

## Section 8 - Other Committees

### 1. Committees

- 1.1 The County Council will appoint the Committees listed below to perform functions which cannot be dealt with by the Executive. The Committees will be appointed at the Annual Meeting of the County Council under Standing Order 24 of the Procedural Standing Orders in Section 12 (Procedural Standing Orders) of this Constitution.
- 1.2 The responsibilities and powers of each Committee are listed below and any of their powers that are delegated to officers of the Council are recorded in the Scheme of Delegation to officers in Section 10 (Officers) of this Constitution.

### 2. Planning Committee

- 2.1 The Planning Committee will be responsible for the discharging the following functions and delegated powers:
- Deciding on consultations on planning, planning-related or environmental applications or policy documents from District Councils, adjoining authorities, Government Departments / Agencies and Statutory Undertakers / Public Utilities
  - Deciding on consultations on Environmental Permits and policy documents from the Environment Agency
  - Deciding on consultations on highway and highway-related matters from the District Councils
  - Deciding on when to refer any District Council proposal for its own development which would be detrimental to the County Council's interests or which would be contrary to the County Council's views
  - Deciding applications for planning permission and whether to impose any condition, limitation or other restriction on an approval, consent, licence, permission or registration granted and deciding any other terms to which any such approval, consent, licence, permission or registration is subject.
  - Deciding to refer applications to the Secretary of State when necessary, in accordance with the relevant statutory consultation arrangements
  - Deciding to make an order to revoke, amending, modifying or varying any approval, consent, licence, permission or registration or any condition, limitation or term to which it is subject.
  - Deciding applications to develop land without compliance with conditions previously attached.



- Deciding to grant planning permission for developments already carried out.
- Declining to decide applications for planning permission
- Deciding applications for planning permission made by a local authority, alone or jointly with another person.
- Considering representations or offers received from any person upon whom a Planning Contravention Notice has been served and to decide on the action that should be taken in response to those representations
- Deciding on reserved matters following the grant of outline planning permission; details submitted pursuant to conditions imposed by the planning permissions; minor material amendments and non-material amendments to planning permissions; details submitted pursuant to a Planning Obligation / Memorandum of Understanding (MoU); and modifications to a Planning Obligation / MoU
- Deciding on the conditions, the plans or specifications related to the disposal of waste or spoil or the excavation of bulk material from borrow pits associated with HS2
- Deciding on Environmental Impact Assessment screening and scoping opinions relating to applications for planning permission / scheme of conditions / planning or enforcement appeals
- Deciding, giving approvals and agreeing certain other matters relating to the exercise of permitted development rights.
- Deciding to enter into agreement regulating development or use of land.
- Granting consent for the display of advertisements.
- Power to determine applications for hazardous substances consent, and related powers
- Deciding conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, mineral permissions relating to mining sites, or the periodic review mineral permissions, as the case may be, are to be subject.
- Deciding on requests to postpone the date for the submission of Schemes of Conditions under the Environment Act 1995, and making requests to extend the date for determination of Schemes of Conditions
- Exercising the powers and duties under the Planning (Listed Buildings and Conservation Areas) Act 1990 (and/or any amending or replacement legislation) for which the County Council are the Local Planning Authority.
- Executing urgent works
- Making limestone pavement orders.
- Exercising the County Council's powers relating to the preservation of trees.



- Deciding whether, and how, to enforce any failure to comply with an approval, consent, licence, permission or registration; or a condition, limitation or term to which such approval, consent, licence, permission or registration is subject; and any other contravention in relation to a matter with regard to which the function of determining an application for approval, consent, licence, permission or registration would not be the responsibility of the Cabinet. This includes the following powers:
- To issue a planning contravention notice, breach of condition notice, stop notice (full) or temporary stop notice and to serve a completion notice.
  - To require the discontinuance of a use of land.
  - To issue or withdraw an enforcement notice and to waive or relax any requirement of the notice
  - To apply for an injunction restraining a breach of planning control
  - To approve the commencement of legal proceedings for non-compliance with any notice
- Deciding on the serving of Minerals Planning Orders including Modification, Revocation, Discontinuance, Prohibition, Suspension and Supplementary Suspension Orders and deciding on the referral to the Secretary of State where appropriate
- Receiving reports relating to Local Development Documents which are Development Plan Documents Agreeing to establish a joint committee to be, for the purposes of Part 2 of the Planning and Compulsory Purchase Act 2004, a local planning authority.
- To determine objections to proposed Traffic Regulation Orders received from local member(s) of the County Council affected thereby.

2.2 Where the Planning Committee are minded to refuse an application for planning permission which has been submitted on behalf of the Cabinet in respect of a County Council service, the application shall not be determined by the Planning Committee but shall be referred to a Special Ad Hoc Panel comprising five members of the Audit and Standards Committee who are not members of the Cabinet, the relevant Scrutiny Committee, or the Planning Committee.

2.3 Meetings of the Planning Committee will be subject to the Procedural Standing Orders in Section 11 (Procedural Standing Orders) of this Constitution and, in addition the Committee has agreed to:

- A guidance protocol for members of the Committee;
- A public speaking protocol for the public who have made representations to speak at meetings of the Committee; and,



- A protocol for when members of the Committee visit a site that is the subject of a committee report.
- 2.4 The operation of these protocols is regularly reviewed and the up to date versions can be found on the Planning Committee Homepage at [Planning Committee Homepage - Staffordshire County Council](#)
- 2.5 In addition, the Planning Committee will establish a Countryside and Rights of Way Panel of seven members of the Committee with full delegated powers to deal with the following matters detailed below.
- 2.6 In addition, the Planning Committee will establish a Licensing Panel (if required) of five members of the Committee with full delegated powers to deal with the following matters detailed below.

### **3. Countryside and Rights of Way Panel**

- 3.1 The Countryside and Rights of Way Panel will consist of seven members from the Planning Committee and will be appointed at the first meeting of the Planning Committee in each municipal year.
- 3.2 The Chairman of the Planning Committee shall be the Chairman of the Countryside and Rights of Way Panel.
- 3.3 The Vice-Chairman of the Planning Committee shall be the Vice-Chairman of the Countryside and Rights of Way Panel.
- 3.4 The functions and responsibilities of the Countryside and Rights of Way Panel shall be as follows:
- Carry out the duties of the county council in respect of S53 of the Wildlife and Countryside Act 1981, including determining applications made under Section 53;
  - Registering common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to – (a) an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c.67) or (b) an order under section 147 of the Inclosure Act 1845 (c. 8 & 9 Vict. C 118);
  - Registering variation of rights of common;
  - Authorising erection of stiles etc. on footpaths, bridleways or restricted byways;
  - The creation of footpaths or bridleways, including by agreement;
  - Keeping a register of information with respect to maps, statements and declarations;



- Stopping up footpaths, bridleways and restricted byways;
- Deciding applications for public path extinguishment orders;
- Making rail crossing extinguishment orders;
- Making special extinguishment orders;
- Diverting footpaths, bridleways and restricted byways;
- Making public path diversion orders;
- Making rail crossing diversion orders;
- Making special diversion orders;
- Requiring applicants for orders to enter into agreements;
- Making a Site of Special Scientific Interest diversion order;
- Keeping a register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980;
- Deciding to decline to determine certain applications;
- Exercising the duty to assert and protect the rights of the public to use and enjoyment of highways;
- Exercising the duty to serve notice of proposed action in relation to obstruction or other similar interferences with highways;
- Applying for variation of orders under section 130B of the Highways Act 1980;
- Divert footpaths, bridleways or restricted byways temporarily;
- Exercising functions relating to the making good of damage and the removal of obstructions;
- Exercising powers relating to the removal of things deposited on highways causing a nuisance;
- Extinguishing certain public rights of way;
- Keeping the definitive map and statement under review;
- Including modifications in other orders;
- Keep a register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981;
- Reclassifying roads used as public paths;
- Preparing a map and statement by way of consolidation of definitive map and statement;
- Designating footpaths as cycle tracks;
- Authorising stopping up or diversion of highway under Section 247 of the Town and Country Planning Act 1990;
- Authorising stopping-up or diversion of footpath or bridleway under Town and Country Planning Act 1990;
- Extinguishing public rights of way over land held for planning purposes;
- Deciding to enter into agreements with respect to means of access;
- Exercising the power to provide access in absence of agreement;
- Exercising powers relating to the protection of important hedgerows; and
- Responding to consultation by local authorities under sections 64(3) and 64(4) of the Anti-Social Behaviour, Crime and Policing Act 2014



in relation to the proposal to make a Public Space Protection Order which would have an effect on a Right of Way, where such proposals are deemed to be contentious.

3.5 Meetings of the Countryside and Rights of Way Panel will be conducted in accordance with Section 11 (Procedural Standing Orders) of this Constitution.

- In cases where the Panel is required to consider reports on applications for the registration of common land, or town or village greens and Section 53 items, and a member of the Panel is the local member for the division in which the land is situated, that member will leave the room during consideration of that item.

#### **4. Licensing Panel**

4.1 A Licensing Panel will be appointed by Planning Committee when necessary to deal with matters in respect of the following functions and responsibilities:

- Keeping a list of persons entitled to sell non-medicinal poisons;
- Registering animal trainers and exhibitors;
- Licencing the employment of children;
- Approving premises for the solemnisation of marriages;
- Granting a street works licence;
- Licencing agencies for the supply of nurses;
- Issuing licences for the sale or movement of pigs and licencing collecting centres for the movement of pigs;
- Issuing licences to move cattle from a market;
- Granting permission for the provision etc. of services, amenities, recreation and refreshment facilities on highway, and related powers;
- Publishing notice in respect of proposal to grant permission under Section 115E of the Highways Act 1980;
- Permitting deposit of builder's skip on highway;
- Licencing planting, retention and maintenance of trees etc. in part of highway;
- Licencing works in relation to buildings etc. which obstruct the highway;
- Consenting to temporary deposits or excavations in streets;
- Dispensing with obligation to erect hoarding or fence;
- Restricting the placing of rails, beams etc. over highways;
- Consenting to the construction of cellars etc. under street;
- Consenting to the making of openings into cellars etc. under streets, and pavement lights and ventilators;



- Sanctioning the use of parts of buildings for storage of celluloid;
- To conduct a public hearing for objections received to applications for licences to manufacture and/or store explosives and to decide whether to assent to the application.

## **5. Audit and Standards Committee**

5.1 The purpose of our audit and standards committee is to provide independent assurance on the adequacy of the risk management framework and the internal control environment. It provides independent review of Staffordshire County Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. The Committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability. It also oversees the Council's democratic processes and the content and application of the Code of Conduct for Councillors and Co-opted members.

5.2 The Audit and Standards Committee has the following functions and responsibilities:

### **5.2.1 Audit Matters**

#### **Governance, Risk and Control**

- To approve, monitor, review and amend from time to time the Council's corporate governance arrangements against the good governance framework including the ethical framework to ensure that it is adequate and effective including approval of the local code of corporate governance.
- To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
- To consider whether the annual evaluation for the AGS fairly concludes that governance arrangements are fit for purpose, supporting achievement of the Authority's objectives.
- To monitor the adequacy and effectiveness of the Authority's risk management processes and to:
  - Approve the Risk Management Policy Statement and monitor its implementation



- Approve the content of the Corporate Risk Register and proposed Risk Mitigation Action Plan and monitor its implementation
- To consider the Authority's framework of assurance and ensure that it adequately addresses the risks and priorities of the Authority.
- To consider reports on the effectiveness of financial management arrangements, including compliance with CIPFA's Financial Management Code
- To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- To monitor the Counter Fraud Strategy, actions and resources and review the assessment of fraud risks and potential harm to the Authority from fraud and corruption.
- To consider the Authority's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- To consider the governance and assurance arrangements for significant partnerships and/or collaborations, where required to do so in delivering the Internal Audit Plan.

### **Internal Audit**

- To work with and advise the Director of Finance in ensuring arrangements for the provision of an adequate and effective Internal Audit.
- To monitor the adequacy and effectiveness of the Internal Audit service and Chief Officers' responsibilities for ensuring an adequate control environment including:
  - approving the Internal Audit Charter
  - Receiving an annual risk based internal audit plan from the Head of Internal Audit, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
  - Monitoring progress against the plan through the receipt of periodic progress performance reports.
  - To approve significant interim changes to the risk based internal audit plan and resource requirements.
  - Receiving and considering major Internal Audit findings and recommendations.
  - Monitoring the response to major findings and the implementation of key recommendations including issues of concern and action in hand as a result of internal audit work.
  - Considering the Head of Internal Audit's annual Internal Audit report including:
    - The statement of the level of conformance with the Public Sector Internal Audit Standards (PSIAS) and Local Government





Application Note (LGAN). Areas of non-compliance will be outlined; any significant aspects will be incorporated into the annual governance statement where applicable. The results of the Quality Assurance and Improvement Programme (QAIP) that support the statement contained in the annual report– these will indicate the reliability of the conclusions of internal audit.

- The effectiveness of Internal Audit to support the AGS.
  - The opinion on the overall adequacy and effectiveness of the council’s framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the AGS.
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- To contribute to the QAIP and in particular, the periodic external quality assessment of Internal Audit.
  - To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.
  - To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resources limitations.
  - To review any issue referred to it by the chief executive or a director, or any council body.
  - To provide free and unfettered access to the Audit and Standards Committee Chair for the Head of Internal Audit, including the opportunity for a private meeting with the Committee.

### **External Audit**

- To determine the procurement process to be taken by Staffordshire County Council for the appointment of external Auditors either via means of an auditor panel or through Public Sector Audit Appointments (PSAA) and to express an opinion on their selection and rotation.
- To monitor the independence, adequacy and effectiveness of the External Audit service and respond to its findings. This will include:
  - Discussing the nature and scope of the audit of Staffordshire County Council services and functions, and considering the external audit fee and terms of engagement;
  - Receiving and considering the external auditor’s annual letter, relevant reports and the report to those charged with governance and advising the Council as appropriate;
  - Commenting on the scope and depth of external audit work and to ensure it gives value for money.
  - Monitoring the County Council’s response to the external auditor’s findings and the implementation of external audit recommendations.



- To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by PSAA or the auditor panel, as appropriate.
- To provide free and unfettered access to the Audit and Standards committee chair for the External Auditors, including the opportunity for a private meeting with the committee.

### **5.2.2 Financial Reporting**

- To approve authority's statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

#### **Accountability Arrangements**

- To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions, where required.
- To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its performance.

### **5.2.3 Standards Matters**

#### **Standards**

- To make recommendations to full Council on the Code of Conduct (including associated Protocols) for Councillors and Co-opted members and to monitor its application and effectiveness including overseeing training for Councillors and Co-opted members.
- To oversee the Register of Members' Interests.
- To oversee the effectiveness of the Councils procedures for investigating and responding to complaints about Councillors and Co-opted members (as approved by Full Council in May 2021)
- To appoint a Panel of five members of the Committee to:
  - interview and make recommendations to Council on the appointment of Independent Persons in accordance with the Localism Act 2011 and an Independent Person to serve on the Audit and Standards Committee should CIPFA's Practical Guidance



For Local Authorities (2018 Edition) on Committee membership be adopted.

- consider alleged breaches of the Code of Conduct as referred for consideration by the Monitoring Officer following consultation with an Independent Person.
- To consider and, where applicable, make recommendations to full Council on decisions of the Standards Panel on breaches of the Code of Conduct considered by that Panel.
- To oversee the maintenance of the List of Politically Restricted Posts

#### **5.2.4 Elections**

- To oversee the actions of the Returning officer with regard to the delivery and conduct of the County Council elections and casual vacancies, and any peripheral responsibilities.

#### **5.2.5 Governance and Decision Making**

- To oversee, review, and make any recommendations on, the effectiveness and operation of the Constitution and any of the provisions of it.
- To monitor the adequacy and effectiveness of the County Council's Information Governance arrangements
- To establish Panels of five members of the Committee, as and when required, with delegated powers to deal with:
  - appeals by officers against disciplinary, grading or employment related action (including in respect of the List of Politically Restricted Posts)
  - appeals against dismissal from teachers employed in Education Support Units
  - appeals against any Executive decision where the law requires that a person shall have a right of appeal within the Council against that decision and for which no other provision is made under this Constitution
  - Planning Applications referred to in paragraph 2.2 of section 8 of this Constitution (i.e. where the Planning Committee is minded to refuse an application for planning permission submitted on behalf of the Cabinet in respect of a County Council service (membership of this Panel shall not include members of the Cabinet, relevant Scrutiny Committee or Planning Committee))



### 5.2.6 Miscellaneous

- For functions which are not a function of the Executive – to authorise, or revoke the authority of, a person to exercise a function to which Section 70 of the Deregulation and Contracting Out Act 1994 applies
- To deal with any other matter (regulatory, judicial, quasi-judicial or licensing) which by law cannot be the responsibility of the Executive for which no other provision exists in this Constitution.

### 5.2.7 Health and Safety

- To monitor the adequacy and effectiveness of the County Council's Corporate Health and Safety policies and to approve the annual Action Plan and key priorities.

## 6. Pensions Committee

6.1 The Pensions Committee will have full delegated powers to deal with all Functions relating to Local Government Pensions on behalf of the County Council.

6.2 The Committee shall comprise nine elected members and six non-voting co-opted members representing the following categories:

- Local Authorities / Staffordshire Police Authority / Combined Fire Authority (1 seat)
- Contractors (1 seat)
- Other Scheduled Bodies (1 seat)
- Trade Unions (2 seats)
- Pension Recipients (1 seat)

6.3 The terms of reference of the Pensions Committee will be:

- To decide and set from time to time:
  - The strategic asset allocation and objectives of the Staffordshire Pension Fund ("the Pension Fund");
  - The strategic benchmarks for the performance of the Pension Fund against which the actual performance is to be measured;
  - The strategic targets against which the performance of the Pensions Panel **and Fund Managers** is to be measured;
  - The arrangements for consultation with the stakeholders that have an interest in the affairs of the Pension Fund.
- To review at not more than yearly intervals the performance of the Pension Fund and the Pensions Panel against the strategic objectives, benchmarks and targets set by them and to consider if,



and to what extent, any change may be necessary to ensure the efficient and effective performance of the Pension Fund;

- Selection, appointment and dismissal of an investment pooling operator to manage the assets of the Fund.
- Determining what the administering authority requires the pool to provide to enable it to execute its local investment strategy effectively.
- Receiving and considering reports and recommendations from the Joint Committee and Practitioners Advisory Forum, established to oversee the pool, to ensure that the Fund's investor rights and views are represented effectively.
- Identifying and managing the risk associated with investment pooling.
- Ensuring that appropriate measures are in place to monitor and report on the ongoing costs of investment pooling.
- Ensuring the responsible investment, corporate governance and voting policies of the Fund are delivered effectively.
- To approve and keep under review the Investment Strategy Statement and Funding Strategy Statement.
- To maintain a Communication Strategy.
- To approve the Pension Fund Annual Report and Accounts.
- To receive a report at least annually on pensions administration activities.
- To approve and keep under review the Fund's Additional Voluntary Contribution (AVC) arrangements.
- To approve the formal Actuarial Valuation.
- To approve the admission of employing organizations to the Fund where there is discretion to do so.
- To have due regard to the advice of the Deputy Chief Executive and Director for Corporate Services and to the advice of Consultants appointed by the Committee for the purpose (the appointment of whom may be made by the Committee on such terms and conditions and for such duration as the Committee may consider appropriate) with expertise in either or both of the following fields:
  - Actuarial matters and Risk/Liability assessment
  - Investment Strategy and Allocation;
- To monitor from time to time the advice received from Consultants.
- To have regard to the advice of the Pensions Panel on matters referred to the Committee for consideration by the Panel and to call for advice from any Adviser or Manager who could have been asked by the Pensions Panel to give the Panel advice.
- If the Pensions Committee shall disregard the advice of Consultants their reasons for so doing shall be recorded in the minutes of the Committee.



- To deal with any other matters arising in respect of Local Government Pensions.
- To appoint a Pensions Panel of five members of the Committee.
- To appoint a Pensions Board of a maximum of five members (comprising two employer representatives, two employee representatives. Upon receipt of written approval from the Scheme Manager, the Pensions Board may appoint one non-voting independent advisor to the Pensions Board.

## 6.4 The Pensions Panel

6.4.1 The Pensions Committee will constitute a Pensions Panel of five members of the Committee with full delegated powers to deal as and when appropriate with the following matters:

- The structure of the management arrangements necessary to achieve the effective management of the Pension Fund to meet the objectives set by the Pensions Committee;
- **The selection, appointment and dismissal of, and the monitoring of the performance of, the Managers of the Pension Fund**
- The allocation of the assets of the Pension Fund and the generic selection of asset portfolios in order to meet the objectives set by the Pensions Committee;
- The monitoring of the performance of the Pension Fund **and its portfolios** on a regular and routine basis across all sectors of investment and management and the reporting arrangements to Panel that may be required from time to time for this purpose;
- *The monitoring of the performance and effectiveness of the investment pooling operator to ensure it is providing an effective means of delivering the investment strategy (e.g. types of assets and style of investment management) and it is meeting the objectives that have been set (including requirements in relation to responsible investment).*
- **To agree, from time to time, any restrictions to be placed on any one or more Managers of the Pension Fund, as to particular classes of authorised investment, or decisions they may take on behalf of the Pension Fund, or as to the exercise of voting rights.**

6.4.2 The Pensions Panel will review regularly and make recommendations to the Pensions Committee on the following matters:

- Strategic Asset Allocation.
- Strategic Benchmarks.



- Strategic Performance Targets.
- The performance of Investment Fund Managers
- The Investment Strategy Statement and the Funding Strategy statement.
- Legislative, financial and economic changes which impact on the investment activity of the Fund.
- The advice from advisers appointed by the Panel.

6.4.3 The Pensions Panel shall have regard to the advice of the Chief Finance Officer and to the advice of Independent Advisers appointed by the Panel for the purpose (the appointment of whom may be made by the Panel on such terms and conditions and for such duration as the Panel may consider appropriate) with expertise in any one or more of the following fields:

- Tactical Asset Allocation/Investment Strategy Implementation;
- Equities/Stocks/Shares/Securities (whether in UK or Overseas);
- Property;
- Bonds and Gilt-edged Investments;
- Manager Selection and Performance Monitoring;

and to the advice of any one or more Managers of the Pension Fund as the Panel may request.

6.4.4 The Pensions Panel may make recommendations to the Pensions Committee on any other matter whether or not it falls within the delegated powers available to the Pensions Panel.

## **6.5 The Pensions Board**

6.5.1 The Pensions Board will be established under the provisions of Regulation 106(1) of the Local Government Pension Scheme Governance Regulations 2013 and will comprise two representatives of employers and two representatives of employees. Upon receipt of written approval from the Scheme Manager, the Pensions Board may appoint a non-voting independent advisor to the Pensions Board.

6.5.2 The Pensions Board will be constituted and conduct its business in compliance with its formal constitution as approved by the Pensions Committee on 24 October 2014 (and any formally approved subsequent version thereof).

6.5.3 The main purpose and role of the Board will be to:

- a. Assist the Administering Authority, as Scheme Manager:



- To secure compliance with the LGPS Regulations and any other legislation relating to governance and administration of the LGPS;
  - To secure compliance with requirements imposed in relation to the LGPS by the Pensions Regulator including but not limited to the regulatory strategy of public service pension schemes (as amended); and
  - In such matters as the LGPS regulations may specify.
- b. Secure the effective and efficient governance and administration of the LGPS for the Staffordshire Pension Fund.
- c. Provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.
- d. To ensure the Staffordshire Pension Fund effectively and efficiently complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.
- e. Help ensure that the Staffordshire Pension Fund is managed and administered effectively and efficiently in terms of administration and governance including investments and funding and complies with the Code of Practice on the governance and administration of public service pension schemes issued by the Pensions Regulator.
- f. Meet sufficiently regularly to discharge its duties and responsibilities effectively.

## **6.6 LGPS Central Joint Committee**

- 6.6.1 The LGPS Central Joint Committee will be the forum for discussing common investor / customer issues relating to LGPS Central Limited.
- 6.6.2 The Staffordshire Pension Fund will be represented on the Joint Committee by the Chairman of the Staffordshire Pension Panel, or their nominated representative.
- 6.6.3 The Joint Committee's role is to support and provide assistance and guidance and recommendations to the 8 participating Council's in connection with common investor issues such as:
- a. Operator service delivery and KPIs; and
  - b. Other Pool related investment issues, for example adopting common approaches to investment policies (for example common social, environmental and corporate governance policies or policies on voting rights).





6.6.4 The Joint Committee shall, with the support of the Practitioners Advisory Forum, act as the initial forum for LGPS Central to engage with, in connection with general service and performance issues applicable to the wider LGPS Central Pool. This will not preclude LGPS Central engaging directly with Councils in relation to specific matters relating to individual Councils only.

6.6.5 It is expected the Joint Committee will meet twice a year.

## **7. Charities and Trust Committee**

7.1 The purpose of a Charities and Trusts Committee is:

- To exercise those powers and duties held by the County Council in its capacity as a Trustee for Charities and Trusts registered with the Charity Commission and recording the County Council as a Trustee.

7.2 The Charities and Trusts Committee has the following functions and responsibilities:

- to approve annual reports and accounts;
- to approve Charity Commission returns and other regulatory documents;
- to respond to enquiries from auditors and independent examiners;
- to make decisions on the use/disposal of charity property and assets;
- to oversee the management of any Charity and Trust for which the County Council is a Trustee;
- to act as the accountable manager for, and take all necessary administrative decisions on any Charity and Trust for which the County Council is the a Trustee;
- to compile and maintain an up to date list of Charities and Trusts for which the County Council is a Trustee;
- to take any other action required to ensure the proper management and administration of Charities and Trusts for which the County Council is a Trustee; and
- to report annually to the full County Council on decision made on its behalf.

### **7.3 Membership**

7.3.1 The Committee shall comprise 5 members (Cabinet Members shall not be eligible for appointment to this Committee).

### **7.4 Frequency of Meetings**



7.4.1 The Committee shall hold a minimum of 2 meetings per municipal year. Additional meetings to be held as and when required.

