



Skipton Town Council

AUDIT, SCRUTINY AND PLANNING COMMITTEE **Terms of Reference** **Adopted at Full Council Date: 16th May 2024**

1. Introduction

- 1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Audit, Scrutiny and Planning issues, to this Committee.
- 1.2. The aim of this Committee is to manage the internal audit of the Council's financial and procedural issues, and to manage the Council's complaints process.
- 1.3. This Committee also ensures that informed local knowledge is brought to bear on planning proposals and issues and to convey those views in a timely way to the appropriate authority
- 1.4. The Audit, Scrutiny and Planning Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.
- 1.5. The Audit, Scrutiny and Planning Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1. The Audit, Scrutiny & Planning Committee shall consist of eight Town Councillors, to be elected annually at the Annual Meeting of the Town Council.
- 2.2. Four members of the Committee shall constitute a quorum.
- 2.3. No member can serve on both this Committee and the Finance Committee
- 2.4. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Audit, Scrutiny & Planning Committee will be filled at the next meeting of the Full Council.
- 2.5. Substitutions are not permitted in the event of a Member's absence from a meeting of the Committee.

3. Scope - Audit & Scrutiny

- 3.1. To monitor the Council's expenditure and to ensure it is in line with agreed policy
- 3.2. To appoint an Internal Auditor to carry out an internal audit prior to submission of the Annual Return
- 3.3. To agree any areas for review, in addition to statutory requirements, with the Internal Auditor.
- 3.4. To receive, examine and oversee the implementation of, where appropriate, recommendations of both the Internal Auditor and the External Auditor.
- 3.5. To monitor any Freedom of Information or Subject Access Requests
- 3.6. To ensure that the Council meets its obligations under the terms of the General Data Protection Regulations (GDPR)
- 3.7. The Committee will have full delegated authority to deal with complaints about the Town Council in accordance with the Complaints Policy
- 3.8. Meetings regarding complaints are convened as and when required to review a formal complaint.
- 3.9. Notice to complainants shall be in accordance with the Complaints Policy.
- 3.10. Meetings shall be open to the public unless the Committee decides that the press and public should be excluded from the meeting on the grounds that the information to be discussed is of a confidential nature and the public interest would not be served in disclosing the information.
- 3.11. Two Councillors, agreed by the Committee, shall complete an Internal Control Checklist prior to the Internal Audit.

4. Scope - Planning

- 4.1. To consider and comment, as statutory consultee, on Planning Applications lodged with the Planning Authority and impacting on the Parish of Skipton, having regard to:
 - compliance with current planning policy guidance at both national and local level,
 - protection of the Conservation Areas,
 - effect on neighbours,
 - effect on amenity,
 - effect on traffic and highway safety,
 - prevention of inappropriate or over-development,
 - effect on street scene and landscape,
 - acceptable high standard of design,
 - effect on sustainability of services, and
 - any other relevant factors

The Committee shall make suitable recommendations to the Planning Authority, and other local neighbouring authorities, as to whether or not they have no objection, no objection subject to certain conditions or an objection and the reasons why.

- 4.2. To ensure that responses to planning applications are made within the time specified on the Planning Application notice or notify them of a delay. All grounds for objection must be clearly supported by material planning considerations.
- 4.3. The Chairman, Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required. Any responses made must be submitted to the next meeting of the committee for information.
- 4.4. The Committee shall act in respect of any other matter requiring any form of planning consideration and which is within the remit of the Committee.
- 4.5. To consider any other matter analogous to Planning and to bring to the notice of the appropriate authority any apparent breaches of the Planning Regulations.
- 4.6. To oversee Council responses on matters surrounding the Craven Local Plan and the National Planning Policy Framework (or any subsequent policies and/or legislation).
- 4.7. To consider requests from developers and/or other Authorities regarding street naming and other similar matters.
- 4.8. To consider requests relating to road traffic measures, road markings, pedestrian or other road safety issues – and to make recommendations to the Highways Authority (or any other appropriate Authority).
- 4.9. To consider any other matters relating to Planning as appropriate or as directed by the Finance Committee or Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

Sustainability Goals

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.

- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman

Signed Clerk

Date