

**Table 2 – Responsibility for Council Functions**

Committee	Membership	Function	Delegation of Functions
<p><b>Audit</b></p>	<p>5 Members of the Authority</p> <p>Plus one Independent Member</p>	<p>Our Audit Committee is a key component of Reigate and Banstead Borough Council’s corporate governance arrangements. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards. The purpose of the audit committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment. It provides independent review of Reigate and Banstead Borough Council’s governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective independent assurance arrangements are in place.</p> <p><b>Internal Audit and Governance Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Approve the Council’s internal audit charter</li> <li>2. Approve (but not direct) the Council’s annual internal audit plan</li> <li>3. Receive quarterly reports to review progress in relation to the delivery of the risk-based audit plan. Seek assurance that appropriate action has been taken where necessary and give consideration to agreed management actions that have not been implemented within a reasonable timescale.</li> <li>4. To approve significant interim changes to the risk-based internal audit plan</li> <li>5. To consider the annual report and opinion of the Chief Internal Auditor</li> <li>6. Consider the Council’s corporate systems and control, compliance with legislation and control procedures</li> <li>7. To be satisfied that the authority’s assurance statement, including the annual governance statement, properly reflects the risk environment and any actions required to improve it.</li> <li>8. To confirm, as necessary, and monitor compliance with the Code of Corporate Governance at least annually and advise the Council or the Leader/Executive, as appropriate, on any matters it wishes to draw to their attention</li> </ol>	<p>Officer Delegation – see Schedule</p>

		<p>9. To receive any reports received by the internal audit service provider of an external assessment as a provider that is required under the Public Sector Internal Audit Standards (PSIAS)</p> <p>10. To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.</p> <p><b>Statement of Accounts and External Audit Responsibilities:</b></p> <p>11. To approve appointment of the Council's external auditor, as recommended by Public Sector Audit Appointments</p> <p>12. To approve the annual audit plan from the external auditor</p> <p>13. To review and approve the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.</p> <p><b>Risk Management Responsibilities:</b></p> <p>14. To oversee and review any issue referred to it by the Managing Director or a Director, or any Council body against the Council's strategy towards Risk Management, Anti-Fraud and Whistleblowing Strategies, Health and Safety policies and practice and all other published standards and controls.</p> <p>15. Consider the effectiveness of the authority's risk management</p> <p>16. Monitor the effective development and operation of risk management in the council</p> <p><b>Reporting</b></p> <p>17. To submit an annual report on Audit Committee activities to the Council.</p>	
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Committee	Membership	Function	Delegation of Functions
<b>Planning</b>	<p>15 Members of the Authority (excluding 1) The Leader of the Council; 2). The Executive Member with responsibility for Planning Policy; and, 3). Executive Members appointed to any committee, sub-committee, or position with responsibility either: a. To consider and take decisions with regard to the potential establishment of commercial ventures and the undertaking of other investment activities by the Council; or, b. To exercise the function of the Council as a shareholder or partner, in relation to companies, partnerships or other commercial entities owned or part owned by the Council.).</p> <p>Membership should be</p>	<ol style="list-style-type: none"> <li>1. All functions of the Council as Local Planning Authority under the Town and Country Planning Acts and ancillary or other legislation including: <ol style="list-style-type: none"> <li>a. Planning applications including applications for CLEUD or CLOPUD</li> <li>b. Enforcement action</li> <li>c. Planning agreements</li> <li>d. Advertisement control</li> <li>e. All matters relating to Conservation Areas and listed Buildings</li> <li>f. Minerals extraction and waste disposal proposals</li> <li>g. Tree preservation</li> <li>h. Reference from statutory undertakers</li> <li>i. Development proposals submitted on behalf of the County Council, Borough Council or any other statutory Authority or Government Department</li> <li>j. Control of the erection and demolition of buildings and structures and the use of land, building or structures</li> <li>k. Issue of certificates of appropriate alternative development</li> <li>l. Authorisation of entry on land</li> <li>m. Requiring discontinuance</li> </ol> </li> <li>2. All matters relating to building control functions including the relaxation and breaches of building regulations</li> <li>3. Advice to the Executive on the preparation, update and monitoring of the Local Plan and the development control guidance</li> <li>4. Any other matter arising from or relating to planning legislation</li> </ol> <p>(Note: In relation to the above Terms of Reference, Members' attention is drawn to Procedure Rule 4.21.1 which states that a Committee may agree detailed operational protocols such as for public speaking arrangements)</p>	<p>Officer Delegation – see Schedule</p>

	broadly representative of the geographic coverage of the Borough.		
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Committee	Membership	Function	Delegation of Functions
<b>Licensing and Regulatory</b>	12 Members of the Authority	<ol style="list-style-type: none"> <li>1. All functions of the Council in relation to licensing and regulation including:               <ol style="list-style-type: none"> <li>a. Public entertainments</li> <li>b. Cinemas and theatres</li> <li>c. Sex establishments</li> <li>d. Hackney carriage and private hire</li> <li>e. Animal welfare</li> <li>f. Food preparation</li> <li>g. Betting, gaming, and lotteries</li> <li>h. Street &amp; house to house collections</li> <li>i. Markets and street trading</li> <li>j. Takeaway food shops</li> <li>k. Caravan and camping sites</li> <li>l. Health and safety (otherwise than in the Council's capacity as employer)</li> <li>m. Scrap metal and motor salvage registration process</li> <li>n. Any other licensing/regulatory or individual applications for service not within the remit of another Committee</li> </ol> </li> <li>2. Application for registration of Small society lotteries (where the authority is minded to refuse and the applicant wishes to make representations)</li> <li>3. Revocation of Small society lotteries (where the applicant has made representations)</li> <li>4. Applications under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended</li> <li>5. Review of premises licence (in all cases)</li> </ol> <p><b>In relation to the Licensing Act 2003:</b></p> <ol style="list-style-type: none"> <li>6. All functions of the Council unless specifically excluded by legislation. The following be delegated to the Licensing and Regulatory Sub Committee (with concurrent powers being retained by the parent Committee)</li> <li>7. Applications for or review of licenses provided under paragraphs 1 – 5 above.</li> </ol>	Officer Delegation – See Schedule

Committee	Membership	Function	Delegation of Functions
<b>Licensing and Regulatory Sub-Committees</b>	3 Members of the Authority	<ol style="list-style-type: none"> <li>1. Application for premises licence/club premises certificate (if a representation made)</li> <li>2. Application for provisional statement (if a representation made)</li> <li>3. Application to vary premises licence/club registration Certificate (if a representation made)</li> <li>4. Application to vary designated premises supervisor (if a police representation)</li> <li>5. Application for transfer of premises (if a policy representation)</li> <li>6. Application for Interim Authorities (if a police representation)</li> <li>7. Application to review premises licence/club premises certificate (all cases)</li> <li>8. Decision to object when local authority is a consultee and not the relevant Authority considering the application (all cases)</li> <li>9. Determination of a police representation to a temporary event notices (all cases)</li> </ol> <p><b>In relation to the Gambling Act 2005:</b></p> <ol style="list-style-type: none"> <li>10. Application for Premises licences (where representations have been received and not withdrawn)</li> <li>11. Application for a variation to a licence (where representations have been received and not withdrawn)</li> <li>12. Application for a transfer of a licence (where representations have been received from the Gambling Commission)</li> <li>13. Application for a Provisional Statement (where representations have been received and not withdrawn)</li> <li>14. Application for club gaming/club machine permits (where objections have been made and not withdrawn)</li> <li>15. Cancellation of club gaming/club machine permits (in all cases)</li> <li>16. Refusal of club gaming/club machine permits (unless the applicant/objectors agree that a hearing can be dispensed with)</li> <li>17. Application for licensed premises gaming machine permits (where Officers have notified the applicant of their intentions to refuse and the applicant has made representations)</li> <li>18. Applications for other permits (where officers have notified the applicant of their intentions to</li> </ol>	

		<p>refuse and the applicant has made representations)</p> <p><b>19.</b> Grant or vary a licensed premises gaming machine permit for either a smaller number of machines specified in the application, and/or different category of machine than specified in the application (where the applicant has made representations)</p> <p><b>20.</b> Cancellation of licensed premises gaming machine permits (where representations have been received and not withdrawn)</p> <p><b>21.</b> Make an Order disapplying exempt gaming provisions and/or removal of automatic entitlement to make available two (Category C or D) gaming machines for specified alcohol licensed premises (where the applicant has requested a hearing)</p> <p><b>22.</b> Consideration of temporary use notice (where objections have been made and not withdrawn)</p> <p><b>23.</b> Decision to give a counter notice to a temporary use notice (in all cases)</p> <p><b>In relation to the Licensing Act 2003:</b></p> <p><b>24.</b> Applications for 'off' sales reviews a authorised by amendments to the Licensing Act 2003 by the Business and Planning Act 2020</p>	
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Committee	Membership	Function	Delegation of Functions
<b>Overview and Scrutiny</b>	15 Members of the Authority	<p><b>Scrutiny</b></p> <ol style="list-style-type: none"> <li>1. Review and scrutinise decisions made by, and the performance of the Leader / Executive Decision maker, Committees and Council Officers excluding decisions on individual applications/cases</li> <li>2. Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets or particular service areas</li> <li>3. Make recommendations to the Leader / Executive decision maker, Committees or the Council arising from the outcome of the scrutiny process</li> <li>4. Review and scrutinise the performance of other public bodies</li> </ol> <p><b>Policy Review and Development:</b></p> <ol style="list-style-type: none"> <li>5. Assist the Council (and the Executive) in the development of its budget and policy framework</li> <li>6. Conduct research, community and other consultation on policy issues and possible options</li> </ol> <p>In relation to 5 and 6 above:</p> <ol style="list-style-type: none"> <li>7. Question the Leader / Executive decision maker, Committees, Chief Officers or Service Managers</li> <li>8. Liaise as necessary with external organisations</li> <li>9. Question and obtain confirmation/advice from any other person/organisation</li> </ol> <p><b>Budget/Resources</b></p> <ol style="list-style-type: none"> <li>10. Exercise responsibility for resources allocated to support the work of the Committee</li> </ol> <p><b>Treasury Management Responsibilities:</b></p> <ol style="list-style-type: none"> <li>11. Ensure effective scrutiny of the treasury management strategy and procedures.</li> </ol>	N/A



		<p><b>Crime and Disorder</b></p> <p>That for the purposes of the Policy and Justice Act 2006 that the Overview and Scrutiny Committee be designated as the Crime and Disorder Committee with the following remit:</p> <ol style="list-style-type: none"> <li>12. Review or scrutinise decisions made, or action taken, in connection with the discharge by the responsibly authorities of their crime and disorder functions</li> <li>13. Make reports or recommendations to the responsible authority(s) with respect to the discharge of those functions</li> </ol> <p><b>Joint Scrutiny</b></p> <ol style="list-style-type: none"> <li>14. Carry out the scrutiny and reporting functions set out in the Local Government and Public Involvement in Health Act 2007 and the Local Authorities (Overview and Scrutiny Committees) (England) Regulations 2009 and any amendments made thereto, and in particular:</li> <li>15. Scrutinise the improvement targets contained in the Surrey Local Area Agreement (SLAA)</li> <li>16. Make reports or recommendations to the SLAA partners with respect to the matters that relate to a relevant SLAA target</li> </ol> <p><b>Generally</b></p> <ol style="list-style-type: none"> <li>17. Report annually to the Council on the Committee’s work and (following consultation with the Executive) upon the future Work Programme for the Committee.</li> <li>18. Appoint panels as necessary to carry out and report upon the work of the Committee</li> <li>19. Consider any valid Councillor Call for Action</li> </ol>	
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Committee	Membership	Function	Delegation of Functions
<b>Standards</b>	<p>5 Members of the Authority together with the following non-voting co-opted member:</p> <p>One Representative of the Town and Parish Councils</p>	<ol style="list-style-type: none"> <li>1. Promote and maintain high standards of conduct within the Council</li> <li>2. Advise the Council on the adoption or revision of its Code of Conduct</li> <li>3. Approve procedures and protocols associated with the Council's Standards Framework</li> <li>4. Monitor the operation and effectiveness of the Code</li> <li>5. Where appropriate, deal with allegations that a Member is in breach of the Code</li> <li>6. Ensure that all Members receive training on the Code</li> <li>7. Select for interview, interview and make recommendation to Full Council on the appointment of Independent Persons under the Standards Framework</li> <li>8. Grant dispensations to members with disclosable pecuniary interests</li> <li>9. Exercise all of the appropriate functions set out above in relation to Horley Town Council and Salfords and Sidlow Parish Council</li> <li>10. Deal with any matter referred by the Monitoring Officer</li> </ol>	N/A

Committee	Membership	Function	Delegation of Functions
<b>Employment</b>	5 Members of the Authority (politically balanced – to include at least one Member of the Executive)	<ol style="list-style-type: none"> <li>1. Appointment/Dismissal &amp; Disciplinary Action and appeals in accordance with Procedure Rule 9 – Officer Employment</li> <li>2. Employee matters requiring approval by Members of falling outside the personnel policies and procedures</li> <li>3. Oversight and engagement (with relevant Officers) in respect of the development of the Council’s Organisational Development Strategy – which includes the talent/attraction/development/retention strategy for staff and the Council’s Management Structure</li> <li>4. Establishing a critical friend role in relation to ensuring the Council’s Organisational Development Strategy is on track and is fit for purpose. This should include consultation around the annual Service and Financial Planning process and Pay Policy Statement.</li> </ol> <p>Note: The application of 2, 3, and 4 (above) should be detailed in an annual work programme to be agreed at the start of each Municipal Year by the Employment Committee.</p>	Officer Delegation – See Schedule