arrangements, in a separate Appendix for each Council Body.

3 Section 2 sets out the standing delegations made by the Cabinet of its functions to individual Cabinet members or to Council Officers.

4 Section 3 sets out the standing delegations made by the Council to the Planning Committee and its Officers.

Appendices

A - Appointments Board/Investigating and Disciplinary Committee

Composition

A.1 The Appointments Board/Investigating and Disciplinary Committee shall consist of up to nine members and no councillor shall be disqualified from appointment by membership of any other Council body.

A.2 To comply with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) an Investigating and Disciplinary Committee must be politically balanced and must include at least one member of the executive.

A.3 For the making of general arrangements for its operation, and for the selection of a Chief Executive, the whole Board shall be convened; but it shall not be required to involve all of its members in all parts of the selection process for a Chief Executive.

A.4 Panels of the Board may be used for making other appointments. The Chairman, in consultation with the Chief Executive, shall designate at least five members to form Appointments Panels which shall be authorised to perform all the functions of the Board in relation to that appointment.

A.5 In designating the members to form Appointments Panels or sub-committees of the Investigating and Disciplinary Committee, and in advising on it, the Chairman and the Chief Executive (or where appropriate, the Monitoring Officer) respectively shall have regard to political proportionality, to the responsibilities of members in relation to the duties attaching to the post to be filled, and to the need for any substitution of members.

Functions Referred to the Board and the Terms of their Reference

A.6 Within the employment policies and procedures established by the Council, the Appointments Board shall make the general arrangements for selecting “chief officers” and, following a decision to operate the process of selection set out in Standing Order 23, shall conduct the process in accordance with that Standing Order.

A.7 In consideration of the nature of a particular post falling within the legal definition for appointment purposes of “chief or deputy chief officer”, the Council, when authorising the operation of the selection process, may choose for the selection to be made by the process which would apply to a post not normally fillable by the Appointments Board.

A.8 Within the procedures established by the Council, the Appointments Board shall appoint persons to the Councillors’ Independent Allowances Panel and shall select the nominations to the non-councillor places on the Standards Committee (subject to the involvement of the Chair/Vice Chair) for recommendation to Full Council for appointment.

A.9 Within the procedures established by the Council, the Investigating and Disciplinary Committee will have delegated responsibility for the appointment of an Independent Investigator to undertake an investigation into any matter it considers warrants investigation. Such investigator to be appointed from the list provided by the National Joint Secretaries, and co-ordinated by the relevant Chief Officer.

A.10 The Investigating and Disciplinary Committee will have delegated responsibility for the suspension of “the relevant officer(s)”. In the event of the need for urgency, this function will be delegated to the Chief Executive, should there be a need to suspend the Monitoring Officer or Section 151 Officer, or the Monitoring Officer should there be a need to suspend the Chief Executive. In all cases the decision will be made in consultation with the Chair of the IDC and the relevant Chief Officer.

A.11 The Monitoring Officer is nominated to assess the allegation to determine whether it falls within the remit of the procedure, or whether it is clearly unfounded or trivial or can best be deal with under some other procedure (the initial filter exercise). Either of the Deputy Monitoring Officer or the Head of Personnel is delegated authority to carry out this role if it is not possible or appropriate for the Monitoring Officer to do so. The Monitoring Officer (or substitute officer above) shall report to the Chair of the IDC if they determine that an allegation does not fall within the remit of this procedure.

A.12 For the purposes of the Initial Filter exercise above, the Monitoring Officer is delegated authority to carry out any preliminary inquiries that are needed. Either of the Deputy Monitoring Officer or the Head of Personnel is delegated authority to carry out this role if it is not possible or appropriate for the Monitoring Officer to do so.

B - Cabinet

Cabinet

B.1 The Cabinet shall be responsible for the detailed implementation of policies established by the Council within the budgetary framework and the determination of Key Decisions within that framework.

B.2 The detailed duties are those prescribed by law together with any which the Council has chosen to delegate to the Cabinet where it is lawful to do so.

Terms of Reference

B.3 The functions delegated to the Cabinet are initially delegated to the Cabinet as a body and it shall be responsible collectively for their performance whether collectively or by an individual Cabinet Member.

B.4 The Cabinet is authorised to delegate any of those functions, or any part of them, to committees of Cabinet Members or individual Cabinet Members or to senior officers of the Council.

B.5 All such delegations shall be minuted and, whenever such delegation is on an on-going basis (rather than to implement a particular decision), it shall form part of the standing delegation to Cabinet Members (Section 2)

B 6 The Cabinet shall review its general delegation arrangements annually.

Powers and Duties

The Cabinet shall have the following duties.

B.7 Make recommendations to the Council on matters reserved to the Council set out in Part 1 of Part G below, where Cabinet elects to do so.

B.8 Exercise any function, duty or power that is not reserved by the Council to itself or delegated by the Council to any other Council Body unless it is proscribed by law.

B.9 Deliver all Council services within the Council's approved policy and budgetary framework.

B.10 Take any action which is not delegated to any other Council Body that is necessary to protect the Council's interests. Any such action shall be reported to the next Ordinary Meeting of the Council.

B.11 Adopt Corporate and Service Policies and make recommendations to Council on its Policy Framework.

B.12 Operate and monitor the Council's financial resources and make recommendations to the Council on the setting of the Council's budget, the level of Council Tax and any other financial or budgetary matter.

B.13 Make recommendations on the annual budget of each Service having regard to the Council's agreed overall budget, strategy and targets.

B.14 Act on behalf of the Council in consulting with Council Tax and Non-domestic Rate payers about the Council's proposals for revenue and capital expenditure.

B.15 Control, co-ordinate and review the Council's operational framework, functions and resources within the Council's overall budgetary and policy framework.

B.16 Consult with other bodies/internal and external insofar as this may be required by law, the Council's Standing Orders or any protocol.

B.17 Determine applications for grants.

B.18 Appoint representatives to outside bodies in so far as this is authorised by the Council.

B.19 Make a compulsory purchase.

B.20 Exercising the Council's Shareholder Function (see Part 2 – Article 17) in respect of the Council Companies, or companies in which the Council has an interest.

The Cabinet may also:-

B.21 Vire funds in accordance with the Council's financial regulations.

B.22 Refer any matter to the Council for its consideration.

B.23 Commission research into any matter.

B.24 To hold an enquiry into a particular issue or issues relating to the Borough or the Council.

C - Planning Committee

Composition

C.1 The Planning Committee shall consist of up to thirteen members (who must undertake relevant training before taking up the position). No councillor shall be disqualified from appointment by membership of any other Council body provided that no more than three members shall be elected from among the Members of the Cabinet.

Terms of Reference

C.2 Subject to complying with any relevant legal requirements, the Committee shall apply such policies, procedures and consultative processes as the Council shall determine.

Functions Referred to the Committee

The Committee shall have the following functions:

C.3 To determine the planning applications referred to it pursuant to the Regulations and the Constitution, as set out above.

C.4 To consider, and where necessary determine, any other planning matter referred to it by the Chief Planning Officer.

D - Licensing and Appeals Board

Composition

D.1 The Licensing and Appeals Board shall consist of up to fifteen members who must undertake relevant training before taking up the position and no councillor shall be disqualified from appointment by membership of any other Council body provided that no more than three members shall be elected from among the members of the Cabinet.

D.2 To comply with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) the Appeals Panel convened to consider appeals by statutory officers must be must be politically balanced and must include at least one member of the Cabinet.

D.3 Members of the Appeal Panel convened to consider an appeal by a statutory officer should consist of five members who are not members of the Appointment Board/Investigating and Disciplinary Committee.

D.4 For the making of general arrangements for its operation, the whole Board shall be convened but shall not involve all of its members in hearing particular applications or appeals.

D.5 In designating the members to form Panels, and in advising on it, the Chairman and the relevant Chief Officer, or their respective nominee, shall have regard to political proportionality where appropriate, to any involvement which would appear to call a member's impartiality into question, and to the knowledge and experience of members in relation to the subject of the hearing.

Terms of Reference

D.6 Subject to complying with any relevant legal requirements, the Board shall apply such policies, procedures and consultative processes as the Council shall determine.

Functions Referred to the Board

The Board shall have the following functions.

D.7 Act as a review panel in cases where an applicant calls for a review of any decision and where there is a right to such a review.

D.8 Hear and determine licensing applications and appeals.

D.9 Hear and determine applications under the Highways Act 1980 concerning bridleways and footpaths when any objection that is not withdrawn causes a hearing to be held.

D.10 Hear and determine appeals against disciplinary sanctions short of dismissal relating to statutory officers.

D.11 Hear and determine any other appeals that, under Council procedures or decisions, require determination by the Council.

D1 - Licensing Committee

Composition

D1.1 The Licensing Committee shall consist of up to fifteen members who must undertake relevant training before taking up the position and no councillor shall be disqualified from appointment by membership of any other Council body provided that no more than three members shall be elected from among the members of the Cabinet.

D1.2 For the making of general arrangements for its operation, the whole Committee shall be convened but shall not involve all of its members in hearing particular applications or appeals.

D1.3 For the holding of hearings, the Chairman, in consultation with the Chief Officer Central Services or their nominee, shall designate three members to form a Sub-Committee which shall be authorised to perform all the functions of the Committee in relation to that hearing.

D1.4 In designating the members to form Sub-Committees, and in advising on it, the Chairman and the Chief Officer Central Services, or their respective nominee, shall have regard to political proportionality where appropriate, to any involvement which would appear to call a member's impartiality into question, and to the knowledge and experience of members in relation to the subject of the hearing.

Terms of Reference

D1.5 Subject to complying with any relevant legal requirements, the Committee shall apply such policies, procedures and consultative processes as the Council shall determine.

Functions Referred to the Committee

The Committee shall have the following functions.

D1.6 To hear and determine applications or referrals under the Licensing Act 2000.

D1.7 To hear and determine applications or referrals under the Gambling Act 2005

E - Standards Committee

Composition

E.1 The Standards Committee shall consist of seven members and up to three co-opted non-voting Town/Parish representatives and one Independent Person.

E.2 For the making of general arrangements for its operation and for dealing with its functions which have a general application, the whole Committee shall be convened; but it may choose not to involve all of its members in conducting hearings affecting particular individuals.

E.3 For the holding of any such hearings, the Committee shall be advised by the Monitoring Officer, or her nominee, and a Panel formed to conduct a hearing shall be authorised to perform all the functions of the Committee in relation to that hearing.

E.4 In designating the members to form Panels, the Committee shall be advised by the Monitoring Officer, or their nominee, and shall have regard to political proportionality, to any involvement which would appear to call a member's impartiality into question, and to the knowledge and experience of members in relation to the subject of the hearing.

Terms of Reference

E.5 Hearings will be conducted according to procedural rules adopted by the Council.

E.6 Subject to complying with any relevant legal requirements, the Committee shall apply such codes, procedures and consultative processes as the Council shall determine.

E.7 The Committee shall provide advice, codes, procedures, consultative processes or legal requirements as are required to keep the ethical health of the Authority under review.

E.8 The Committee shall have authorisation to grant dispensations.

Functions Referred to the Committee

The Board shall have the following functions.

E.9 The promotion and maintenance of high standards of conduct by Councillors and co-opted members.

E.10 Monitor the implementation and operation of the Council's codes of conduct for Councillors and Officers.

E.11 Determine breaches of codes of conduct which have been referred to it and to impose sanctions.

E.12 Determine appeals under section 5 of the Council's Policy on Managing Unreasonable Complainant Behaviour

E.13 Consider reports from the Monitoring Officer and.

E.14 To determine applications for dispensations under the Localism Act 2011 or pursuant to any other requirement on declaring interests and managing interests within the Member Code of Conduct.

E.15 Consider nominations for the award of Freedom of the Borough, and make recommendations to Full Council for the award or refusal.

E.16 Consider applications for the revocation of any award of Freedom of the Borough, and make recommendations to Full Council as regards to such revocation

E.17 Act as Grievance Committee where required in grievance matters concerning the Chief Executive, in accordance with the JNC Model Code. For this purpose, five Standards Committee members shall be convened with political proportionality (or three members if this is not possible), none of whom shall be members of the IDC or the Appeal Committee.

For the purposes of fulfilling the Council's adopted grievance procedures in accordance with the JNC Model Code, Standards Committee nominates the Monitoring Officer to act as Receiving Officer. Where the Monitoring Officer cannot so act, qualifying members of the Standards Committee (i.e. non-members of the IDC and Appeals Committee) shall nominate a Monitoring Officer from a neighbouring authority to act as the Receiving Officer.

F - Audit Committee

Terms of Reference for the Audit Committee of the Borough Council of King's Lynn & West Norfolk

Introduction

The Audit Committee of the Borough Council of King's Lynn & West Norfolk was established in 2006 to support the authority's governance, risk management, and internal control framework, ensuring the effective and efficient use of resources. The committee is independent of both the executive and scrutiny functions and operates in accordance with the principles and recommendations of the CIPFA Audit Committees Position Statement 2022.

Purpose

The primary purpose of the Audit Committee is to provide independent assurance and high-level focus on the adequacy of governance, risk, and control arrangements. Its role in ensuring there is sufficient assurance over governance, risk, and control, gives greater confidence to all those charged with governance that those arrangements are effective across the Council and its Wholly Owned Companies.
The Committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.

Membership

- ✓ The Audit Committee shall consist of 7 members and no councillor shall be appointed who is a member of the Cabinet, or a Deputy Cabinet Member.
- ✓ Members should be appointed to ensure independence and objectivity.
- ✓ The Chair of the Audit Committee shall be appointed by Full Council and the Audit Committee shall appoint its own Vice Chair.
- ✓ The Chair will be strong, and independently minded, displaying a depth of knowledge, skills, and interests. The key personal skills needed to be effective are:
    - Promoting apolitical discussion.
    - Managing meetings to cover all business and encouraging a candid approach from all participants.
    - Maintaining the focus of the committee on matters of greatest priority.
- ✓ At least one member should have recent and relevant financial experience.
- ✓ At least one member should be an independent co-opted member (in a non-voting capacity) where an appointment has been made by the Audit Committee. However, the Audit Committee may still operate and conduct meetings in the absence of an independent co-opted member.
- ✓ A self-assessment review of the Audit Committee's effectiveness shall be conducted on an annual basis, to help ensure the appropriate membership of the Committee and to inform on relevant training needs necessary to fulfil the role of the Audit Committee effectively.
- ✓ All members will show a willingness to operate in an apolitical manner.
- ✓ Members of the Committee shall:
    - Show unbiased attitudes treating auditors, the executive and management fairly.

- Have the ability to challenge the executive and senior managers when required, and.
- Show knowledge, expertise, and interest in the work of the committee.

Independent Members

- ✓ The Committee shall include up to two independent co-opted members appointed by the Audit Committee following an open recruitment process.
- ✓ Independent Members shall bring relevant expertise and provide independent challenge.
- ✓ Contribute to meetings by offering challenge, objectivity, insight and feedback in a politically neutral manner.
- ✓ Independent Members are not part of quorum as acting in advisory, non-decision-making capacity.
- ✓ Independent Members will be removed by Full Council if:
  - Attendance is poor
  - Conduct breaches standards
  - Independence is compromised
- ✓ Rights of Access:
  - Same rights as Elected Members
  - Information relevant to their role
  - Ability to question Officers and Auditors
  - Request reasonable and additional information

Meetings

- ✓ The committee shall meet at least four times a year.
- ✓ Additional meetings may be convened by the Chairperson as deemed necessary where workloads require it.
- ✓ A quorum for meetings shall be 3 members.
- ✓ Meetings shall be attended by the Head of Internal Audit, the Chief Financial Officer, or their relevant deputies, and representatives from External Audit as required.
- ✓ Other attendees may include the Monitoring Officer and the committee have the right to call on any other officers or agencies of the council (or Wholly Owned Companies) as required.
- ✓ There should be opportunity for the Audit Committee to meet privately and separately with the Head of Internal Audit and the External Auditor, independent of the presence of those officers with whom the auditor must retain a working relationship. If the Committee decides that a meeting is required, suitable arrangements will be made by the Chairperson.
- ✓ Portfolio holders and other Cabinet members will be invited to attend meetings in a non-voting capacity.

Core Functions and Responsibilities

1. <u>Governance, Risk, and Control</u>
   - ✓ Review the Council's governance arrangements against the good governance framework, including the ethical framework, and consider the Code of Corporate Governance.
   - ✓ Review and approve the Annual Governance Statement (AGS), and specifically consider whether it properly reflects the risk environment and supporting assurances,

including the Head of Internal Audit's annual opinion, and fairly concludes that governance arrangements are fit for purpose.

- ✓ Review the Council's Financial Regulations and Contract Standing Orders and recommend any proposals for changes to Cabinet/Full Council.
- ✓ Monitor the effective development and operation of risk management in the Council (notably through monitoring progress identified on risks included in the corporate risk register).
- ✓ Consider the effectiveness of the Council's risk management arrangements.
- ✓ Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- ✓ Report and/or recommend matters for the attention of Council through the Cabinet on issues that require further review or action.
- ✓ Request further review on matters that arise from internal and external audits, where concerns exist, and further information or assurance is required.
- ✓ Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.

2. Internal Audit
   - ✓ Approve the Internal Audit Charter.
   - ✓ Consider the Head of Internal Audit's annual report covering conformance with the Internal Audit Standards, the annual opinion of the adequacy and effectiveness of governance, risk management and internal control at the Council and Internal Audit's performance.
   - ✓ Review and 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.
   - ✓ Approve significant interim changes to the risk-based internal audit plan and resource requirements.
   - ✓ Make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
   - ✓ Consider any impairments to the independence or objectivity of the Head of Internal Audit arising from additional roles or responsibilities outside of internal auditing and to approve and periodically review safeguards to limit such impairments.
   - ✓ Consider progress reports on the work of Internal Audit, including key findings, issues of concern and actions in hand as a result of internal audit work, and the implementation of agreed recommendations.
   - ✓ Monitor the implementation of agreed recommendations and seek further assurance from Officers as necessary where these remain outstanding.
   - ✓ Contribute to the Quality Assurance and Improvement Plan (QAIP) and in particular to the external quality assessment of internal audit that takes place at least once every five years.
   - ✓ Ensure internal audit has unrestricted access to all activities, records, property, and personnel necessary for the performance of its duties, including the Audit Chairperson.

3. External Audit
   - ✓ Consider whether to opt in or out of the national scheme run by the Public Sector Audit Appointments Limited (PSAA) and if opt out, oversee the external audit process, including the appointment, reappointment, and removal of external auditors.

- ✓ Support the independence of External Audit through consideration of the External Auditor's annual assessment of its independence and review of any issues raised by PSAA or the Council's auditor panel as appropriate.
- ✓ Consider the External Auditor's annual audit plan, and annual report for the Financial Statements, and report on value for money arrangements at the Council.
- ✓ Comment on the scope and depth of external audit work as necessary and to ensure it gives value for money.
- ✓ Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- ✓ Consider additional commissions of work from External Audit as necessary.
- ✓ Monitor the implementation of External Audit recommendations.
- ✓ Ensure effective coordination and relationship between internal and external audit.
- ✓ Provide free and unfettered access to the Audit Committee Chairperson for the auditors, including the opportunity for a private meeting with the Committee.

4. Wholly owned Companies and Significant Partnerships/Collaborations
   - ✓ Review the governance and assurance arrangements for significant partnerships or collaborations in which the authority is a direct participant or holds a controlling interest. This excludes any organisations that fall outside of the Council's jurisdiction, ownership, or formal collaboration agreements.
   - ✓ Receive assurance that there is a sound system of control, and risk management in place by means of an annual report from the Shareholder Committee for the wholly owned companies.

5. Arrangements for audit and assurances
   - ✓ Receive reports by any other inspectorates where relevant which refer to the adequacy of the risk management framework, the internal control environment, and the integrity of financial reporting.
   - ✓ Consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
   - ✓ Recommend to Cabinet for the Instigation and/or investigation or review on matters that arise from internal and external audits, where further information is required.
   - ✓ Make recommendations to the Policy Review and Development Panels for the review of matters where the Audit Committee have outstanding issues or concerns over assurance.
   - ✓ May question Chief Officers and Cabinet Members around progress and performance against audit recommendations.

6. Financial Reporting
   - ✓ Review and approve the annual financial statements (including statutory statements and legislative disclosures), and specifically, 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.
   - ✓ Consider the External Auditor's annual report, and report to those charged with governance any issues arising from the audit of the accounts as necessary.
   - ✓ Consider the External Auditor's report of Value for Money Arrangements for the Council.
   - ✓ Monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.

7. Counter Fraud and Corruption
   - ✓ Review and monitor the Council's policies and procedures for preventing and detecting fraud and corruption.
   - ✓ Review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
   - ✓ Review the Whistleblowing Policy and ensure that effective arrangements are in place for whistleblowing.

Exclusions within the Wider Functions of the Executive

The Audit Committee shall not assume any executive responsibilities and shall not:

- × Make or implement decisions on behalf of the Council (except in respect of the approval of the Annual Financial Statement of Accounts and the Annual Governance Statement)
- × Directly manage or approve budgets other than those related to the internal audit function.
- × Oversee operational activities or performance of specific service delivery areas, which remain the responsibility of the Cabinet, boards, or panels.
- × Involve itself in any operational issues or complaints handling.
- × Determine the authority's strategic objectives or policy framework, which is the remit of the Cabinet.

Reporting

- ✓ The Audit Committee shall report regularly to the Cabinet/Full Council., providing an annual report on the adequacy of the authority's governance, risk management, and internal control frameworks, financial reporting, and internal and external audit functions.
- ✓ Report to full Cabinet/Full Council annually on the Committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
- ✓ Publish an annual report on the work of the committee, including a conclusion on the compliance with the CIPFA Position Statement 2022.

Review of Terms of Reference

These Terms of Reference shall be reviewed every 3 years by the Audit Committee and approved by Full Council to ensure they remain relevant and effective.

Approved by Full Council on 30 January 2025.

Updated October 2026 – change in membership numbers

G - Functions of the Council

The functions reserved for decision by the Council under Article 4.01 are elaborated in this Appendix and are the functions which the Council is required by law, or has decided, to retain and to perform itself.

Part 1

G.1 Adopting, changing and revoking any of the Parts of this Constitution except where those Parts permit or require otherwise.

G.2 Determining which Executive arrangements the Council will operate.

G.3 Adopting the Council's policy framework as defined in Article 4.

G.4 Adopting and approving the budget as defined in Article 4.

G.5 Making decisions about any matter which has been delegated to another Council Body or any Member of the Council or Officer which the decision maker is intending to make in a way which would be contrary to the policy framework or not wholly in accordance with the budget.

G.6 Deciding and amending the matters which are referred to all Council Bodies and the terms governing their reference.

G.7 Determining the Council's relationship with outside bodies, appointing representatives to outside bodies (insofar as the function is not delegated to other Council Bodies) and determining which Council Body Council Members appointed to outside bodies will report to.

G.8 Approving any final view or decision within the Council relating to the alteration of any local government boundary, electoral division or area or the number of Members of the Council.

G.9 Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of any Private Bills in Parliament.

G.10 Any other matters which, by law, must be decided by the Council.

Part 2

G.11 Considering reports referred to it by any Council Bodies.

G.12 Resolving any dispute between the Cabinet and the various Council Bodies.

G.13 Appointing the Mayor and Deputy Mayor.

G.14 Appointing Leader of the Council.

G.15 Appointing the Chairmen, Vice Chairmen and members of Council Bodies (except the Cabinet, Policy & Review and Development Panels and Audit Committee Vice-Chairmen).

G.16 Changing the name of the district.

G.17 Appointing Honorary Aldermen.

G.18 Bestowing the Honorary Freedom of the Borough.

H - Policy Review and Development Panels

i) Corporate Performance Policy Review and Development Panel

Composition

H.1 The Panel shall consist of up to twelve members and no councillor shall be appointed who is a member of the Cabinet or a Deputy Cabinet Member.

H.2 The Council shall appoint its Chairman, and the Panel shall appoint its own Vice-Chairman.

The Panel's function and terms of reference, in holding the Executive to account, are those set out in Articles of Part 2 of the Constitution (reproduced below:

6.06 In addition to the general the Corporate Performance Panel shall:

within 30 days of the decision scrutinise decisions, and recommendations to Council made by members on the delegated authority of the Council or in implementation of policy by the Cabinet provided that there shall be one opportunity only to close in respect of any decision or group of decisions; (NB after 30 days of a decision being made, any requisite review becomes the responsibility of the relevant Policy Review and Development Panel)

(a) consider subject to Standing Order 12.6 all 'called in' decisions and recommendations to Council and decide whether to refer the outcome to Council or the Cabinet within 30 days.

(b) make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any of their functions.

(c) report annually to the full Council on the work that they have completed during the preceding 12 months.

(d) be directly accountable to, and subject to the direction of, the full Council

The Panels' function, in reviewing the developing Council policy, are those set out in Article 6.07 of Part 2 of the Constitution (reproduced below).

6.07 With respect to the matters they choose to examine within their individual remits, the Policy Review and Development Panel will generally:

(a) consider matters affecting the Borough or local people;

(b) review the performance of the Council specifically in relation to its policy objectives, performance targets or particular services.

(c) post implementation reviews of major projects and significant policy changes and the introduction of new policies.

(d) monitor the medium term Financial Plan

(e) assist in advancing the development of effective policy for promoting or improving the economic, social and environmental wellbeing of the people and communities of King's Lynn and West Norfolk;

(f) question members of the Cabinet and senior officers about their decisions and performance, whether generally in comparison with Directorate plans and targets over time, or in relation to particular decisions, initiatives or projects;

(g) review the performance of other public bodies in the area and invite reports from them by requesting them to address the relevant Policy Review and Development Panel about their activities and performance;

(h) question and gather evidence from any other willing person.

(i) make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any of their functions.

(j) to discharge crime and disorder scrutiny functions to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions under Section 19 of the Police and Justice Act 2006 and associated regulations, including reviewing Community Safety Partnership strategies, holding at least one dedicated meeting per year, and noting the role of the Norfolk Police and Crime Panel in overseeing the Police and Crime Commissioner for Norfolk, and to liaise as appropriate.

ii) **Regeneration & Development Policy Review and Development Panel**

iii) Community & Environment Policy Review and Development Panel

Composition

H.3 The Panels shall each consist of up to twelve members and no councillor shall be appointed who is a member of the Cabinet or a Deputy Cabinet Member.

H.4 The Council shall appoint its Chairmen, and the Panels shall appoint their own Vice-Chairmen.

Terms of Reference

H.5 The Panels' primary function and terms of reference, in reviewing the developing Council policy, are those set out in Article 6.07 of Part 2 of the Constitution (reproduced below).

6.07 With respect to the matters they choose to examine within their individual remits, the Policy Review and Development Panel will generally:

(a) consider matters affecting the Borough or local people;

(b) review the performance of the Council specifically in relation to its policy objectives, performance targets or particular services.

(c) post implementation reviews of major projects and significant policy changes and the introduction of new policies.

(d) monitor the medium term Financial Plan

(e) assist in advancing the development of effective policy for promoting or improving the economic, social and environmental wellbeing of the people and communities of King's Lynn and West Norfolk;

(f) question members of the Cabinet and senior officers about their decisions and performance, whether generally in comparison with Directorate plans and targets over time, or in relation to particular decisions, initiatives or projects;

(g) review the performance of other public bodies in the area and invite reports from them by requesting them to address the relevant Policy Review and Development Panel about their activities and performance;

(h) question and gather evidence from any other willing person.

(i) make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any of their functions.

I – Electoral Arrangements Committee

Composition

I.1 The Electoral Arrangements Committee shall consist of up to 11 members and shall be politically proportional. No Councillor shall be disqualified from appointment by membership of any other Council Body.

I.2 The Committee is a non-executive Committee whose functions are delegated to it by Full Council.

I.3 For the making of general arrangements for its operation, the whole Committee shall be convened.

I.4 Panels of the Committee may be used for undertaking the Committee's functions relating to Community Governance Reviews. The Chair in consultation with the Monitoring Officer shall designate at least three Committee Members to form such Panels. In designating the Members to form a Panel, regard shall be had to political proportionality and the nature of the issues under consideration in the review.

Functions referred to the Committee

The Committee shall have the following functions:

I.5 To oversee reviews conducted by the Local Government Boundary Commission for England.

I.6 To oversee the designation and periodic review of polling districts, polling places and polling stations for Parliamentary, District and Parish Elections.

I.7 To oversee Community Governance Reviews ("CGR"), including:

a. Formulating recommendations to Full Council on commencing a discretionary CGR that has been requested;
b. Making recommendations to Full Council on the Terms of Reference for each valid CGR;
c. Reviewing responses received following consultation exercises;
d. Formulating recommendations to Full Council on governance changes; and
e. Reviewing Reorganisation Orders and related electoral/boundary changes and making recommendations to Full Council

I.8 To make any other reports and/or recommendations to Full Council in connection with the discharge of any of the Committee's functions.