



## Council AGM

### Committee Terms of Reference

**Date:** 23 March 2023

**Class:** Part 1

**Contributors:** Head of Governance and Committee Services

### Outline and recommendations

Members are asked to note the changes to the terms of reference of the Committees listed below.

Terms of Reference of these committees have been amended as follows:

Committee	Composition	Terms of reference
2 planning committees A and B having no geographical boundaries	10 members of the Council, including no more than 1 member from each Council ward	<p>All non-executive, (except for any local choice functions reserved to the Executive – see table at Part III) – decisions relating to planning and development control under the Town and Country Planning Act 1990 and all other relevant legislation in force from time to time and in relation to building control under the Building Act 1984, regulations thereunder and all other legislation in force from time to time:</p> <p>This includes by way of example but not limitation:</p> <ul style="list-style-type: none"><li>• Determining applications for planning permission, advertisement consent, listed building and conservation area consents, certificates of lawfulness or lawful development, works to trees, hazardous substances and building control approval</li></ul>

		<ul style="list-style-type: none"> <li>• Issuing enforcement notices, stop notices and listed building enforcement notices</li> <li>• Taking action in relation to unauthorised advertisements</li> <li>• Issuing notices in relation to untidy land</li> <li>• Issuing notices and orders in relation to building control</li> <li>• The exercise of the Council's powers in relation to listed buildings</li> <li>• Commenting on draft planning briefs and plans to the development of land prepared by the Executive</li> <li>• Entering into agreements to regulate the development or use of land</li> <li>• Carrying out any other regulatory enforcement functions contained with town and country planning or building control legislation in force from time to time</li> <li>• Creating, diverting and stopping up highways, footpaths and bridleways</li> <li>• Removal of nuisance deposits on the highway</li> <li>• all non-executive highways and planning functions not reserved to Council by law or this Constitution including those set out in the Schedule of relevant statutes in the Scheme of Delegation</li> <li>• to authorise the Director of Law to take any legal action which may be appropriate which relates to any functions of the committee including the taking or defending of legal proceedings and entering into legal agreements as may be required</li> </ul>
Strategic Planning Committee	8 members of the Council who shall be the chairs and vice chairs of each of the other Planning Committees, two Cabinet Members nominated by the Mayor and one other member from each of the other Planning Committees.	<ul style="list-style-type: none"> <li>▪ To consider applications that fall within Parts 1-4 of the Schedule to the Town and Country Planning (Mayor of London) Order 2008.</li> </ul>
Governance Committee	6 members of the Council no more than	The Committee may exercise certain powers in relation to the holding of

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	one half of whom may also be members of the Executive	<p>elections and the maintenance of the electoral register, and may from time to time advise the Council where the law requires that the decision may only be taken by full Council:</p> <ul style="list-style-type: none"> <li>• the appointment of an electoral registration officer</li> <li>• the assignment of officers in relation to requisitions of the registration officer</li> <li>• the appointment of a returning officer for local government elections</li> <li>• the provision of assistance at European Parliamentary elections</li> <li>• the division of constituencies into polling districts</li> <li>• the division of electoral divisions into polling districts at local elections</li> <li>• the submission of proposals to the Secretary of State for an order under section 10 Representation of the People Act 2000 for a pilot scheme for local elections</li> <li>• power to make submissions to the Boundary Commission for England in relation to the boundaries of the borough or ward boundaries</li> <li>• the appointment of a proper officer for the purposes of giving various notices in relation to elections and referendums (e.g. in relation to the verification number for petitions for a referendum under LGA 2000)</li> <li>• to conduct reviews of the conduct of elections in the borough</li> <li>• to advise the Council on the operation of its executive arrangements under the Local Government Act 2000 as amended, and make proposals to the Council for any changes to the Council's Constitution it considers necessary.</li> </ul>
Audit and Risk Committee	Consisting of 6 non executive Councillors, one of whom shall serve as chair and up to 4 independent co-opted members	<p>(a) To receive, review and where appropriate advise as appropriate and make recommendations to the Council * on the following matters:</p> <ul style="list-style-type: none"> <li>• The review and approval of the Council's Internal Audit strategy, plans and resources.</li> <li>• Internal Audit progress reports on a quarterly basis summarizing the audit reports issued and</li> </ul>

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		<p>performance of the Internal Audit function.</p> <ul style="list-style-type: none"> <li>• The annual report of the Council's Head of Internal Audit and Inspection Agencies.</li> <li>• Reports from Internal Audit on the implementation of agreed recommendations where management have failed to undertake the necessary actions within the planned audit time frame.</li> <li>• The external auditor's Annual Plan, relevant reports, and reports to those charged with governance.</li> <li>• External inspection reports and specific reports as agreed with the external auditor.</li> <li>• The monitoring of the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.</li> <li>• An overview of the Council's Constitution in respect of audit procedure rules, contract procedure rules, and financial regulations.</li> <li>• The Council's assurance arrangements including the Statement of Internal Control.</li> <li>• The Council's Annual Statement of Accounts, to consider whether appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements or from the audit that need to be brought to the attention of the Executive</li> <li>• The external auditor's opinion and reports to members, and monitoring of management action in response to issues raised by external audit.</li> </ul>
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All other Committees' terms of reference remain unchanged.

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