

1. RESPONSIBILITY FOR COUNCIL FUNCTIONS

FUNCTION	COMMITTEE	MEMBERSHIP	DELEGATION
<p>Planning and conservation</p> <p>Functions relating to town and country planning and development control as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended by the Local Authorities (Functions and Responsibilities) (Amended) (No.2) (England) Regulations 2004 (The Functions Regulations)</p>	Planning (Development Control)	Members	Head of Planning and Building Control
Powers relating to the preservation of trees and powers in relation to the protection of important hedgerows.	Planning (Development Control)	Members	Head of Planning and Building Control
Powers to express views to the Cabinet on drafts of the development plan.	Planning (Development Control)	Members	
<p>Planning matters which may be considered appropriate for referral could include:-</p> <p>(a) An application which raises district – wide issues or is particularly contentious may be referred by the Head of Planning and Building Control to the Referrals Committee.</p> <p>(b) Applications which materially depart from adopted planning policy.</p> <p>(c) Applications which are of a strategic nature and/or have cross-district boundary implications, including applications submitted in adjoining Districts, upon which this Council's views are sought.</p> <p>(d) An application referred from an Area Development Control Committee if a majority of Members of that Committee so decide.</p> <p>(e) Applications submitted by Members, officers or their close relatives.</p>	Planning Referral	Members	Head of Planning and Building Control

(f)	Major applications submitted by or on behalf of the Council.	Planning Referral	Members	Head of Planning and Building Control
(g)	Major applications which affect land which the Council owns or in which it otherwise has an interest			
(h)	Allocation of land in Part 2 Brownfield Register (grant of Planning Permission in Principle under the Town and Country Planning (Permission in Principle) Order 2017)."	Planning Referral		
	Taxi, gaming and miscellaneous licensing functions relating to licensing and registration as set out in Schedule 1 to the Functions Regulations 2000 as amended by the Local Authorities (Functions and Responsibilities) (Amendment No.3) (England) Regulations 2004 and functions relating to licensing of premises and personal licensing applications as set out under the Licensing Act 2003 and Regulations made thereunder and functions relating to applications concerning premises licenses under Part 8 of the Gambling Act 2005 and Regulations made thereunder. Functions relating to notices and permits under the Gambling Act 2005 and Regulations.	Licensing and Regulatory	Members	Head of Community Services
	Health To discuss health issues affecting residents within the District.	St Albans District Health and Wellbeing Partnership	Members	Chief Policy and Partnership Officer Policy, Partnerships and Economic Development Manager Head of Community Services
	Health and Safety Functions relating to health and safety under any "relevant statutory provision" within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as an employer.	Licensing and Regulatory	Members	Head of Community Services
	Elections Functions relating to elections as set out in Schedule 1 to the Functions Regulations 2000	Licensing and Regulatory	Members	Head of Corporate Services
	Pensions Functions relating to Local Government pensions as set out in the Functions Regulations 2000	Licensing and Regulatory	Members	Deputy Chief Executive (Finance and Legal)

Standards	Standards	5 Members of the Council and 3 co-opted non-voting Town/Parish Council members who are not also District Councillors, to be nominated annually by the St Albans District Association of Parish Councils
(a) Promoting and maintaining high standards of conduct by members and co-opted members.		
(b) Advising the Council on the adoption or revision of the Member Code of Conduct.		
(c) Assisting members and co-opted members to observe the Code.		
(d) Monitoring the operation of the Code.		
(e) Advising, training or arranging to train members and co-opted members and on matters relating to the Code.		
(f) hearing and determining complaints about members and co-opted members referred to it by the Monitoring Officer		
(g) The exercise of (a) to (f) above in relation to the Parish Councils in the District and the members and co-opted members of those Councils.		
(h) exercising overview of the operation by the Monitoring Officer and Sub-Committees of powers delegated to them and receiving reports from the Monitoring Officer on all complaints and decisions made by the Monitoring Officer or Sub-Committees under delegated powers.		
(i) exercising overview of the operation of the role of the Independent Person(s) and receiving reports in person from the Independent Person(s) who may from time to time request to attend a scheduled meeting of the Standards Committee in order to make representations about the operation either of their role or of the powers delegated to the Monitoring		

Officer.

- (j) determining its own hearings procedure.
- (k) considering and determining applications for dispensations from requirements relating to interests set out in the Code.
- (l) monitoring and reporting to the Council annually on the operation of the Council's executive arrangements with particular regard to transparency and accountability.
- (m) exercising overview of the whistle blowing policy.
- (n) exercising overview of the handling of complaints about the Council and its contractors (other than member complaints) and Ombudsman investigations.
- (o) responsibility for the grant and supervision of exemptions from political restriction under section 3A of the Local Government and Housing Act 1989.

<p>To consider appeals against dismissal by Council staff.</p>	<p>Appeals (Employment and Licensing) Committee</p>	<p>3 Members</p>
<p>To undertake:</p>		
<p>i) Appeals in respect of dismissal of Council staff.</p>		
<p>ii) Appeals against the decision of Officers in pursuit of Council policy where such decision, if implemented, would result in the suspension of a market letting where such suspension would result from unauthorised or unexplained absenteeism and appeals against termination of market lettings either for persistent breaches of market regulations or in respect of the Council's policy on long term absence through sickness.</p>		
<p>iii) Appeals against decisions of the Head of Housing in respect of allocations or transfers of Council accommodation and renewal of flexible tenancies.</p>		
<p>Miscellaneous functions Power to make an order identifying a place as a designated public place for the purposes of police powers in relation alcohol consumption.</p>	<p>Licensing and Regulatory</p>	<p>Members</p>

Audit

- (a) That immediately following the Annual Meeting of Council on 20 May 2009, no member of Cabinet will be eligible to serve either as a member of the Audit Committee or as a replacement member on that Committee.
- (b) That after 20 May 2009, total membership of the Committee will not include more than two Members who also serve on an Overview and Scrutiny Committee. Where a replacement Member substitutes for another at a meeting of the Audit Committee, the requirement for cross-membership not to exceed two Members from an Overview and Scrutiny Committee will be maintained.
- (c) Consideration of the annual audit plans of the External Auditor and the Internal Auditor.
- (d) Consideration of the annual reports of the External Auditor and the Internal Auditor.
- (e) Monitoring of Internal Audit performance.
- (f) Monitoring of management response to both Internal and External Audit recommendations.
- (g) Consideration of both Internal and External Audit Reports which, in view of either the Council's Section 151 Officer and/or the Head of Internal Audit, are required to be brought to the attention of Members
- (h) Consideration of matters arising from any reports of the External Auditor which the External Auditor requests to discuss with the Council.

Audit

Members

- (i) Approval of the joint working arrangements between the Internal Audit Section and the External Auditor.
- (j) The examination and consideration of matters relating to the External Auditor's Management Letter.
- (k) Ensure the adequacy of the system for control of risk management, including fraud prevention.
- (l) Ensure the adequacy of the system of business continuity.
- (m) For ensuring that all agreed recommendations made by Internal Audit are implemented in a timely manner.
- (n) To have brought to its attention by officers all contracts where the total expenditure during the tenure of the contract is likely to be over £250,000 to enable the Committee to consider which contracts it wishes to subject to its detailed scrutiny.
- (o) To scrutinise any contract entered into by the Council that the Committee wishes to consider.
- (p) To review the Council's procedures in relation to contracts.
- (q) Consideration of the Council's Annual Governance Statement and Statement of Accounts as previously signed by, respectively, the Leader and the Chief Executive, and the Chief Finance Officer and which if accepted by the Committee on behalf of the Council, be signed by the Chairman to that effect.

Localism in the Unparished areas

City Neighbourhoods

Members

- (a) To support the development of Neighbourhood Forums and Residents Associations, if requested.

8 Members of the Council and up to 25 co-opted members from Residents associations and Neighbourhood Forums in the unparished areas.

- (b) To oversee annually the policy and budget decision making of non strategic city centre assets including smaller parks, war memorials, allotments, public conveniences, playgrounds and open spaces.
- (c) To explore opportunities to devolve assets to Neighbourhood Forums and community groups as they come forward
- (d) To make recommendations to Cabinet and Scrutiny Committees as appropriate.
- (e) To consider wider agenda items put forward by co-opted members as appropriate.
- (f) To share good practice and experiences across the unparished areas of the District.
- (g) To coordinate the delivery of localism in the unparished areas, where appropriate, including the Community Right to Challenge and Community Right to Bid.
- (h) To support groups through the development of template constitutions and Terms of Reference, if requested.
- (i) To allow time at each meeting for consideration of questions from members of the public at the discretion of the Chair.
- (j) To act as a formal consultee on matters relating to conservation areas within the unparished areas.