

**Executive Board City Centre Committee – 18<sup>th</sup> September 2012**

<b>Title of paper:</b>	<b>Executive Board City Centre Committee</b>	
<b>Director(s)/ Corporate Director(s):</b>	David Bishop	<b>Wards affected:</b> Arboretum, Bridge, Radford and Park and St Anns
<b>Portfolio Holder(s):</b>	Cllr McDonald	<b>Date of consultation with Portfolio Holder(s):</b> 17 <sup>th</sup> August 2012
<b>Report author and contact details:</b>	<b>Nicki Jenkins</b> <b>Head of Economic Development</b> <b>nicki.jenkins@nottinghamcity.gov.uk</b>	
<b>Other colleagues who have provided input:</b>	<b>Debra Lamola</b>	
<b>Key Decision:</b>		
	No	
<b>Reasons for Key Decision:</b>		
Expenditure, income or savings of £1,000,000 or more taking account of the overall impact of the decision:		
• Revenue expenditure		
• Revenue income		
• Savings		
• Capital expenditure		
• Capital income		
To be significant in terms of its effects on communities living or working in an area consisting two or more wards in the City		
<b>Relevant Council Plan Strategic Priority:</b>		
World Class Nottingham		<b>x</b>
Work in Nottingham		<b>x</b>
Safer Nottingham		
Neighbourhood Nottingham		
Family Nottingham		
Healthy Nottingham		
Leading Nottingham		
<b>Summary of issues (including benefits to citizens/service users):</b>		
Following the appointment of the Executive Board City Centre Committee at Full Council on 10 <sup>th</sup> September this report aims to inform members of its remit and terms of reference and those of the new City Centre Forum.		
<b>Recommendation(s):</b>		
<b>1</b>	To note the terms of reference for the Executive Board City Centre Committee and the City Centre Forum.	
<b>2</b>		

**1 BACKGROUND**

The Nottingham Growth Plan identifies that a vibrant city centre, supported by a thriving retail and leisure sector, is vital for transforming the City's economy. Since the beginning of the

year progress has been made through the establishment of a retail steering group which is currently working on producing a business led strategy for retail growth in the City Centre and also the development of a spatial plan. As this work has progressed, it has become clear that, in order to maximise the City's potential to support job creation, more wide ranging and effective engagement of stakeholders is required (especially with the private sector) and that there is a need for a clearer executive lead with improved joint decision making and stronger co-ordination of internal resources.

To this end, it was agreed at Full Council to appointed an Executive Board City Centre Committee which will oversee the development and implementation of a City Centre Strategy and which has delegated powers to take key decisions which impact on the city centre. This committee's role will also be to ensure that executive decisions and development of policy in respect of the city centre are co-ordinated both in terms of internal and external stakeholder interests.

Co-optees onto the Committee are proposed to be drawn from a new body, the City Centre Forum as outlined below. Co-optees onto the Executive Board City Centre Committee will not having voting rights as this is prohibited by the provisions of Section 15 of the Local Government Act 2000 through which only the Leader, the Executive Board, a committee of the Board, a portfolio holder or an officer can exercise executive powers.

The establishment of a new City Centre Forum was also agreed in order to provide the wide ranging and effective engagement with stakeholders which has been identified as essential to a vibrant city centre economy. The Forum will comprise both councillors and representatives from the retail/leisure/tourism sectors. This body will link closely with the Executive Board City Centre Committee performing both an advisory and consultative role at a strategic level to support and inform more co-ordinated executive leadership on City Centre issues.

The Local Government Act 1972 S.102 (4) permits voting rights to be given to all members of a body, including those who are not councillors, where the role of the body is advisory only and the membership/ voting rights set out in appendix 1 reflect the legal position. Such advisory bodies are also required to reflect political balance on the Council.

The full terms of reference and membership of both the Committee and forum are set are set out in appendix 1 and 2.

**2 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)**

To ensure that committee members are fully informed on the terms of reference of the committee.

**3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

None

**4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)**

None

**5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)**

None

**6 EQUALITY IMPACT ASSESSMENT (EIA)**

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council) **X**

EIA will be completed however on the final strategy.

- (b) No
- (c) Yes – Equality Impact Assessment attached

**7 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

None

**8 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

Full Council Report 10<sup>th</sup> September 2012 – City Centre Governance  
The Nottingham Growth Plan

## **Executive Board City Centre Committee – Terms of Reference and Membership**

### Terms of Reference

- (a) To oversee the development and implementation of the City Centre Strategy;
- (b) To agree and implement outcomes from the retail review undertaken by the City Centre Retail Steering Group as part of the City Centre Strategy;
- (c) To evaluate the impact and success of the City Centre Strategy and retail review;
- (d) To identify and review ongoing challenges affecting the growth of the City Centre, formulating and approving plans for addressing them where appropriate;
- (e) To make key decisions (which have been included in the Executive Forward Plan of Key decisions in accordance with regulations)<sup>1</sup> which relate to the development and implementation of the City Centre Strategy and retail review or which otherwise impact primarily on the City Centre in terms of the portfolios of jobs, skills and business; planning and transportation; leisure, culture and tourism and area working, cleansing and community development;
- (f) To approve policy decisions relating to the city centre or to make recommendations where decisions are reserved to the Executive Board, Council or regulatory committees
- (g) To require proposed portfolio holder decisions, which would impact on the City Centre, to be referred to the Committee in advance of those decisions being taken to enable appropriate co-ordination and consultation with internal and external stakeholders, but noting that there may be exceptional circumstances when an urgent decision is required and advance referral to the Committee is not possible;
- (h) To co-opt the Chair and Vice-Chair of the City Centre Forum ;
- (i) To identify issues for discussion and review by the City Centre Forum and to receive their advice on and responses to key issues and policies

affecting the City Centre.

NB. Commercially sensitive issues will not be within the remit of this Committee.

The Committee is accountable to the Executive Board and its minutes are to be reported to the Board.

The Committee will meet six weekly.

### Membership

The Committee's membership comprises the following:

The Portfolio Holder for Jobs, Skills and Business ( Chair)

The Portfolio Holder for Planning and Transportation

The Portfolio Holder for Leisure, Culture and Tourism

The Portfolio Holder for Area Working, Cleansing and Community Development

2 Co-opted Members (non-voting) - The Chair and Vice Chair of the City Centre Forum . \*\*

The quorum for this committee has been fixed at 3 voting members.

Substitute members are not allowed.

\*\* NB – Where the Chair of the City Centre Forum is a non-executive councillor, formal co-option to an executive body is not allowed under the provisions of the Local Government Act 2000. In these circumstances, the chair of the Forum would be an invitee to the Executive Board City Centre Committee and would have speaking rights.

<sup>1</sup>Section 13 Local Authorities ( Executive Arrangements) (Access to Information) England 2000

## City Centre Forum – Terms of Reference and Membership

### Terms of Reference

The City Centre Forum aims to support the aspirations within the Nottingham Growth Plan to develop a sustainable, vibrant city centre through a thriving retail and leisure offer. To achieve this objective, and via its relationship to the Executive Board City Centre Committee, the Forum will have an advisory and consultative role on city centre issues at a strategic level and will encourage cross-collaboration between partners. It will influence and steer activities aligned to the City Centre Strategy.

The role of the Forum is:

- (a) to review the implementation of the City Centre Strategy and Retail Review;
- (b) to develop a cross partnership forward plan to ensure that City Centre transformation is part of the City Centre Strategy;
- (c) to advise the Executive Board City Centre Committee on key issues and policies affecting the City Centre and the appropriate responses to address such issues;
- (d) to 'scan the horizon' and interpret key challenges, strategic issues and national policy to inform future plans and to mitigate against any negative impacts upon the city centre.

### Membership

Membership will comprise the following **voting** members :

The portfolio holder for Jobs, Skills and Business

The portfolio holders for Planning and Transportation, Leisure, Culture and Tourism and Area Working, Cleansing and Community Development ( it being noted that the provisions regarding attendance at meetings as set out in paragraph 1.3, Section 5 , Part 2 of the Constitution do not apply to these councillors in respect of attendance at this Forum)

One councillor from each of the 4 City Centre wards, Arboretum , Bridge, Radford and Park and St Anns

One councillor from the minority group ( if not included as a city centre ward councillor) \*

The Chair of the Retail/Leisure BID

3 representatives from the Retail/Leisure BID

The Chair (or their nominee) from the IIN Retail Forum  
The Chief Executive (or their nominee) from Experience Nottinghamshire  
The Chair of the Licensing Committee  
The Chair of the Development Control Committee  
1 Councillor representing the Bridge Estate ( drawn from the Trusts and Charities Committee)  
1 representative from Capital Shopping Centres  
The Deputy Director for Community Protection, Notts Constabulary

The Chair will be elected by the Forum from its membership. The Vice - Chair will be elected by the Forum from amongst the business sector members only.

Substitutes are allowed for all members provided that notice of substitution is provided to Constitutional Services one hour in advance of any meeting.

All co-opted members on the Forum (i.e. all those who are not councillors of Nottingham City Council) must observe the Council's Code of Conduct and sign the acceptance of office.

\* N.B. political balance applies to advisory bodies within the formal governance structure of the Council and membership drawn from minority groups must be reviewed when the political balance on the Council changes.

## Meetings

The Forum will meet at least quarterly but the Chair shall have the right, in consultation with the Vice Chair, to convene additional meetings of the Forum as appropriate.

The quorum will comprise 3 voting members and must include one councillor and one representative from the business sector.

It is expected that most issues will be agreed by consensus but where this is not possible matters will be decided by a majority of those present and entitled to vote. If there are an equal number of votes for and against, the Chair will have a second or casting vote.

All business of the Forum will be conducted in public in accordance with the provisions of Schedule 12 of the Local Government Act 1972 (as amended).