South Gloucestershire Council

CONSTITUTION

October 2026

Part A1

Part A1 Structure and Terms of Reference

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Introduction

Summary and Explanation

The Council's Constitution

South Gloucestershire Council has agreed a constitution which sets out how the Council operates and how decisions are made and the procedures which are followed. Some of these processes are required by the law, while others are a matter for the Council to choose.

How the Council Operates

The Council is composed of 61 councillors elected every four years. Councillors are democratically accountable to residents of their ward. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties. The Standards Sub-Committee is responsible for training and advising them on the code of conduct.

All councillors meet together as the Council. Meetings of the Council are normally open to the public. Here councillors decide the Council's overall policy framework and set the budget each year. After each full council election, the Council elects the Leader of the Council. The Leader appoints the members of the Executive (the Cabinet) and allocates portfolio responsibilities to these executive councillors.

The Council appoints a Scrutiny Commission to be responsible for overview and scrutiny, and for being the principal means of holding the Executive to account.

Various non-executive committees are appointed by the Council to make decisions on those matters which cannot be the responsibility of the Executive (e.g. development control, licensing and public rights of way).

Members of the public may make statements, ask questions or present petitions at any Council meeting.

Members of the Council may present petitions on behalf of their constituents, ask questions of executive councillors or submit motions for debate at a meeting. They may also contribute views during the course of a meeting on a matter being discussed.

How Decisions are made

The Executive is the part of the Council which is responsible for most day-to-day decisions. The Executive is made up of the Leader of the Council (elected by the Council) and between 2 and 9 executive councillors (appointed by the Leader).

Together they form the Executive or Cabinet. When decisions are to be discussed or made, these are published in the Executive's forward plan in so far as they can be anticipated. If these decisions are to be discussed with council officers and decided at a meeting of the Cabinet, this will generally be open for the public to attend except where confidential or exempt matters are being discussed. The Cabinet has to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is outside the budget or policy framework, this must be referred to the Council as a whole to decide.

Decisions can also be made by individual executive councillors on matters within their "portfolio" of responsibilities. Decision-making needs are also published in the Executive's forward plan in so far as they can be anticipated. Proposed decisions by executive councillors are published at least five clear working days before they are made.

Delegated powers are also given to Council officers to make operational or more routine decisions in relation to the services they manage for the Council.

Overview and Scrutiny

Overview and scrutiny is undertaken by a Scrutiny Commission which supports the work of the Executive and the Council as a whole. It allows a greater say in Council matters by holding inquiries into matters of local concern. These lead to reports and recommendations which advise the Executive and the Council as a whole on its policies, budget and service delivery. The Scrutiny Commission also monitors the decisions of the Executive. Any five members of the Council can 'call-in' a decision which has been made by the Cabinet or by an executive councillor but not yet implemented. Decisions "called-in" are reviewed by the Scrutiny Commission, which may recommend that the decision-taker reconsider the decision. The Scrutiny Commission may also be consulted by the Executive or the Council on forthcoming decisions and the development of policy.

Your voice – community meetings

Purpose

The purpose of Your voice – community meetings is to provide a place where local needs, issues and projects can be discussed by local residents, community groups, town & parish councils and public sector organisations in order to help shape future activity.

The Council's Employees

The Council employs staff to give advice, implement decisions and manage and deliver services. Some staff have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A code of practice governs the relationships between employees and members of the council.

Protection of Children

As part of the Council's commitment to the protection of children, all councillors are expected to participate in the Disclosure & Barring Service (DBS) checking process immediately after initial election and subsequently every four years.

Councillors without a satisfactory current standard DBS after three months of taking office, or after each four year period, will not be able to remain in positions of special responsibility, or as members of council committees where they relate to services for children and young people.

Corporate Parenting

All members of the Council share collective responsibility for children in the Council's care. This involves corporate responsibility for providing the best possible care and protection for the children concerned. Given the importance of this role, all councillors are required to undertake appropriate training.

Citizens' rights

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes. The local Citizens' Advice Bureau can advise on individuals' legal rights.

Where members of the public use specific council services, for example as a parent of a school pupil or as a council tenant, they have additional rights. These are not covered in this Constitution.

Citizens have the right to:

- Vote at local elections if they are registered.
- Contact their local councillor about any matters of concern to them.
- Inspect the Council's Constitution (free of charge) or obtain a copy at a charge.
- Attend meetings of the Council, its committees and the Cabinet, except where exempt or confidential matters are being discussed.
- Find out, from the Executive's forward plan, what decisions are to be discussed and decided by the Cabinet or executive councillors, and when.

- Attend formal meetings of the Cabinet where decisions are being discussed or decided.
- Inspect agendas, reports and background papers, for any formal council body and any record of decisions made.
- Feedback to the Council about the delivery of council services (our complaints procedure is available from all Council offices).
- Complain to the Ombudsman if they think the Council has not followed its procedures properly. However, they should only do this after using the Council's own complaints process.

- Inspect the Council's accounts and make their views known to the external auditor.

Citizens' responsibilities

Citizens must not be violent, abusive or threatening to councillors or council employees and must not wilfully harm things owned by the council, councillors or employees.

Financial management and Contracts

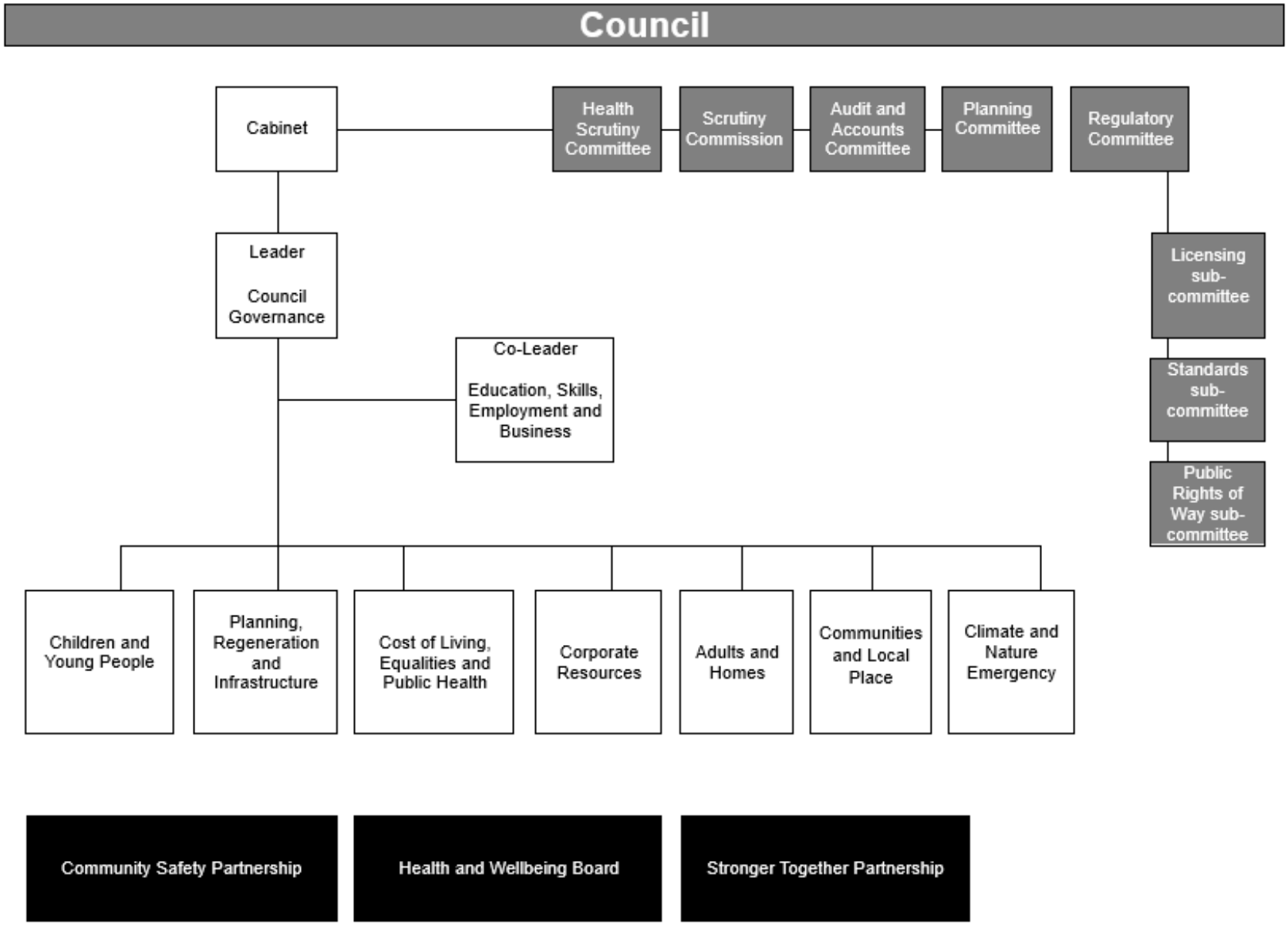
The management of the Council's financial affairs will be conducted in accordance with the financial regulations. Every contract made by the Council will comply with the Standing Orders relating to contracts.

Training

In order to ensure that Councillors undertake their functions and make decisions in an informed and lawful manner the council will require councillors to undertake certain training activities during their term as a Councillor. The following training shall be provided by the Council and shall be undertaken by each Councillor on election or on re-election and subsequently every four years thereafter:-

- Corporate Parenting
- Equalities
- Data Protection
- Planning Law (prior to any member participating at Planning Committee)
- Public Rights of Way (prior to any member participating at Public Rights of Way Committee)
- Standards (prior to any member participating at Standards Sub-Committee
- Licensing (prior to any member participating at a Licensing Sub-Committee

Further training may be identified by the Cabinet or Committees. The requirement to undertake such training will not require an amendment to the Constitution.


Council
Cabinet
Health Scrutiny Committee
Scrutiny Commission
Audit and Accounts Committee
Planning Committee
Regulatory Committee
Licensing sub-committee
Standards sub-committee
Public Rights of Way sub-committee
Leader
Council Governance
Co-Leader
Education, Skills, Employment and Business
Children and Young People
Planning, Regeneration and Infrastructure
Cost of Living, Equalities and Public Health
Corporate Resources
Adults and Homes
Communities and Local Place
Climate and Nature Emergency
Community Safety Partnership
Health and Wellbeing Board
Stronger Together Partnership

Summary of Council Bodies

Body	Councillors (& other members)	Membership Ratio Con: LD: Lab: other	Access to Information Category
Council	61	23:19:14:5	1
Cabinet	9	0: 5: 4	1
Scrutiny Commission	19 (15+4)	6: 5: 4 + 4 co-opted members for education matters	1
Regulatory	15	6: 5: 4	1
Health Scrutiny	13	5: 4: 3	3
Planning Committee[1]	13	5: 4: 4	1
Audit & Accounts	9 (7+2)	3: 2: 2 + 2 co-opted independent members	1

Health and Wellbeing Board (not subject to proportionality requirements)	3	Executive Members: • Cabinet Member for Cost of Living, Equalities and Public Health • Adults and Homes • Children and Young People	1

Sub Committees	46	18:14:14	
Joint Consultative Committee (JCC)	7	3: 2: 2	3
Appointments and Employment	7	3: 2: 2	1*
Appointments Panel (of the Appointments and Employment sub Committee)	5 for chief officer (CEO) and 2nd tier posts, 3 for JNC Service Director 3rd tier posts	Any	1*

[1] Maximum permissible size of the planning committee is 13 members (Regulation 7 Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026)

Licensing Sub-Committee (sub of Regulatory)	3	Any 3 members of the Regulatory committee	1*
Public Rights of Way and Commons Registration (sub of Regulatory)	7	3: 2: 2	1
Standards (sub of Regulatory)	3	Any 3 members of the Regulatory committee	1

Policy Advisory Groups (of Committees or sub committees)		Task and finish groups constituted as required on a case by case basis – must be approved by Cabinet	3

Joint Committees / Arrangements			
Joint Health Scrutiny Committee (BNSSG) (Strategic Transformation Plan) (included within sub-committee calculations)	7	3: 2: 2	1
Police and Crime Panel (PCP)	2	Parties to nominate (as stipulated by the Police and Crime Panel): 0: 1: 1	1
Avon Pension Fund Committee	1	0: 1: 0	1
Avon Fire Authority	5	Proportionality to be confirmed by the Fire Authority 2: 2: 1	1
West of England Combined Authority	1	Leader of the Council (or one of the two nominated substitutes)	1
West of England Combined Authority Overview & Scrutiny	3	1: 1: 1 Stipulated by the Combined Authority	1
West of England Combined Authority Audit Committee	3	1: 1: 1 Stipulated by the Combined Authority	1

FORUMS			
Governors Consultative Forum	3	Any members	3
Schools Forum	1	Executive Member for Education, Skills, Employment and Business	2
Your voice community meetings		Ward Councillors for the area	1

PANELS AND GROUPS			
Lay Review Panel	3(1)	Individual panels constituted on basis of any 3 trained councillors + lay person	3
Adoption / Permanence Panel	1		3
Fostering Panel	1		3
Adoption West Joint Scrutiny Panel	1	Appointment by the Administration	3
Corporate Parenting Steering Group	4	Executive Member for Children and Young People and 3 other members	3
SACRE	3		3
Complaints Panel	3	Any	3
Employee Appeals Panel	3	Any	3

OTHER PARTNERSHIPS			
Learning Difficulties Partnership Board	1	Executive Member for Education, Skills, Employment and Business	3
Drug and Alcohol Partnership	1	Appointment by the Administration	3
Cotswold AONB Partnership (statutory outside body)	1	Any	2
Local Enterprise Partnership (LEP)	1	Leader of the Council	3
Children, Young People and Families Partnership	1	Executive Member for Children and Young People	1

OTHER BODIES			
Circadian Leisure Trust	3	1: 1: 1	

Access to Information Categories

Category 1
Bodies which the public are welcome to attend (unless they are excluded during consideration of exempt or confidential business)

* An asterisk indicates that decision-making is normally likely to be carried out in confidential or exempt session.

Category 2
Bodies for which there is no statutory right of public attendance but where public attendance rights have been given.

Category 3
Bodies to which the members of the public are not normally admitted, unless by specific invitation

Terms of Reference of Committees and Council Bodies

General Points

- Political Group Leaders will be ex officio, non-voting members of all Committees and sub committees unless indicated otherwise. Political lead members of each Committee will be ex officio on sub committees (with the exceptions of Regulatory sub committees). The non-voting provision does not apply if the ex officio member is substituting for another member or is actually appointed to a committee.

- Parent Committees have the power to deal with any matter delegated to a subcommittee if required.

Council

To be the principal debating forum for major policy issues of significance to the Council and the people of South Gloucestershire

- All functions vest in Council and Council is responsible for adopting and changing the constitution
- Creation of committees and delegation of functions to committees through setting Terms of Reference
- To appoint the Committees Chairs and Vice Chairs, lead members and vice lead members for specific functions.
- To make appointments to outside bodies
- Receiving and considering reports from committees or officers.
- The adoption of member and officer codes of conduct and protocols;
- Setting of the Medium Term Financial Plan and budget
- Setting the Council Tax
- To promote and maintain high standards of conduct by members and co-opted members of the council
- Changing the name of the area or conferring the title of honorary alderman
- Confirming the appointment of the Head of Paid Service
- Making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills

Matters reserved by statute to Council:

- Annual library plan Section 1(2) of the Public Libraries and Museums Act 1964
- Crime and disorder reduction strategy Sections 5 and 6 of the Crime and Disorder Act 1998
- Development plan documents Section 15 of the Planning and Compulsory Purchase Act 2004
- Licensing authority policy statement Section 349 of the Gambling Act 2005
- Local transport plan Section 108(3) of the Transport Act 2000

- Plans and alterations which together comprise the Development Plan Part 2 of, and schedule 8 to, the Planning and Compulsory Purchase Act 2004
- Sustainable community strategy Section 4 of the 2000 Act
- Youth justice plan Section 40 of the Crime and Disorder Act 1998
- The approval for the purpose of its submission to the Secretary of State or any Minister of the Crown for approval, of any plan or strategy, referred to above (whether or not in the form of a draft) of which any part is required to be so submitted.
- The approval or adoption of a plan or strategy for the control of the local authority's borrowing, investments or capital expenditure, or for determining the authority's minimum revenue provision; and
- The function of amending, modifying, varying or revoking any plan or strategy referred to above (whether approved or adopted before or after the coming into force of these Regulations 2012 / 1020).
- The point above does not apply to any amendment, modification, variation or revocation which:-
  (a) is required for giving effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for approval, or to any part submitted; or
  (b) is authorised by a determination made by the local authority:-
    - in pursuance of arrangements made for the discharge of functions under section 101 of the 1972 Act; and
    - at the time when the local authority approves or adopts the plan or strategy, as the case may be.
- The making of a members' allowance scheme authorised or required by Regulations under section 18 (schemes for basic, attendance and special responsibility allowances for local authority members) of the 1989 Act or of amending, revoking or replacing any such scheme
- The functions of the determination of:-
  (a) the amount of any allowance payable under:-
    - subsection (5) of section 3 (chairman's expenses) of the 1972 Act;
    - subsection (4) of section 5 (vice chairman's expenses) of that Act;
  (b) the amount of any allowance payable pursuant to a scheme under section 18 of the Local Government and Housing Act 1989 or the rates at which payments, by way of any such allowance, are to be made.
- The function of making a request to the Local Government Boundary Commission for England under section 57 (requests for single-member electoral areas) of the Local Democracy, Economic Development and Construction Act 2009 for single-member electoral areas.
- The function of passing a resolution to change a scheme for elections under sections 32(1), 37(1) or 39(1) (resolutions for schemes of elections) of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act")
- The function of making an order giving effect to recommendations made in a community governance review under section 86 (reorganisation of community governance) of the 2007 Act.
- The function relating to the voting rights of co-opted members of an overview and scrutiny committee under regulation 11.

- The functions relating to the Local Authorities (Standing Orders) (England) (Amendment) Regulation 2015.
- To approve the process to be adopted for the appointment of external auditors.

May 2023

The Council's Administration is formed from a partnership of the Liberal Democrat and Labour Groups on the Council; the Groups have entered into a formal partnership agreement (19 May 2023 – the Partnership Agreement) which specifies how the executive portfolios will be distributed between the groups. Where appropriate the provisions of this Constitution will be interpreted in accordance with the Partnership Agreement.

Cabinet

Cabinet Portfolios

- Leader and Executive Member for Council Governance
    - Co-leader (role undertaken by a Cabinet Portfolio holder)
- Cost of Living, Equalities and Public Health
- Children and young people
- Planning, Regeneration and Infrastructure
- Communities and Local Place
- Corporate Resources
- Adults and Homes
- Education, Skills, Employment and Business
- Climate and Nature Emergency

Cabinet portfolios will be shared between the Liberal Democrat Group and the Labour Group in accordance with the Groups representative share of the council as a whole.

The Liberal Democrat Group on Council will hold 5 Cabinet seats, including the Leader of the Council, and are referred to (where appropriate) in these Terms of Reference as the LD Group.

The Labour Group on Council will hold 4 Cabinet Seats, including Co-Leader of Council, and are referred to (where appropriate) in these Terms of Reference as the Labour Group.

Leader of Council and Cabinet Member for Council Governance

- To discharge the statutory functions of the Leader of South Gloucestershire Council (SGC).
- Act as the principal spokesperson and advocate for SGC.
- Promote the reputation and interests of South Gloucestershire locally and nationally.
- Act as the lead member for emergency planning (working with the council's Chief Executive)
- To represent SGC as the member appointed to the West of England Combined Authority (WECA), Western Gateway and other strategic outside bodies (national, sub-regional and local) and to decide member representation on WECA Boards
- Strategic oversight for the Economy, including strategic level engagement with key stakeholders and prospective investors in South Gloucestershire. To act as lead promoter of South Gloucestershire as a place live, work, and visit.
- Implementation of the Council Plan and all relevant plans and strategies
- Development of the medium-term financial plan and budget development
- Oversight of Strategic Communications and Partnerships
- To keep under review, and lead work on the overall governance of the council for recommendation to Council as relevant, including work on localism and local decision making
- In consultation with the Co- Leader to appoint members from time to time to act as "Champions" for particular interests both within the Council and outside, subject to such guidance, protocols and support as the Leader deems necessary for the effective operation of the roles.
- In the absence of an Executive Member(s) to exercise any of the functions of the Executive Member(s), save that if a Labour Group Member(s) is absent the Leader will only exercise the functions of the Labour Group Executive Member(s) if the Co-Leader is also absent.

Co-leader of Council

- To assist the Leader of Council with the promotion of the people and places of South Gloucestershire, budget development and policy coordination
- In the absence of an Executive Member(s) to exercise any of the functions of the Executive Member(s), save that if a LD Group Executive Member(s) is absent the Co-Leader will only exercise the functions of the LD Group Executive Member(s) if the Leader is also absent.
- To deputise for the Leader of Council as requested by the Leader.

Cost of Living, Equalities and Public Health

- To act as the lead member for reducing inequality and health inequality
- To lead the relationship with the Voluntary Community Social Enterprise sector
- To lead on the following agendas:
    - Public Health agenda
    - Promoting positive equality of opportunity for all
    - Strategic lead working with all Executive Members to promote reducing the inequality gap
- Working with the Health and Wellbeing Board in driving the population health management agendas
- Lead Member for the Armed Forces Covenant
- Development of capital schemes within Portfolio
- Strengthening Communities, and Community Development
-

Adults and Homes

- To act as the lead member for adult Social Care and housing including:
  - Relationship with the Care Quality Commission (CQC) as relevant to the portfolio
  - Mental Health services delivered in accordance with section 75 National Health Service Act 2006 arrangements
- Work with the Safeguarding Adults Board
- Lead the council's work in respect of the joint health and social care agenda, including relationships with the SG Locality Partnership, the BNSSG Integrated Care Partnership, the SG and Joint Health and Well Being Boards, and where relevant the BNSSG Integrated Care Board (ICB)
- Delivery of service based housing functions, including the HomeChoice service and the assessment of housing need, homelessness and temporary accommodation provision, Gypsy and Travellers provision, and Asylum and Resettlement into our communities services
- Working with the Learning Difficulties Partnership Board
- Development of capital schemes within Portfolio

Children and Young People

- To act as the lead member for Children's social care and preventative services including
  - discharge of Corporate Parenting responsibilities
  - oversight of safeguarding responsibilities
  - Vinney Green Secure Children's Home
- To act as the Single Statutory Lead Member for Children, covering Education and Social Care, ensuring a close and joint working approach with the Executive Member for Education
- Work with the South Gloucestershire Children's Partnership
- Lay review panel, Fostering Panel, Adoption Panel and Governors Consultative Panel
- Development of capital schemes within Portfolio

Education, Skills, Employment and Business

- To act as the lead member for:
    - Local authority education services and Early Years provision
    - Partnership working with schools, academies and independent provision
    - Partnerships to deliver inclusive education and support for children with a Special Educational Need and Disability
    - Employment & Skills, including relevant elements of Devolution agreement
    - Relationship with the Schools Forum and the Local Schools Standards Board
    - Relationship with Further Education and Higher Education sector
    - Relationship with, and support to, Business and High Streets
- Development of capital schemes within Portfolio

Planning, Regeneration and Infrastructure

- To act as the lead member for strategic place-based narrative including:
  - Strategic regeneration (area wide master planning)
  - Strategic planning, including leading on Local Plan
  - Strategic infrastructure planning, design, and commissioning, including transport, highways, digital and green infrastructure
- Capital schemes (above £5m) within Portfolio
- Housing delivery and strategic employment sites
- Sustainable development
- Supporting the Transport Authority
- Develop Compulsory Purchase Order for major schemes within Portfolio
- Development of capital schemes within Portfolio

Communities and Local Place

- To act as the lead member for delivering services specific to community and place
    - Regulatory, licensing and enforcement services, including Building control, planning enforcement, enviro-crime, environmental health, trading standards and executive responsibilities in relation to licensing.
    - Customer service, including libraries, one-stop shops and customer contact.
    - Wellbeing, including publicly accessible open spaces, leisure and the partnership with the Circadian Trust and sport and cultural development.
    - StreetCare services, including highway and open space maintenance.
    - Community safety, including working with the Prevent Board to ensure that the Prevent and Channel duties are properly met and Chairing the Community Safety Partnership ensuring crime and disorder duties are properly discharged, including domestic homicide reviews.

- Waste management, including Waste Disposal Authority and Waste Collection Authority responsibilities Development of capital schemes within Portfolio
- Development of capital schemes within Portfolio
- Develop Compulsory Purchase Order for major schemes within Portfolio

Corporate Resources

- To act as the lead member for the provision of corporate services to the council, including:-
  - IT & Digital
  - Human Resources
  - Legal Governance and Democratic Services
  - Finance
  - Property, including acquisitions and disposals in line with relevant strategies and property frameworks; working with other executive members on regeneration schemes Corporate Communications
  - Setting fees and charges
  - Customer Services
  - Policy and Strategy Development
  - Transformation and Efficiency
  - Data and Insight
  - Consultation and Engagement
  - Organisational Resilience
- Power to deal with any matters related to departments at an operational level
- Implement corporate strategies
- Stewardship of the allocation of the council's resources
- Delivery of capital programme and the appropriate financing strategies for the delivery of council objectives across portfolios
- Development of capital schemes within Portfolio

Climate and Nature Emergency

- Leading the council response to the climate and nature emergency
- Strategic responsibility for:
    - The delivery of the Climate and Nature Emergency Plan and reporting progress annually to full Council
    - Decarbonisation - policy and project development and commissioning, including those matters related to decarbonisation of transport, domestic households, energy supply and business,
    - Adaptation to a changing climate - policy and project development and commissioning, including those matters related to flood and coastal management, including duties related to the Lead Local Flood Authority
    - Nature recovery - policy and project development and commissioning, including those matters related to commons, woodlands, and tree planting.
    - Enabling positive partnership working with key climate and nature emergency partners, including Natural England, Environment Agency and WECA.
- Development of capital schemes within Portfolio

Committees

Joint Consultative Sub-Committee, Appointments and Employment Sub Committee and Appointments Panel

Joint consultative sub committee

Membership

Employer's	7 Members
Trade Union	As nominated by the Trades Unions
Ex officio membership:	Group Leaders

Terms of Reference

1. To provide a forum for the exchange of views between elected Members and Trades Unions on matters affecting employees.

2. To consider specific matters affecting employees that are referred to it by the Council Members, the Unions and officers.

3. To provide a forum for:

    - consulting on developing and reviewing the Council's health and safety policies and procedures and monitoring their effectiveness
    - considering how new national advice/regulations affect the council
    - receiving annual reports on accident and sickness absence rates and related statistics
    - considering reports on significant major accidents or incidents which have corporate implications.

4. On the basis that departmental issues should be resolved at department level (in Health and Safety Committees, Departmental Consultative Committees or other ad hoc management / trade union meetings) they should only be raised at the sub-committee if they have:

    - already been raised and discussed at departmental level and have not been satisfactorily resolved.

5. Unless agenda items are of matters of extreme urgency they need to be supported by a written report.

APPOINTMENTS AND EMPLOYMENT SUB COMMITTEE

Membership

Membership	7

Note: All Members of the Committee are expected to undertake equalities training. All Members who serve on the Appointments Panel are expected to undertake fair selection and recruitment training.

Note: Changes negotiated through the national negotiation framework collective bargaining arrangements will be implemented in line with the relevant agreement.

Terms of Reference

1. To determine the employment policies and terms and conditions on which Council employees hold office as required by Section 112, Local Government Act 1972.

2. Power to appoint officers for particular purposes (appointment of "proper officers" (Section 270(3), Local Government 1972).

3. Subject to the provisions of the Local Authorities (Standing Orders) (England) Regulations 2001- duty to designate officer as the head of the authority's paid service, and to provide staff (Section 4(1), Local Government & Housing Act 1989).

4. Duty to designate officer as the monitoring officer, and to provide staff (Section 5(1), Local Government & Housing Act 1989).

5. Duty to make arrangements for the proper administration of financial affairs etc. (Section 151, Local Government Act 1972).

6. Functions relating to local government pensions (Regulations under Sections 7, 12 and 24 of the Superannuation Act 1972).

7. Functions under the Firefighters Pension Scheme etc. as respects persons employed as members of fire brigades maintained pursuant to section 4 of the Fire Services Act 1947.

8. To determine issues relating to The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (see also Part A2 Standing Orders Chapter 14).

APPOINTMENTS PANEL (of the Appointments sub committee)

Membership

For Chief Officer posts **(tiers 1 & 2)**	5 Members (Any)
For 3rd tier JNC posts	3 Members (Any)
Ex officio membership	None

Terms of Reference

To undertake and determine all aspects of the process for the recruitment and selection of tier 1 and tier 2 chief officers and JNC 3rd tier service director posts.

To deal with appointments of senior officers in accordance with the council's Pay Policy Statement[2].

[2] Chapter8, Part 1 Localism Act 2011

Health Scrutiny

Terms of Reference

- Acting in accordance with Guidance undertake all or any functions associated with the broad purpose and terms of reference of the Committee.
- The ability to establish Advisory Groups as required to consider matters and report to the Committee.
- To respond, as appropriate, on behalf of the Council to Government consultation in respect of policy and/or legislation affecting Health Scrutiny.

Scrutiny Role

- To advocate for the best possible health services for the residents of South Gloucestershire.
- To hold the NHS and other providers of health services to account through robust Overview and Scrutiny.

Government Guidance for Health Scrutiny (as at May 2024):
Local authority health scrutiny - GOV.UK (www.gov.uk)

Health overview and scrutiny committee principles - GOV.UK (www.gov.uk)

Health and Wellbeing Board

Overview
The Health and Wellbeing Board (HWB) is constituted pursuant to S.194 of the Health and Social Care Act 2012 (the Act) and operates as a formal Committee of the Council (pursuant to S.102 LGA 1972) as from the 1 April 2013.

The Health and Care Act 2022 introduced new architecture to the health and care system, specifically the establishment of integrated care boards (ICBs) and integrated care partnerships (ICPs). The Health and Care Act 2022 did not change the statutory duties of HWBs as set out by the 2012 Act. HWBs continue to play an important statutory role in instilling mechanisms for joint working across health and care organisations and setting strategic direction to improve the health and wellbeing of people locally.

Purpose and Aims

- Provide a forum where political, clinical, professional and community leaders from across the health and care system in South Gloucestershire, come together to improve the health and wellbeing of the local population (including children and young people and vulnerable adults) and reduce health inequalities, ensuring a strong focus on establishing a sense of 'place'.
- Promote greater integration and partnership between the NHS (South Gloucestershire Locality Partnership (LP), the Bristol, North Somerset and South Gloucestershire (BNSSG) Integrated Care Board (ICB) and Integrated Care Partnership (ICP)), local authority and wider partner organisations, paying regard to and challenging partners to work collaboratively and agree joint areas of focus.
- Work collaboratively with the South Gloucestershire LP, hold joint development sessions and agree joint areas of focus and priorities and receive regular reports from the LP on its work.
- Assess the health and wellbeing needs of the South Gloucestershire population and publish a joint strategic needs assessment (JSNA).
- Publish a South Gloucestershire Joint Local Health and Wellbeing Strategy (JLHWS), which builds upon and promotes the use of the JSNA; and outlines how services, partnerships and plans coordinate to ensure robust planning at a South Gloucestershire 'place' and ICS level to meet need and improve health and wellbeing outcomes of the local population.
- Ensure the JLHWS directly informs the development of joint commissioning arrangements (see section 75 of the National Health Service Act 2006) in South Gloucestershire and the co-ordination of NHS and local authority commissioning, including Better Care Fund (BCF) plans, providing the governance for the BCF pooled fund in South Gloucestershire.
- Assess needs for pharmaceutical services in South Gloucestershire and publish and keep up to date a Pharmaceutical Needs Assessment (PNA).
- Support the development and implementation of the BNSSG Integrated Care Strategy, which will set the direction for the system as a whole and tackle those challenges that are best dealt with at a system level.
- Support the development and implementation of the BNSSG Joint Forward Plan; provide and ensure that it takes proper account of the South Gloucestershire JSNA and JLHWS.
- Be a forum for discussions about strategic and operational co-ordination in the delivery of services already commissioned.

Functions

The HWB will:

- Keep the South Gloucestershire JSNA (via the South Gloucestershire Our Population Dashboard) up to date to ensure it continues to identify local needs and priorities.
- Keep the South Gloucestershire Pharmaceutical Needs Assessment (PNA) up to date to ensure it continues to reflect local needs and priorities for pharmaceutical services.
- Deliver the South Gloucestershire Joint Local Health and Wellbeing Strategy (JLHWS) 2025-29 and implement monitoring and oversight arrangements.
- Prepare, contribute to and submit the Better Care Fund Plan that sets out the local vision for health and care services.
- Be involved in the preparation and annual refresh of the ICB Joint Forward Plan, which before the start of each financial year, the ICB, with its partner NHS trusts and NHS foundation trusts, must undertake. This includes the HWB receiving the ICB 5-year Joint Forward Plan (refreshed annually) and providing a statement about whether it takes proper account of the South Gloucestershire JLHWS.
- Receive the ICB Annual Report and support its review of the steps taken to implement the South Gloucestershire JLHWS to which the ICB are required to have regard.
- Provide a response to NHS England about the ICB's contribution to the delivery of the JLHWS for inclusion in its annual performance assessment of the ICB.
- Produce an annual report of HWB activities and actions.
- Ensure effective linkages are maintained to partnerships that align and/or report up to the HWB; as well as to the wider South Gloucestershire Local Strategic Partnership.
- Maintain an overview and receive annual reports on the safeguarding system for children, young people and vulnerable adults.
- Oversight of the South Gloucestershire Children's Partnership. This will involve the receipt of reports and recommendations in relation to multi-agency working to improve the health and wellbeing outcomes for children and young people.
- Receive updates from the South Gloucestershire Health Protection Assurance Group on controls and assurances against identified health protection risks and issues in the area.
- Provide reports, via the Chair, on the work of the HWB to the Health Scrutiny Committee.
- Members will comply with the South Gloucestershire Code of Conduct for Members, which is set out in the Council's Constitution in Part C or their own organisation's code (where there is duplication).

Board members

Cabinet Member for Cost of Living, Equalities and Public Health*
Cabinet Member for Adults and Homes* (Chair of the Board)
Cabinet Member for Children and Young People*
Director of Adults, Housing and Community Development, South Glos Council*
Executive Director – People, South Gloucestershire Council*
Director of Public Health, South Gloucestershire Council*
Deputy Chief Executive Officer, NHS BNSSG Integrated Care Board*
Chief Officer, BNSSG Healthwatch *

Chief Executive, The Care Forum
Chief Executive, North Bristol NHS Trust
Chief Executive, Sirona Care & Health
Operations Manager, Avon & Wiltshire Mental Health Partnership NHS Trust
Local Policing Area Commander – South Gloucestershire, Avon & Somerset Police
Chair, South Gloucestershire Locality Partnership
Associate Director for Localities, Bromford
Locality Partnership Director, NHS BNSSG ICB
Area Manager, Risk Reduction, Avon Fire & Rescue
County Commander BNSSG, Southwest Ambulance Service NHS Trust
Service Director of Community Services, South Gloucestershire Council
Southern Brooks Community Partnership
CVS South Gloucestershire
Chief Executive, Circadian Trust
Co-Chair of the Town & Parish Council Forum

Process
Agreement will normally be by consensus; a vote will be taken of all Board members where recommendations are being considered.

If a formal vote (on a matter of statutory function is required) voting rights will be limited to statutory board members (denoted by *) of the Board.

The Cabinet Member for Adults and Homes will chair the Board and a vice-chair will be elected from its membership at the first meeting of each civic year (which runs from May to April).

Quorum: meetings will be quorate if a third of statutory members of the HWB are present including at least one each from SGC and the ICB. Only Board Members attending in person will be able to participate in the meeting and any required votes. Board members may send a substitute if they are unable to attend and wish to exercise their vote.
Board meetings will be held in public four times per year and in between there will be private development sessions jointly with the South Gloucestershire LP and if necessary other partnerships, dependent on the topic being considered.

Review
The Board will formally review these terms of reference every 12 months and make any recommendations to amend these to full Council.

Useful link: Health and wellbeing boards – guidance - GOV.UK (www.gov.uk)

Scrutiny Commission

A 15 member Scrutiny Commission with an opposition Chair. The Scrutiny Commission cannot include executive members and is subject to political proportionality.

The Scrutiny Commission has a number of functions and will:

- agree issues to be considered by the Scrutiny Commission as part of a strategic work plan;
- review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive
- make recommendations to the Executive;
- call in decisions of the Executive;
- monitor in year performance and budgets,
- where the council is acting in its capacity as lead local flood authority, to review and scrutinise the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the district area;
- scrutinise the local policing partners response to crime within the district of South Gloucestershire;
- conduct in-depth reviews of particular issues of relevance through the establishment of:
    - informal and focused task and finish groups
        - groups will be comprised of Scrutiny Commission and other members. Task and finish groups will carry out in-depth, focused, and potentially cross cutting pieces of work, which may take 3/6 months. It is anticipated that there may be 5/6 such reviews spread across the year.
    - Standing groups

Where the Scrutiny Commission is scrutinising decisions relating to the exercise of the council's education functions[3] it shall appoint:

- minimum of 2 and a maximum of 5 Parent Governor Representatives[4];
- one representative from the Church of England[5]; and
- one representative from the Roman Catholic Church[6].

Regulatory

Terms of Reference

- Licensing, Regulatory matters and specific functions relating to Elections.
- Undertake all or any functions associated with the broad purpose and terms of reference of the Committee.

[3] As set out in sections 578, 579 and Schedule 36A of the Education Act 1996 (as amended) and any subsequent or successor legislation
[4] Local Authorities (Committee System)(England)Regulations 2012 (local authority maintained schools only)
[5] ibid
[6] ibid

- Duty to implement the Sustainable Community Strategy through the Council plan relevant to the Committee general portfolio.
- Responsibilities for all strategies associated with the committee portfolio area not reserved for council.
- Responsibility for setting fees and charges, for budget and performance management and risk management within terms of reference.
- Engaging with the voluntary and community sector in respect of planning and delivery of services for Regulatory Services.
- To respond, as appropriate, on behalf of the Council to Government consultation in respect of policy and/or legislation affecting Regulatory Services.
- Responsibility for the adoption and oversight of Market regulation (other than those markets established by charter) in accordance with the provisions of the Food Act 1984.
- Responsibility for oversight of functions as set out in the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020.
- Standards and determination of Standards complaints and approval of all relevant procedures to discharge these functions.
- Public Rights of Way and Commons Registration, Town and Village Green matters.
- Duties under the Regulatory investigatory Powers Act 2000.
- To recommend to Council such changes to the adopted Code of Conduct as are appropriate from time to time.
- To appoint independent persons / members as required by the Council subject to any relevant statutory requirements.

Functions relating to Elections

- Duty to appoint an electoral registration officer returning officer for local government elections.
- Functions relating to changes in community governance (parish) arrangements and parish reviews that are not reserved for Council.
- Power to alter the years of ordinary elections in parish councils.
- Duty to divide the constituencies into polling districts.
- Power to pay expenses incurred by electoral registration officer.
- Power to make temporary appointments to parish councils.
- Power to determine fees and conditions for supply of copies of, or extracts from, elections documents.
- Power to submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.

Miscellaneous Functions

Functions relating to sea fisheries.

Functions Relating to Licensing

The Regulatory Committee will carry out the Licensing function and powers of the authority unless reserved for council or delegated to officers. For clarity, power to set taxi fares including consideration of any objections and Sex Establishment fees and designated Public Places Order made pursuant to The Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2007 are reserved for the Committee to decide.

Matters reserved for Council are the approval of Gambling Act 2005 policies and Licensing Act 2003 policies.

Licensing Sub Committees

The Licensing powers will be exercised through the licensing sub committee, as shown in the table below:

Table of Delegations of Gambling Act Licensing Functions

Matter to be dealt with	Regulatory Committee or Sub Committee	Delegations of Functions to Director of Community Services
(a) Three year licensing policy (for full Council to decide)		
(b) Policy not to permit casinos (for full Council to decide).		
(c) Fee Setting – when appropriate.	Yes	
(d) Application for premises licenses	Where representatives have been received and not withdrawn.	Where no representatives received or representations have been withdrawn.
(e) Application for a variation to a licence.	Where representatives have been received and not withdrawn.	Where no representatives received or representations have been withdrawn.
(f) Application for a transfer of a licence.	Where representatives have been received from the Commission.	Where no representatives received from the Commission.
(g) Application for a provisional statement.	Where representatives have been received and not withdrawn.	Where no representatives received or representations have been withdrawn.
(h) Review of a premises licence	Yes	
(i) Application for club gaming/club machine permits	Where representatives have been received and not withdrawn.	Where no representatives received or representations have been withdrawn.
(j) Cancellation of club gaming/club machine permits	Yes	
(k) Applications for other permits		Yes

(l) Cancellation of licensed premises gaming machine permits		Yes
(m) Consideration of temporary use notice.		Yes
(n) Decision to give a counter notice to temporary use notice.	Yes	

Licensing sub committee

Any 3 members of the Regulatory Committee

(a) Licensing Act 2003 determinations To hear representations from applicants, licence holders, Responsible Authorities and Interested Persons and determine applications and notices made under the Licensing Act 2003 as follows:
1) Application for a personal licence - if a police objection is made.
2) Application for personal licence, with unspent convictions – if a police objection is made.
3) Application for premises licence/club premises certificate - If a relevant representation is made.
4) Application for provisional statement - If a relevant representation is made.
5) Application to vary premises licence/club registration certificate - If a relevant representation is made.
6) Application to vary designated personal licence holder - If a police objection is made.
7) Application for transfer of premises licence - If a police objection is made.
8) Application for Interim Authorities - If a police objection is made.
9) Application to review premises licence/club premises registration – all Cases.
10) Determination of a police objection to a temporary event notices - all cases.
(b) Gambling Act 2005 determinations (see details under the Committee delegations)
(c) Other licensing determinations:
1) To determine any application for a license, registration or permit that relates to the functions of the Committee, to which an objection has been raised

2) To hear representations from licence holders, registration holders and applicants and determine applications that relate to the functions of the Committee.
3) To grant, renew, transfer, vary or revoke sex establishment licences.

In all other circumstances determination for the above are delegated to the Executive Director of Place.

Scheme of Delegation of Functions under the Scrap metal Dealers Act 2013

Matter to be dealt with	**Regulatory Committee**	**Licensing Sub-Committee**	**Officers**
Determination of fees	All fees		
Application for a Site Licence		If a relevant presentation is made	If no relevant representation is made
Application for a Collectors Licence		If a relevant presentation is made	If no relevant representation is made
Application to vary a Site Licence		If a relevant presentation is made	If no relevant representation is made
Application to vary a Collectors licence		If a relevant presentation is made	If no relevant representation is made
Revocation of a Site Licence or Collectors Licence		Where the revocation is contested	Where the revocation is not uncontested
Refusal to renew a licence		Where the refusal is contested	Where the refusal is not contested
Revocation of a Site Licence or Collectors Licence		Where revocation is contested	Where revocation is not contested
Refusal to vary a licence		Where the refusal is contested	Where the refusal is not contested
The inclusion of conditions on a licence		Where condition/s is contested	Where condition/s is not contested

Issue of a Closure Notice			All cases
Cancellation of a Closure Notice			All cases
Application for a Magistrates Closure Order			In conjunction with Legal Services

Public Rights of Way and Commons Registration Sub Committee

Note: members must be trained to sit on the Public Rights of Way committee

Terms of Reference

To carry out all functions relating to:-

- the Council's role as commons registration authority in accordance with Part I of the Commons Act 2006 and the Commons Registration Act 1965.
- public rights of way as provided:-
  (i) in the Highways Act 1980, and
  (ii) in the Wildlife and Countryside Act 1981
  (iii) in Parts i & ii of the Countryside and Rights of Way Act 2000
- the power to convert footpaths to cycle tracks as provided in the Cycle Tracks Act 1984.

Standards subcommittee

Membership

The membership of the Standards subcommittee will be drawn from the Regulatory Committee. A Standards subcommittee will comprise of 3 members (1:1:1). All subcommittee members shall undertake training as required.

Terms of Reference

The Standards subcommittee shall receive investigation reports for matters referred to it by the Monitoring Officer, consider the same in accordance with procedures approved by the Regulatory Committee and to determine any appropriate penalty.

The Standards committee shall exercise the above power in relation to South Gloucestershire Council's elected and co-opted (Independent) members as well as the elected and co-opted councillors of the parish and town councils within the district of South Gloucestershire Council.

The Standards subcommittee will also determine applications made under the Localism Act 2011 for dispensations.

Planning Committee

A committee of up to 13 Members[7].

The Chair of the Planning Committee is the Council's Lead Member for Planning[8].

To consider all applications made in accordance with:

(1) Schedule 2 Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 applications as identified and referred by the Council's Lead Member for Planning and the Council's Chief Planning Officer (in accordance with the provisions of Regulations).

(2) Schedule 1 and Schedule 2 Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (Own Interest Applications) applications as identified and referred by the Council's Lead Member for Planning and the Council's Chief Planning Officer (in accordance with the provisions of Regulations) where:

(a) The application is made (whether or not jointly with any other person) by or on behalf of— (i) that authority, (ii) a member of that authority, or (iii) an officer of that authority,

or

(b) in the view of the Council's Lead Member for Planning and the Council's Chief Planning Officer, the Council or any of its members or officers otherwise has an interest in the application

Undertake all or any functions associated with the broad purpose and terms of reference of the Committee.

The Lead Planning Member will invite representations from Group Planning Leads prior to determining (together with the Chief Planning Officer) whether a Schedule 2 (or Own Interest Schedule 1 or 2) planning application should be referred to the Planning Committee.

Audit and Accounts

The Audit and Accounts Committee is a key component of the authority's governance framework - its purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. The Committee's role is ensuring that there is sufficient assurance over governance, risk and control giving greater confidence to all those charged with governance that those arrangements are effective. Full Council is the body charged with governance and the Audit and Accounts Committee is delegated some governance responsibilities detailed below but will be accountable to full Council.

[7] Regulation 7 Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026
[8] Regulation 3 Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026

The committee has oversight of both internal and external audit together with the financial and governance reports, helping to ensure that there are adequate arrangements in place for both internal challenge and public accountability. In line with CIPFA recommendations, the committee will include two co-opted independent members to provide appropriate technical expertise.
The Council has an Audit Charter which explains how our audit arrangements operate including purpose, authority, accountability and arrangements to ensure independence and objectivity.
These terms of reference are in line with guidance on Audit Committees provided by the Chartered Institute of Public Finance and Accountancy (CIPFA) 2022.

Terms of Reference

1. Purpose

To provide independent assurance on the Council's governance, risk management, internal control, financial reporting, and audit arrangements. The Committee supports transparency, accountability and good governance.

2. Governance and Independence

- The Committee reports directly to Full Council.
- Operates as a non-executive, advisory committee.
- Must remain independent of the executive and act apolitically.

3. Core Responsibilities

A. Governance, Risk and Control

The Committee will:

- Review the Council's corporate governance arrangements against the Local Code and CIPFA/SOLACE Framework.
- Consider the effectiveness of whistleblowing arrangements.
- Receive regular updates providing assurance on the effectiveness of risk management and the internal control framework.
- Review financial management arrangements, including compliance with the CIPFA Financial Management Code.
- Consider arrangements to secure value-for-money, including the external auditor Value for money findings.
- Consider the council's counter-fraud and anti-corruption arrangements, including the strategy, resources, fraud risk assessment and performance.

B. Financial and Governance Reporting

The Committee will:

- Review the Annual Governance Statement before approval and consider whether it properly reflects the governance environment.
- Review the Statement of Accounts, including accounting policies and significant issues.

- Consider the external auditor's report to those charged with governance.

C. Internal and External Audit

The Committee will:

External Audit

- Support and monitor auditor independence, audit planning and audit quality.
- Receive and consider audit reports and the auditor's annual opinion.
- Meet privately with external audit as required.

Internal Audit

- Approve the Internal Audit Charter and the risk-based Audit Plan.
- Monitor delivery of audit work, performance, Global Internal Audit Standards compliance and resource adequacy.
- Receive the Head of Internal Audit's annual opinion and monitor implementation of recommendations.
- Support the external quality assessment every five years.

D. Assurance Framework

- Review the Council's overall assurance framework, ensuring completeness, proportionality and alignment with strategic risks.
- The Committee may request attendance of senior officers to discuss risks, controls and governance matters.

4. Reporting

- Report regularly, and at least annually, to Full Council on performance, findings and improvements.
- Escalate significant governance, risk or control issues.

5. Membership and Meetings

- The Committee will be politically balanced unless waived by Council.
- The Chair will ideally be an opposition or independent member.
- The Committee members will avoid substitutes to maintain continuity.
- Meet at least four times a year, with additional meetings as required.

6. Skills and Support

- Members will receive induction and ongoing training aligned to CIPFA's knowledge and skills framework.
- Committee will be supported by appropriate administrative, governance and professional advice.

Other bodies

Area Committees

Terms of reference (2025/26)

Purpose

To gain active participation from communities that are not normally represented at Community Engagement of other forums will be actively encouraged as will the voice of community organisations and feedback from Town and Parish Councils.

Through engagement and insights from communities and partners, to advise the leader and cabinet.

> *"The pilot area committees do not have formal decision making powers or budgets to allocate although these remain an ambition. However hearing the voices of residents and partners is fundamental to our Community Conversations approach. Therefore all decisions of Executive Members and Cabinet will formally consider the comments and recommendations arising from the area committees and they will inform the decision making process. Feedback on this consideration and why decisions were made will be fed back to the area committees and be subject to their scrutiny".*

The committee will function based on the following principles:

- to encourage discussions and debate on matters of particular relevance to the area;
- to help the Council shape major proposals affecting the area and to advise the Council about the implications for the area of its objectives, plans and policies;
- to support well co-ordinated services on a local level;
- to encourage effective collaboration with public, private, and voluntary sector partners locally to help all meet the aspirations of local people;
- to make recommendations to cabinet on issues of local concern.

To gather ideas and feedback from communities to feedback to partners and partnerships such as the Safer, Stronger Communities Strategic Partnership, Health and Wellbeing Board, West of England Combined Authority and others.

Membership

Chaired by a member of the Council's cabinet

All councillors in each area would be members.

The Chair of each Town and Parish Council would be a core member and may be represented by deputy and / or Clerk.

Partners to be represented including the VCSE, police and health.

There would be an open invitation for members of the public to attend and would be able to participate in the discussions, raise issues and propose solutions.

Core Committee

This will be the Chair of the Committee, SGC Members and Town and Parish Council Chairs for the covered Geography.

Roles and Responsibilities

Chair:	To chair the meeting and to summarise the discussions of the meeting
Area Committee Officer:	To organise the meetings, take notes, summarise actions and support the Chair in reporting back to South Gloucestershire Council
Community Engagement Officer:	To provide the linkages in communities, bring forward concerns and solutions
Town and Parish Councillors:	To represent their council and views of local residents
All other attendees:	To share intelligence, insights and ideas from their communities

Agenda

The pilot committees would be informed by data and insights gathered by the Strategy, Engagement and Change service areas. The agenda would be centred on identified priorities specific to each of the parliamentary constituencies.

Agendas for each meeting (which will need to meet the formal publication requirements of both the 1972 and 2000 Local Government Acts) will be co-produced with appointed representatives and might include:

using the committees to engage people in an upcoming council or partner decision, for instance the budget consultation process.

Understanding key issues for local people as voiced by community groups, town and parish council and the VCS, on areas such as transport, crime and environmental services.

Ensuring the council's services are intelligence-led, meaning that they are better able to respond to the needs of different communities.

Over time, developing and tracking an informal partnership plan for the local area, setting out how we will respond to key locality concerns in the context of our overarching council plan.

Meeting Frequency

Meetings will be held once every four months and will rotate around the geography which they represent.

Approach

The general principle is one of inclusivity, freedom to attend, and that the agendas will be informed by feedback from communities, Town and Parish Councils and Partners. South Gloucestershire Council will also be able to table agenda items.

There would be an open invitation for members of the public to attend and would be able to participate in the discussions, raise issues and propose solutions.

Approach to be engaging round tables and discussion items – not a top table and formal reports. The format is likely to be more in the form of informal workshops, table discussions, topic based, raised by attendees, not fixed, formal or bureaucratic.

Scope

A wide range of areas for more formal decision making have been considered, and these are largely impractical due to cost pressures. There are two key issues where the pilot committees might take a stronger lead:

i. Regeneration and Master planning – the current briefings could move to area committees and thereby benefit from input from all council groups and focus on the members who live in the areas themselves.

ii. Highways prioritization – highways schemes which are in the pipeline can be looked at and ranked by the local members who have more knowledge of the local traffic and road issues. This will then be fed back into the overall district rankings.

More generally Town and Parish Councils, Communities, VCSE Organisations to bring local issue

Corporate Parenting Board

Terms of Reference

Membership: 5 (Executive Member for C&YP plus 2:1:1)

The Corporate Parenting Board oversees and drives forward corporate parenting activity across the Council. The Board is committed to championing the interests of children looked after and care leavers in South Gloucestershire.

The aim of the Corporate Parenting Board is to improve the lives of children and young people who are in the care of South Gloucestershire Council. Similarly the group aims to ensure that the whole Council and partner agencies have a joint commitment to corporate

parenting in order to achieve continuing improvements in outcomes for looked after children and young people.

The role of the Corporate Parenting Board is:

- To oversee the Corporate Parenting Service Development Plan to ensure outcomes fulfil the Council's pledge to looked after children.

- To oversee the development and achieve arrangements for securing effective consultation and engagement of children and young people and carers in the planning and delivery of services.

- To receive regular reports on the provision of services for children looked after and care leavers as required in legislation and enabled fulfilment of the purpose of monitoring and offering advice.

- To offer advice and monitor:

    - plans, strategies or policies for looked after children, young people and care leavers to ensure performance a) realises the objectives of the Children and Young People's Plan and the Children in Care Implementation Plan, and b) fulfils statutory requirements.
    - The commissioning and use of placements outside the Council area for the accommodation and/or education of looked after children.
    - The outcome targets for educational attainment, health and other associated activities in relation to looked after children's achievement are achieved;
    - To ensure children looked after are able to participate in plans for their care and developments for service planning and delivery, with progress being reported on an annual basis.

- To oversee the implementation of the NICE Public Health Guidance to promote the quality of life of looked after children and young people.
- To celebrate the achievement of the Council, partner agencies and their staff in the provision of quality services

The Board currently comprises of Councillors and Officers from Health, Education and Social Care, the Director, Head of Service and Lead Member of Children's Services. Future plans include a young ambassador for children and young people and a representative from South Gloucestershire's Foster Carers attending the Corporate Parenting Board. Steps are being taken to ensure that a representative from disabled children's services can become a member of the Board.

Complaints Panel

Membership

3 Members (from trained members) Ex officio membership – none.

Terms of Reference

To hear and determine complaints under the Council's Complaints Procedures which have not been resolved by chief officers.

Employee Appeals Panel

Membership

3 trained Council members
Ex officio membership – none.

Terms of Reference

To hear and determine (1) appeals under Stage 4 of the Grievance Procedure and (2) appeals against the issue of a final warning or a decision to dismiss under the following procedures:-

(a) Disciplinary
(b) Capability
(c) Sickness Absence and Ill Health

Topic Forums

Membership

6 Members of Council cross-party membership plus flexible representation from relevant organisations.

Forums are free to develop their own constitutions. The Lead Member will be appointed by the Topic Forum from amongst the Council's representatives.

There is no ex officio membership.

Terms of Reference

To develop and maintain a constructive dialogue between the Council and other public bodies, agencies, community, voluntary and business organisations as appropriate.

To provide advice and comments to Committees of the Council and all relevant stakeholders and promote "joined-up thinking" in relation to the topic.

Fostering Panel

Constituting a fostering panel

The Council, as a fostering agency, must constitute a fostering panel to perform the functions of a fostering panel under the Fostering Services Regulations 2011.

Membership

The fostering agency must maintain a list of persons who are considered by it to be suitable to be members of a fostering panel ("the central list"), including one or more social workers who have at least three years' relevant post-qualifying experience.

The agency must also appoint an independent person to chair the panel – this person must have the skills and experience necessary for chairing a fostering panel, and one or two persons who may act as chair if the person appointed to chair the panel is absent or that office is vacant ("the vice chair/s").

The fostering agency must ensure that the fostering panel has sufficient members, and that individual members have between them the experience and expertise necessary to effectively discharge the functions of the panel.

While there is no longer a legal requirement that a Councillor serves on the panel, it is considered good practice.

Adviser

The agency may appoint an agency adviser to the panel – this person is not a member of the panel and their role is to advise the panel.

Terms of Reference

1. To make recommendations to the agency decision maker (the Head of Integrated Children's Services or the Corporate Parenting Manager) about the following –

    - the suitability of applicants to be approved as foster carers and the terms on which they should be approved or the termination of approval of a foster carer, and
    - consider referred reviews of approved foster carers.

2. The panel is intended to be a multi-disciplinary body with a considerable element of independence from the agency.

3. The panel plays an important quality assurance role, providing objectivity and having the ability to challenge practice which is felt not to be in the interests of children or fall short of the Regulations or National Minimum Standards.

Terms of Office

There is no longer a fixed length of tenureship for those on the central list, but each person on the central list, including the chair, is reviewed against performance objectives. The chair is reviewed by the agency decision maker.

Where it is identified that the chair or an individual on the central list is not performing to the required standard, perhaps as part of the review process, it should ensure that this is discussed promptly with the individual with the aim of addressing any development needs through advice and training. If, however, their performance remains below the required standard and the agency considers they should not remain on the central list, they should be informed that their services are no longer required. The individual must be given one month's notice of the agency's intention to remove their name from the central list. The notice should be in writing and include the reasons for the decision.

Those on the central list may also give notice in writing of their decision to withdraw from the central list.

Adoption/Permanence Panel

Constituting an adoption panel

The Council, as an adoption agency, must constitute an adoption panel to perform the functions of an adoption panel under The Adoption Agencies and Independent Review of Determinations (Amendment) Regulations 2011.

Membership

The adoption agency must maintain a list of persons who are considered by it to be suitable to be members of an adoption panel ("the central list"), including one or more social workers who have at least three years' relevant post-qualifying experience, and the medical adviser to the adoption agency.

The agency must also appoint an independent person to chair the panel – this person must have the skills and experience necessary for chairing an adoption panel, and one or two persons who may act as chair if the person appointed to chair the panel is absent or that office is vacant ("the vice chair/s").

The adoption agency must ensure that an adoption panel has sufficient members, and that individual members have between them the experience and expertise necessary to effectively discharge the functions of the panel.

While there is no longer a legal requirement that a Councillor serves on the panel, it is considered good practice.

Advisers

The agency must appoint an agency adviser and a legal adviser to the panel – they are not members of the panel and their role is to advise the panel.

Terms of Reference

1. To make recommendations to the agency decision maker (the Head of Integrated Children's Services or the Corporate Parenting Manager) about the following –

   - whether a child should be placed for adoption
   - the suitability of prospective adopters or the termination of approval of a prospective adopter, and
   - whether a child should be placed for adoption with a specific prospective adopter.

2. They are intended to be multi-disciplinary bodies with a considerable element of independence from the agency.

3. The Panel plays an important quality assurance role, providing objectivity and having the ability to challenge practice which is felt not to be in the interests of children or fall short of the Regulations or National Minimum Standards. Panels are required to give regular feedback to the agency.

4. The panel can give advice to the agency (but it is not required to do so) on:

   - contact arrangements
   - whether an application for a placement order should be made
   - the number of children the prospective adopter may be suitable to adopt - their age range, sex, likely needs and background; and
   - the provision of adoption support.

5. The adoption/permanence panel also makes recommendations to the agency decision maker about the placement of children, under the age of 12.5 years, for whom the care plan is long-term fostering.

6. The agency must ensure that the adoption/permanence panel complies with the requirements of the Adoption Agencies Regulations and the Fostering Services Regulations 2011.

Terms of Office

There is no longer a fixed length of tenureship for those on the central list, but each person on the central list, including the chair, is reviewed against performance objectives. The chair is reviewed by the agency decision maker.

Where it is identified that the chair or an individual on the central list is not performing to the required standard, perhaps as part of the review process, it should ensure that this is discussed promptly with the individual with the aim of addressing any development needs through advice and training. If, however, their performance remains below the required standard and the agency considers they should not remain on the central list, they should be informed that their services are no longer required. The individual must be given one month's notice of the agency's intention to remove their name from the central list. The notice should be in writing and include the reasons for the decision.

Those on the central list may also give notice of their decision to withdraw from the central list.

South Gloucestershire Sacre

The SACRE body will maintain its own Terms of Reference which is subject to review every four years and in the event of change requires approval by the Executive Member for CYP

SACRE is a statutory body that advises the local authority on matters related to the provision of Religious Education and Collective Worship in schools and to agree the local syllabus for Religious Education.

The membership of SACRE consists of representatives from Christian and other religious denominations, Church of England, Teachers' Association Representatives, Local Education Authority (3 Members), Co-options, including Higher & Further Education and a Humanist.

Schools Forum

The full terms of reference which will be held by the clerk to the Schools Forum

Membership

Schools:	Representatives of Headteachers, Governors and Academies.
Non Schools:	Representatives from the Diocese, 14-19 Partnership, pupil referral unit, and the voluntary and independent early years providers.

Terms of Reference

The Local Authority has a statutory duty to consult with and consider the views of the Schools Forum with respect to:

- The scheme for the financing of schools
- The operation of the schools funding formula
- The deployment of the dedicated schools grant

South Gloucestershire Equalities Forum

Roles

Challenging and working to eliminate discrimination, promote equality of opportunity, build up good relations between diverse individuals and equalities communities of interest, the Council and other Partners and be inclusive of all equalities communities.

The Forum will deliver its aims and objectives by engaging in open meetings with its equalities communities of interest and will be coordinated by a group of strategic partners (the 'Partners Group').

Terms of Reference:

1. Establish a common understanding of the experience of discrimination, disadvantage and exclusion across all interests.
2. Build confidence and capacity among our equalities communities of interest to enable them to influence and participate in our public and civic life.
3. Provide a way for equalities communities of interest to raise issues of concern, provide advice on such issues and receive feedback.
4. Review strategic policy, service design and provision in relation to the application of legislation, guidance and inclusion.
5. Impact on the development of public policy and service delivery on issues of significance to communities, South Gloucestershire Council and other Partner organisations.
6. Monitor and review the performance of the Council and its Partners in the implementation of equalities duties, policies and practice.

i) Equalities Forum

Roles

The Equalities Forum will meet twice a year.

Terms of Reference

1. Provide a place for dialogue between members of equalities communities of interest and representatives from Partners organisations
2. Share the experience of life in South Gloucestershire for equalities communities and raise issues of concern.
3. Identify priorities for a work programme for the Partners Group
4. Receive progress reports and feedback from the Partners Group

ii) Partners Group

Membership

The SGEF Partners Group shall appoint a Chair and Vice Chair from a partner organisation and an equalities group.

Roles

The Partners Group is the strategic co-ordinating body for the Forum and is open to everyone who has committed themselves to engaging and acting. This will include individual and community representatives, public and voluntary community sector partners and Councillors and council officers. It will meet up to four times each year, and coordinate its diary with the Equalities Forum meetings (see below).

Terms of Reference

1. Receive Partner requests for consultation and advise on consultation with equalities communities.
2. Decide which issues to pass to the Equalities Forum.
3. Establish working or task groups on specific issues if needed.
4. Take on issues arising from the Equalities Forum
5. Request and receive presentations on relevant issues from Partner organisations
6. Make presentations or represent the views of the Group or the Forum.
7. Appoint equalities representatives to sit on the South Gloucestershire Partnership and other groups.
8. Prepare an annual work programme
9. Plan Equalities Forum meetings