

HARINGEY GOVERNANCE REVIEW

PROTOCOL COVERING CORPORATE COMMITTEE

1 INTRODUCTION

- 1.1 A key objective of Haringey's Governance Review 2010/11 was to reduce the number of Council Committees, and to develop a more streamlined, focused and transparent decision-making structure. A single Corporate Committee was therefore established, to undertake the remit previously covered by the Audit, General Purposes, Pensions and Remuneration Committees.
- 1.2 The Terms of Reference for the Corporate Committee is stated in the Council's Constitution (Part 3 Section C). The purpose of this protocol is to set out in detail the process by which the Corporate Committee will function.
- 1.3 This document will be subject to regular review along with other governance arrangements, to ensure that it remains updated in the light of experience.

2 MEMBERSHIP AND CHAIR

- 2.1 The Corporate Committee shall consist of 10 members. The members and chair of the Corporate Committee shall be elected and ratified each year at the Annual Council Meeting.
- 2.2 The membership of the Committee shall include non-voting co-optees for Pensions matters, when the Committee is acting as "Administering Authority".
- 2.3 Members of the Committee shall be trained with regard to their statutory roles on Pensions, Audit and Treasury Management.
- 2.4 The Committee may select a lead member for each of the Committee's key responsibilities.

3 RESPONSIBILITIES

The responsibilities of the Corporate Committee are fully detailed in Part 3 Section C of the Council's Constitution. An overview of those responsibilities is given below:

3.1 Pensions

3.1.1 "Employing Authority"

The Committee shall act as "Employing Authority" to determine the Council's policies on pensions.

3.1.2 "Administering Authority"

The Committee shall also undertake the Council's functions as "Administering Authority", being responsible for the management and monitoring of the Council's Pension Fund:

- To be responsible for the management of the Pension Fund's investments including the setting of investment strategy, selection and monitoring of fund managers, and publication and maintenance of statutory policy statements;
- To receive triennial actuarial valuations, publish and maintain a Funding Strategy Statement and monitor the funding level of the Pension Fund;

- To be responsible for approving the Pension Fund Annual Report and Accounts, receiving the external auditor's annual report and regular reports on matters relating to administration.

3.1.3 Pensions Working Group

Members of the Corporate Committee may meet informally with officers as a pensions working group, with recommendations being made to the Corporate Committee on pensions matters.

3.2 The Committee shall approve and monitor the following,

- The Council's Risk Management Framework and Policy;
- The Council's Local Code of Corporate Governance;
- Council policies on "Whistleblowing" and Anti-Fraud and Corruption;
- The Council's Annual Governance Statement;
- The Annual Internal Audit Plan and the Strategic Audit Plan;
- The Annual Audit Plan and the Annual Audit Letter from the external auditor;
- The Head of Audit's Annual Report.

3.3 The Committee shall undertake the following:

- Functions relating to public rights of way, except those which are delegated to the Planning Sub-Committee;
- Making arrangements for proper administration of financial affairs;
- Formulating the Treasury Management Strategy Statement (TMSS);
- Approving statements under The Accounts and Audit Regulations;
- Agreeing the terms and conditions of major service restructures;
- Functions relating to Health and Safety at work;
- Authorising the making payments in cases of maladministration;
- Functions relating to Elections.

3.4 The Committee shall be responsible for:

- Agreeing the terms and conditions of employment, the pay structure and the remuneration for senior posts;
- Monitoring the operation and effectiveness of the scheme for the performance appraisal and remuneration of the Council's senior managers and chief officers;
- Agreeing the terms and conditions of employment of those staff below Senior Management grades, including procedures for dismissal.

4 MEETING FREQUENCY AND FORMAT

4.1 It is intended that the Corporate Committee shall normally hold four scheduled meetings each year. If required, an additional two meetings per year may be scheduled.

4.2 The Chair of the Corporate Committee may call a special meeting in accordance with the process in the Council's Constitution (Part 4 Section B).

4.3 The work programme for the Corporate Committee shall be agreed between the Chair of the Committee and senior officers, at the beginning of the civic year.

4.4 It is intended that agendas for meetings will include items related to the Committee's main responsibilities as outlined above.

- 4.5 It is intended that all audit matters will be covered during the original four scheduled meetings of the year.
- 4.6 Each Corporate Committee meeting may have a focus on one of the Committee's main responsibilities, with items on that theme being taken first on the agenda.
- 4.7 A short training session may be held before each Corporate Committee meeting, on the relevant theme for that meeting.
- 4.8 For items related to pensions, the chair shall announce whether the Committee is acting as "Employing Authority" or "Administering Authority". When acting as "Administering Authority", non-voting co-optees for Pensions shall be invited to attend. These items shall be placed first on the meeting agenda.
- 4.9 Where the Committee needs to take decisions between scheduled meetings, these shall be the responsibility of the Committee Chair in liaison with senior officers.