



## Additional / To Follow Agenda Items

This is a supplement to the original agenda and includes reports that are additional to the original agenda or which were marked 'to follow'.

### Nottingham City Council City Council

**Date:** Monday, 20 May 2024

**Time:** 6.00 pm

**Place:** Council Chamber - at the Council House

**Governance Officer:** Jane Garrard, Senior Governance Officer **Direct Dial:** 0115 8764315

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**Questions from Citizens – 20 May 2024**

**PQ1**

**A citizen has asked the following question of the Executive Member for Finance and Resources**

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With restrictions on spending why are bushes cut on Trent Bridge near the Embankment Public House on a Sunday at 05.30? Also, our road was resurfaced from the Levelling Up Fund, which meant our street was closed from 08.00-17.00 on a Friday which is our bin collection day. We expected an early morning collection, before the work began at 08.00, this didn't happen, and instead our bin was collected on Sunday. Could better planning save money as I'm sure the staff would have either been on overtime or enhanced pay for working a Sunday?

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**Questions from Councillors – 20 May 2024**

**CQ1**

**Question to be asked by Councillor Adele Williams of the Leader of the Council**

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Would the Leader of the Council join me in thanking Councillor David Mellen for his exemplary hard work and commitment as Leader for five years and as a Portfolio Holder for eleven years?

**CQ2**

**Question to be asked by Councillor Audrey Dinnall of the Deputy Leader of the Council**

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Would the Deputy Leader of the Council join me in thanking Councillor Audra Wynter for all her hard work as Deputy Leader and Portfolio Holder for Finance under one of the most challenging years that this Council has had to face?

**CQ3**

**Question to be asked by Councillor Angela Kandola of the Leader of the Council**

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Could the Leader of the Council explain how she feels that the new Combined County Authority Mayor and Police and Crime Commissioner will help Nottingham City Council in achieving the aims of our Council Plan?

**CQ4**

**Question to be asked by Councillor Georgia Power of the Executive Member for Housing and Planning**

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Does the Portfolio Holder believe this Government has failed private renters in Nottingham?

**CQ5**

**Question to be asked by Councillor Helen Kalsi of the Executive Member for Finance and Resources**

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The latest Local Government Association research found a £4bn funding gap facing local government in England. Councillors across the country have been calling out for the funding we desperately need. Does the Portfolio Holder think the Tory Government is either ignorant or just doesn't care about the impact of the Tory cuts across the country?

**CQ6**

**Question to be asked by Councillor Gul Khan of the Executive Member for Finance and Resources**

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Does the Portfolio Holder agree that this Conservative Government has broken its promises on Levelling Up and now that we have a Labour Combined Authority Mayor elected for the East Midlands what effect do they think this will have on investment into the region and our city?

**CQ7**

**Question to be asked by Councillor Kevin Clarke of the Leader of the Council**

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The Leader of the Council will appreciate the huge disappointment caused to Nottingham Forest's fans, in the City and beyond, by the Council's protracted negotiations over the City Ground. Will she take the opportunity to confirm the Council will leave no stone unturned to ensure Nottingham Forest remain at the City Ground?

**CQ8**

**Question to be asked by Councillor Kirsty Jones of the Executive Member for Carbon Reduction, Leisure and Culture**

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Can the Portfolio Holder provide an update on current developments with Victoria Market?

**CQ9**

**Question to be asked by Councillor Kevin Clarke of the Executive Member for Housing and Planning**

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The Portfolio Holder will be aware that in April the lift system at Southchurch Court was non-operational for almost a week. Would the Portfolio Holder agree with me that high-rise flats are totally unacceptable places to live for families with small children and for pensioners with mobility constraints who are unable to exit the building without the aid of the lifts?

**CQ10**

**Question to be asked by Councillor Andrew Rule of the Executive Member for Skills, Growth and Economic Development**

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Now that the third and fourth floor of Loxley House have been mothballed, can the Portfolio Holder confirm what their long term plan is to ensure that this now dead space does not result in holding costs for the Council?

**CQ11**

**Question to be asked by Councillor Kevin Clarke of the Leader of the Council**

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Given the final report by the Improvement and Assurance Board concludes that the Council's failure to deliver change has raised a concern that it has "still not fully accepted the gravity of the situation", can the Leader of the Council confirm what internal changes she will be prioritising to ensure that Nottingham residents can be assured the controlling group has accepted the gravity of the Council's situation.

**Questions from Councillors requiring a written response**

**WQ1**

**Question to be asked by Councillor Kirsty Jones requesting a written response from the Executive Member for Carbon Reduction, Leisure and Culture**

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Could the Portfolio Holder provide a breakdown of funds generated from fines and reservation costs by the City's library service since 2019, together with the costs of administering the same?

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## City Council – 20 May 2024

### Report of Councillor Neghat Khan

**Corporate Director/ Director:**

Director of Legal and Governance

**Report Author and Contact Details:**

Jane Garrard, Senior Governance Officer

[jane.garrard@nottinghamcity.gov.uk](mailto:jane.garrard@nottinghamcity.gov.uk)

**Title: Executive Appointments, Committees and Delegations**

**Does the report form part of the Budget or Policy Framework?**

Yes  No

**Commissioner Consideration**

Has this report been shared with the Commissioners' Office?  Yes  No

Any comments the Commissioners wish to provide are listed below.

**Does this report contain any information that is exempt from publication?**

No

**Relevant Council Plan Key Outcome:**

Green, Clean and Connected Communities	<input type="checkbox"/>
Keeping Nottingham Working	<input type="checkbox"/>
Carbon Neutral by 2028	<input type="checkbox"/>
Safer Nottingham	<input type="checkbox"/>
Child-Friendly Nottingham	<input type="checkbox"/>
Living Well in our Communities	<input type="checkbox"/>
Keeping Nottingham Moving	<input type="checkbox"/>
Improve the City Centre	<input type="checkbox"/>
Better Housing	<input type="checkbox"/>
Serving People Well	<input checked="" type="checkbox"/>

### 1. Summary

1.1 In the event that I am elected as Leader of the Council, this report sets out my appointment of Deputy Leader and Executive Members and their areas of responsibility; the terms of reference and membership of Executive Committees; and confirmation of other executive delegations.

### 2. Recommendations

2.1 To note the appointment of Deputy Leader of the Council, as set out in Appendix 1.

2.2 To note that all references to the term 'Portfolio Holder' within the Council's executive arrangements are replaced by the term 'Executive Member'.

2.3 To note the appointment of Executive Members and their areas of responsibilities, as set out in Appendix 1.

- 2.4 To note the terms of reference and first meeting dates for Executive committees in 2024/25, as set out in Appendix 2.
- 2.5 To note the appointments, including substitutes where appropriate, to and chairing arrangements for Executive committees, including joint arrangements, as set out in Appendix 3.
- 2.6 To note that the Constitution will be amended to reflect these appointments and delegations of responsibility.
- 2.7 To note that all other executive delegations, as set out in the Scheme of Executive Delegation, are confirmed.

### **3. Reasons for recommendations**

- 3.1 The Leader of the Council has appointed a Deputy Leader and Executive Members and delegated Executive functions to those individuals, Executive committees and officers. Article 10 Executive Arrangements of the Council's Constitution requires that details of such delegations are reported to the Annual General Meeting, and any subsequent amendments to those delegations to the next Full Council meeting, for incorporation into the Council's Constitution.

### **4. Other options considered in making recommendations**

- 4.1 None. The appointments and delegations have been made by the Leader of the Council, and Council is required to note that the Constitution will be amended to reflect these arrangements.

### **5. Consideration of Risk**

- 5.1 It is important that Council is informed of arrangements for the discharge of Executive functions, and that this is clearly articulated in the Council's Constitution to ensure clarity about the discharge of Executive functions.

### **6. Best Value Considerations**

- 6.1 The report sets out appointments and delegations that have been made by the Leader of the Council to ensure efficient and effective discharge of Executive functions. This includes delegations to individual Executive Members to take policy and budget decisions on matters within their remit; establishment of Executive committees to take significant decisions; delegations to joint committees with other local authorities to take decisions on matters of common interest; delegation of responsibility to officers to take operational decisions with a value up to £300,000; and additional delegations to enable officers to take some other decisions with a different financial threshold. The Leader has not appointed Executive Assistants to support Executive Members with their responsibilities at this time. The Executive Scheme of Delegation will be regularly reviewed to ensure it is operating efficiently and effectively and, where necessary, amendments will be made. Any such amendments will be reported to Council and incorporated into the Constitution.

### **7. Background (including outcomes of consultation)**

- 7.1 The Leader of the Council has responsibility for all Executive functions and can choose to discharge those functions themselves or delegate them to Executive

Board, other Executive committees (including joint committees with other local authorities), other Executive councillors or officers.

- 7.2 Arrangements for the delegation of Executive functions, as determined by the Leader of the Council, are set out in Article 10 Executive Arrangements and details of delegations to officers can be found in Governance Framework G Delegations to Officers of the Council's Constitution.
- 7.3 The Leader is required to present information on delegations that s/he has made to individuals appointed to Executive Board and their remits; the terms of reference and membership of any Executive committees; any delegations to joint arrangements and the appointment of Executive Members to any joint committee; and any changes to existing delegations to officers to the Council's Annual General Meeting.
- 7.4 Details of such delegations, including the appointment of Deputy Leader and Executive Members and the terms of reference and membership of Executive committees are set out in the appendices to this report. The Terms of Reference for the City of Nottingham and Nottinghamshire Economic Prosperity Committee have been amended to reflect that, as agreed by the Committee at its meeting on 5 April 2024, the Committee is the nominating body for district and borough council non-constituent members to the East Midlands County Combined Authority. Minor amendments have been made to committee terms of reference to reflect that in 2024/25 the Companies Governance Executive Committee will meet six times per year and the East Midlands Shared Services Joint Committee (EMSS) will meet three times a year; the Companies Governance Executive Committee will be chaired by the Executive Member with responsibility for finance; and to change the date by which EMSS Joint Committee will submit the annual capital, revenue and staffing budgets for EMSS to Member Authorities for approval as part of the business plan from 1 December to 31 December. All references to the term 'Portfolio Holder' in Executive Arrangements are replaced by the term 'Executive Member'. The Leader has chosen not to appoint Executive Assistants to support Executive Members with their responsibilities at this time. All other existing delegations set out in the Executive Scheme of Delegations are confirmed.
- 7.5 The Leader can amend the Executive Scheme of Delegation at any time and with immediate effect. Any such amendments will be reported to the next meeting of Council for incorporation into the Constitution.

## **8. Commissioner comments**

- 8.1 The report sets out the Leader's appointment of Deputy Leader and Executive Members and their areas of responsibility; the terms of reference and membership of Executive committees; and confirmation of other Executive delegations. The Commissioners note the content of the report and have no additional comments to add at this time.

## **9. Finance colleague comments (including implications and value for money)**

- 9.1 The recommendation in this report relates to the election of the Deputy Leader of Nottingham City Council and other executive appointments. For each year, a Special Responsibility Allowance (indexed with effect from 1 April 2021, in line with increases in pay of employees covered by the National Joint Council for Local Government Services) is paid to the Deputy Leader of the Council and Executive Members. This is funded by the allocated budgets within the Medium-Term Financial Plan for

Councillor Services in 2024-25. The service has provided assurance that good monitoring is in place to ensure that the service does not exceed their budget envelope regarding payment of allowances. There will also be regular by Finance throughout the year. There is no additional financial implication resulting from this recommendation.

Alfred Ansong, Strategic Finance Business Partner. 19.04.24

**10. Legal colleague comments**

10.1 The Council operates an executive form of governance in accordance with the Local Government Act 2000. In accordance with Article 10 of the Council's constitution it is the responsibility of the Leader of the Council to determine executive arrangements and executive delegations to officers.

Beth Brown, Head of Legal 18 April 2024

**11. Other relevant comments**

11.1 None

**12. Crime and Disorder Implications (If Applicable)**

12.1 Not applicable

**13. Social value considerations (If Applicable)**

13.1 Not applicable

**14. Regard to the NHS Constitution (If Applicable)**

14.1 Not applicable

**15. Equality Impact Assessment (EIA)**

15.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because the report does not relate to a new or changing policy, service or function.

**16. Data Protection Impact Assessment (DPIA)**

16.1 Has the data protection impact of the proposals in this report been assessed?

No



A DPIA is not required because the report does not relate to the use of personal or sensitive data.

**17. Carbon Impact Assessment (CIA)**

17.1 Has the carbon impact of the proposals in this report been assessed?

No



A CIA is not required because the report does not contain proposals that have any significant carbon impacts.

**18. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

18.1 None

**19. Published documents referred to in this report**

19.1 Article 10 Executive Arrangements of the Council's Constitution

19.2 Minutes of the meeting of the City of Nottingham and Nottinghamshire Economic Prosperity Committee held on 5 April 2024

19.3 Minutes of the Companies Governance Executive Committee held on 19 March 2024

19.4 Minutes of the East Midlands Shared Services Joint Committee held on 18 March 2024

**Councillor Neghat Khan**

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## Executive Appointments

The Leader of the Council has made the following Executive appointments:

Deputy Leader:

- Councillor Ethan Radford

Executive Members:

- Councillor Cheryl Barnard – Executive Member for Children, Young People and Education
- Councillor Jay Hayes – Executive Member for Housing and Planning
- Councillor Corall Jenkins – Executive Member for Communities, Waste and Equalities
- Councillor Neghat Khan – Executive Member for Strategic Regeneration, Transport and Communications
- Councillor Pavlos Kotsonis – Executive Member for Adults Social Care and Health
- Councillor Sam Lux – Executive Member for Carbon Reduction, Leisure and Culture
- Councillor Ethan Radford – Executive Member for Skills, Growth and Economic Development
- Councillor Linda Woodings – Executive Member for Finance and Resources

The remits of each Executive Member are as follows:

Title	Broad Responsibilities
<p><b>Councillor Neghat Khan</b></p> <p><b>Leader of the Council</b></p> <p><b>Executive Member for Strategic Regeneration, Transport and Communications</b></p> <p>Chief Officers:            Chief Executive            Corporate Director for Finance and Resources            Corporate Director for Growth and City Development            Corporate Director for Communities, Environment and Resident Services</p>	<p><b>Strategic Regeneration and Development</b>            Political leadership and development of the city            Overview of all regeneration across the city            Strategic land management</p> <p><b>Strategic Partnerships</b>            Core Cities            Devolution and East Midlands Combined County Authority            International links            Vision and core purpose of the Council            Overseeing strategic use of resources and strategic planning cycle of the Council            Strategic partnerships            Strategy and policy</p> <p><b>Transport</b>            Tram            Corporate transport fleet            Parking</p>

	<p>Workplace Parking Charge and Workplace Parking Levy  Traffic management  Flood risk management  Highways design  Highways maintenance  Road repairs and resurfacing  Street lighting  Fleet  Local transport delivery  Bus operations and coordination  Active travel  Parking enforcement</p> <p><b>Communications and Marketing</b></p> <p><b>All executive functions not allocated to any other Executive Member</b></p>
<p><b>Councillor Ethan Radford</b></p> <p><b>Deputy Leader of the Council</b></p> <p><b>Executive Member for Skills, Growth and Economic Development</b></p> <p>Chief Officers:  Corporate Director for Growth and City Development</p>	<p><b>Deputising for the Leader of Council</b></p> <p><b>Jobs and Skills</b>  Lead on skills and employment  Post-16 training, further education, higher education and apprenticeships  Develop opportunities for young people and adults  Investment initiatives  Nottingham and Notts Futures Advice, Skills and Employment  Employability in Schools</p> <p><b>City Centre Management</b>  City centre retail management  Tourism and Place Marketing Organisation</p> <p><b>Business &amp; Growth</b>  Growth Plan delivery  Neighbourhood regeneration  Business support, development and liaison  Inward investment  Social enterprise and enterprise development  Operational property and corporate landlord  Regeneration land and property  Facilities and building services</p> <p>Council Plan performance monitoring</p> <p><b>Transformation</b></p>
<p><b>Councillor Linda Woodings</b></p>	



<p><b>Executive Member for Finance and Resources</b></p> <p>Chief Officers: Corporate Director for Finance and Resources</p>	<p><b>Finance, Audit, Commercial and Procurement</b> Budget and finance Capital resources Investment and external funding Government grants Value for money across the council East Midlands Shared Services Income generation and commercialisation Commissioning and procurement Risk management</p> <p><b>HR</b> Human resources Training and development Apprenticeships EDI strategy Workforce health and safety</p> <p><b>Legal and Democratic Services and Elections</b> Emergency planning Health and safety Information compliance Members allowances Member development</p> <p><b>Customer Care and Customer Services across the Council</b> Registrars, civics, and events Coroner's service Welfare rights Customer Hubs Collection of Council Tax and National Non-Domestic Rates Housing and Council Tax benefits</p> <p><b>IT</b> Digital inclusion IT infrastructure Cybersecurity</p>
<p><b>Councillor Sam Lux</b></p> <p><b>Executive Member for Carbon Reduction, Leisure and Culture</b></p> <p>Chief Officers: Corporate Director for Communities, Environment and Resident Services</p>	<p><b>Climate Change, Carbon Reduction and Sustainability</b> Carbon Neutral 2028 Clean air and air quality Biodiversity and conservation Energy – fuel poverty Energy from Waste District Heating Nottingham Energy Partnerships</p>

	<p>Midlands Net Zero Hub Water self-supply / water efficiency</p> <p><b>Leisure and Culture</b> Leisure centres and sport Museums and heritage sites Libraries Arts provision across the city Events programme Theatres and concert venues Armed Forces Champion Markets, fairs and toilets</p> <p><b>Parks and Open Spaces</b> Bereavement services Playgrounds Allotments Greenspace and natural environment</p>
<p><b>Councillor Jay Hayes</b></p> <p><b>Executive Member for Housing and Planning</b></p> <p>Chief Officers: Corporate Director for Growth and City Development</p>	<p><b>Housing</b> Physical neighbourhood transformation and regeneration. Estate management – Council and private estates Private housing and private rented sector Performance of NCH and housing associations Student housing Student Living Strategy Housing with care and support. Strategic and retained housing functions Oversight of housing function governance Temporary accommodation commissioning Houses of Multiple Occupation Safer Housing including Selective Licensing Homelessness and Housing Aid – policy and operational</p> <p><b>Planning</b> Planning policy and development management Greater Nottingham Strategic Plan Nottingham Local Plan Joint Waste Local Plan Supplementary Planning Documents and other policy guidance Infrastructure Funding Statement (S106 reporting) Housing Land Availability Report Authority Monitoring Report Self and Custom Build Register Major Pre Application discussions and Planning Applications</p>

	<p>Heritage, Design Codes and urban design          Building Control          Assets of Community Value</p>
<p><b>Councillor Cheryl Barnard</b></p> <p><b>Executive Member for Children, Young People and Education</b></p> <p>Chief Officer:          Corporate Director for Children and Education Services</p>	<p><b>Children's Services</b>          Performing the Lead Role for Children's Services in accordance with statutory requirements and guidance.          Children's safeguarding, children's social care          Children in Care and care leavers          Early intervention          Children's Partnership and Young People's Plan          Youth justice services          Family Hubs          Children's mental health          Lead on commissioning of children's services          Early years</p> <p><b>Education</b>          School re-organisation and governance          Attendance          Educational provision 3 – 16 including academies and free schools          Special educational needs – special education schools          Pupil Referral Units          Virtual School for Children in Care          Services to schools          School catering          Education Partnership Board</p>

<p><b>Councillor Pavlos Kotsonis</b></p> <p><b>Executive Member for Adults Social Care and Health</b></p> <p>Chief Officers:          Corporate Director for Adult Social Care and Health</p> <p>Director of Public Health</p>	<p><b>Adults:</b>          Corporate strategies for older people and vulnerable adults          Championing independent living          - telecare          - catering          Adult safeguarding          Lead on commissioning of adults services          Meals at Home          Adult passenger transport          All age disability services</p> <p><b>Health:</b>          Public Health and Wellbeing          Health inequalities</p>
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	<p>Smoking and avoidable injuries Mental Health and Well-being Teenage Conception Oral/Dental health Wider Health Links</p> <p><b>Health Integration Partnerships</b> Chair of the Health and Well Being Board</p>
<p><b>Councillor Corall Jenkins</b></p> <p><b>Executive Member for Communities, Waste and Equalities</b></p> <p>Chief Officer: Corporate Director for Communities, Environment and Resident Services</p>	<p><b>Community Safety</b> Crime and Drugs Partnership Overview of the Council's Section 17 responsibilities. Community safety and respect for Nottingham Domestic violence lead Licensing Environmental health regulations Trading Standards Taxi strategy</p> <p><b>Waste Collection and Disposal Cleansing and Streetscene</b> Recycling Domestic and street bins</p> <p><b>Equalities and Inclusion</b> Lead on refugees and asylum seekers Community sector and voluntary Sector Community centres Community cohesion Area Based Grant</p>

## **Executive Committees Terms of Reference and First Meeting Dates 2024/25**

### **Executive Board**

#### **Terms of Reference**

##### **Description**

The Executive Board (the Board) is an Executive Committee, which is a single party Executive, and political balance rules do not apply. As the City Council operates a Strong Leader and Cabinet form of governance as set out in the provisions of the Local Government Act 2000 (as amended), the Board's responsibilities are delegated to it by the Leader. The Leader will report to Council on all appointments to and changes to the Board.

##### **Purpose**

The purpose of the Executive Board is to take decisions relating to the Council's functions which are not the responsibility of any other part of the Council, whether by law or under the Constitution.

##### **Objectives**

The Executive Board has the authority to:

- (a) take Key and other Executive Decisions unless delegated to a specific Executive Committee or individual within the Scheme of Delegation or have been reserved by the Leader
- (b) require the development of plans and strategies for approval by full Council that form the Policy Framework, with the exception of the Licensing Policy due to it being a Non-executive function
- (c) respond to reports or recommendations received from the Overview and Scrutiny Committees within two months of receipt and to publish the response if the report or recommendation has been published, except when reports or recommendations have been received by individual members of the Executive, in which case the responsibility to respond and publish lies with that individual.

##### **Membership and Chairing**

The Leader determines the size of the Board. He/she will appoint a Deputy Leader and up to 8 other Councillors as Executive Members. The Leader, Deputy Leader and Executive Members are the members of the Executive Board. They hold office until:

- (a) they resign;
- (b) they are no longer Councillors; or
- (c) they are removed from office by the Leader.

The Leader is the Chair of the Board. The Deputy Leader is Vice-Chair.

The Lord Mayor or Sheriff are excluded from the membership.

Representation for the minority groups is provided by giving the Leaders of the groups the right to attend and speak at Board meetings, including when exempt items are being considered.

In agreement with the Leader, Non-executive Councillors can address Executive Board on matters specifically relevant to their ward.

**Substitutes**

No substitute members are permitted for the Board.

**Quorum**

The standard quorum for Council committees applies to Board.

**Frequency of Meetings**

The usual frequency of meetings will be once a month, with the exception of August.

**Duration**

There is no limit on the lifespan of the Executive Board.

First meeting date in 2024/25: 21 May 2024 2pm

## **Commissioning and Procurement Executive Committee**

### **Terms of Reference**

#### **Description**

The Commissioning and Procurement Executive Committee is an Executive Committee, and political balance rules do not apply. The Committee is accountable to the Leader.

#### **Purpose**

The purpose of the Commissioning and Procurement Executive Committee is to approve and oversee the delivery of the Council's commissioning and procurement work programme.

#### **Objectives**

The Commissioning and Procurement Executive Committee will:

- (a) review the implementation of the Commissioning Framework and Procurement Strategy across the City Council
- (b) evaluate the impact of the Commissioning Framework
- (c) evaluate the impact of the Procurement Strategy
- (d) approve the Council's annual commissioning work programme
- (e) approve the Council's annual procurement plan
- (f) approve procurement, commissioning and de-commissioning proposals, including at Key Decision level, identified for review in the annual work programme, and occasional urgent decisions not included in the work programme
- (g) review, by exception, outcomes achieved and delivery against the Nottingham City Council Commissioning Framework's Guiding Principles
- (h) review, by exception, outcomes achieved and delivery against the Nottingham City Council Procurement Strategy Guiding Principles
- (i) approve and oversee the commissioning and implementation of the third sector Area Based Grant programme and any other voluntary sector grants of £25,000 and above.

#### **Membership and Chairing**

The Commissioning and Procurement Executive Committee has 5 Executive Members as members, which are appointed by the Leader.

The Chair will be the Executive Member with responsibility for commissioning and procurement.

If the Chair of the Health and Wellbeing Board is not a member, s/he will be a non-voting co-opted member.

Standing invitations, with speaking rights but not voting rights, are made to representatives of the Voluntary Sector, namely Nottingham Community and Voluntary Service. These invitations do not extend to any exempt or confidential discussions.

**Substitutes**

Substitute members are permitted for the Committee.

**Quorum**

The quorum for the Committee is 2 members.

**Frequency of Meetings**

The usual frequency of meetings will be once a month, with the exception of August.

**Duration**

There is no limit on the lifespan of the Commissioning and Procurement Executive Committee.

First meeting date in 2024/25: 21 May 2024 9:30am



## **Companies Governance Executive Committee**

### **Terms of Reference**

#### **Description**

The Companies Governance Executive Committee is an Executive Committee and political balance rules do not apply. As the City Council operates a Strong Leader and Cabinet form of governance as set out in the provisions of the Local Government Act 2000 (as amended), the Committee's responsibilities are delegated to it by the Leader. The Leader will report to Council on all appointments to and changes to the Board.

#### **Purpose**

To ensure that the Council's strategic objectives are met across the group of companies or other entities in which the Council has an interest such as shares or a financial interest, the right to appoint a director or for which it is a member and to support the development of the Group in line with the Council's Governance Handbook and Commercial Strategy.

#### **Objectives**

- To approve the Council's strategic objectives for the interests it holds in its companies, and to apply appropriate guidelines when considering the creation of new interests or changes to existing holdings.
- To monitor the performance and achievements of its company interests to achieve value for money for citizens.
- To maintain an overview of the risk associated with ownership and ensure there is commensurate management of such risks
- To support the development of the collective interests it holds in line with the Council's regulations and ambitions and external guidance.
- To give direction to the Authority on the vision and ambition of the Council with reference to its current and future holdings in companies.
- To review the effectiveness of the Council's governance approach to its company interests.
- To evaluate the impact of companies on the achievement of the Council's strategic objectives.
- To consider (and approve as appropriate or provide guidance) in relation to proposals from the companies in relation to Business plans and strategies.

- To approve governance proposals and other formal structures/ policies to protect the legal and commercial interests of the Council as shareholder or owner and resolve conflicts of interest.
- To endorse the work programme of the Shareholder Unit, and consider occasional urgent decisions not included in the work programme.
- To review, by exception, outcomes achieved and delivery against the Nottingham City Council company governance principles and approve measures taken to enable any deficiencies identified to be remedied.
- To take Key Decisions within its remit where appropriate, and periodically review and endorse a scheme of delegation for the Council's approval of Reserve Matters.
- To monitor the competency and development of Council appointed company Board Directors, and endorse proposals for training and membership (as appropriate) to professional institutions (e.g. The Institute of Directors)

The Committee is accountable to the Leader of the Council.

### **Membership and Chairing**

The Committee has 5 members who must be drawn from the Council's Executive, which are appointed by the Leader.

The Executive Member with responsibility for finance will chair the Committee.

Standing invitations, with speaking but not voting rights, are made to the Chief Executive, the Monitoring Officer and the Corporate Director of Finance and Resources (s151 Officer).

Shareholder Executive officers and representatives of the group companies will be invited to meetings as appropriate dependent on the business on the agenda.

The Committee may invite any person it considers able to support its work to participate on a non-voting basis, either generally or in relation to specific strategies, projects and/or initiatives.

### **Substitutes**

Substitutes are permitted for this committee but must be drawn from the Council's Executive.

### **Quorum**

The standard quorum applies to this Committee.

### **Frequency of Meetings**

The Committee will normally meet 6 times a year or at such other frequency as shall be determined.

**Duration**

There is no limitation on the duration of the committee.

First meeting date in 2024/25: 21 May 2024 3pm or at the rising of Executive Board, whichever is later

## **City of Nottingham and Nottinghamshire Economic Prosperity Committee**

### **Terms of Reference**

#### **1. Purpose**

- 1.1 To bring together local authorities in Nottingham and Nottinghamshire to agree and promote the key aspects of economic prosperity across the area, with a specific focus on shared priorities and securing investment.

#### **2. Governance**

- 2.1 The Economic Prosperity Committee (“EPC”) will act as a Joint Committee under Section 20(2)(E) of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 2.2 The EPC will comprise the local authorities within the Nottinghamshire area: Ashfield District Council, Bassetlaw District Council, Broxtowe Borough Council, Gedling Borough Council, Mansfield District Council, Newark and Sherwood District Council, Nottingham City Council, Nottinghamshire County Council and Rushcliffe Borough Council (“constituent authorities”).
- 2.3 Political Proportionality rules will not apply to the EPC as so constituted.
- 2.4 The EPC will be a legally constituted body with powers delegated to it by the constituent authorities in the following areas:
- a) to prioritise and make decisions on the use of the funding that the EPC may influence or control;
  - b) to review future governance requirements and delivery arrangements and how these can be best achieved in Nottingham and Nottinghamshire;
  - c) to have direct oversight of key economic growth focused projects and initiatives that the EPC has influence over the funding of or contributes to;
  - d) to have strategic oversight of other key growth focused projects and initiatives in Nottingham and Nottinghamshire.
- The EPC will not hold funds or monies on behalf of the constituent authorities.
- 2.5 The EPC’s work plan and the outcome of any wider review into alternative governance may require a change in the delegated powers and terms of reference of the EPC and any such change would require the approval of all the constituent authorities.
- 2.6 These terms of reference should be reviewed two years after their adoption or after any amendments.

#### **3. Remit**

- 3.1 The remit of the EPC will be:
- a) to act as a local public sector decision making body for strategic economic growth;
  - b) to act as a conduit to other sub-regional and regional bodies such as the D2N2 Local Enterprise Partnership and the Midlands Engine;
  - c) to oversee the alignment of relevant local authority plans for economic prosperity;
  - d) to agree shared priorities and bids for funding, where appropriate, to existing and new funding sources such as Local Growth Funds, European Funds (until the end of the Brexit transition period) and the Shared Prosperity Fund (at the end of the Brexit transition period);
  - e) to monitor and evaluate projects and programmes of activity commissioned directly by the EPC;
  - f) to agree, monitor and evaluate spending priorities for the Nottinghamshire Business Rates Pool. (Only those constituent authorities that are members of the Pool would participate in this);
  - g) to communicate and, where unanimously agreed, to align activity across Nottingham and Nottinghamshire on a range of other key public priorities that affect citizens;
  - h) nominate Nottinghamshire District and Borough Council Non-Constituent Members to the East Midlands Combined County Authority.

#### **4. Membership**

- 4.1 One member from each constituent authority (such member to be the Leader/Elected Mayor or other executive member or committee chair from each constituent authority) and for the purposes of these terms of reference this member will be known as the principal member.
- 4.2 Each constituent authority to have a named substitute member who must be an executive member where the authority operates executive governance arrangements. In those constituent authorities where governance is by committee, that alternate member shall be as per that authority's rules of substitution. All constituent authorities must provide no less than twenty four hours' notice to either the Chair or the Secretary where a substitute member will be attending in place of the principal member. Regardless of any such notification, where both the principal member and the substitute member attends a meeting of the EPC the principal member shall be deemed as representing their authority by the Chair or Vice Chair.
- 4.3 In the event of any voting member of the EPC ceasing to be a member of the constituent authority which appointed him/her, the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.
- 4.4 Where a member of the EPC ceases to be a Leader / Elected Mayor of the constituent authority which appointed him/her or ceases to be a member of the Executive or Committee Chair of the constituent authority which appointed him/her, he/she shall also cease to be a member of the EPC and the relevant

constituent authority shall as soon as reasonably practicable appoint another voting member in their place.

- 4.5 Each constituent authority may remove its principal member or substitute member and appoint a different member or substitute as per that authority's rules of substitution, and by providing twenty-four hours' notice to the Chair or the Secretary. Co-options onto the Committee are not permitted.
- 4.6 Each constituent authority may individually terminate its membership of the EPC by providing twelve months written notice of its intent to leave the EPC to the Chair or the Secretary. At the end of these twelve months, but not before, the authority will be deemed to no longer be a member of the EPC.
- 4.7 Where an authority has previously terminated its membership of the EPC it may rejoin the EPC with immediate effect on the same terms as existed prior to its departure, where the EPC agrees to that authority rejoining via a majority vote.

## **5. Quorum**

- 5.1 The quorum shall be 5 members. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chair or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.

## **6. Chair and Vice Chair**

- 6.1 The Chair of the EPC will rotate annually between the principal member of the City of Nottingham and the principal member of Nottinghamshire County Council. The position of Vice Chair shall be filled by the principal member of one of the district/borough council members of the EPC and this role will rotate annually between district/borough councils. The Chair or in their absence the Vice Chair or in their absence the member of the EPC elected for this purpose, shall preside at any meeting of the EPC.
- 6.2 Appointments will be made in May of each year.
- 6.3 Where, at any meeting or part of a meeting of the EPC both the Chair and Vice Chair are either absent or unable to act as Chair or Vice Chair, the EPC shall elect one of the members of the EPC present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate. For the avoidance of doubt, the role of Chair and Vice Chair vests in the principal member concerned and in their absence the role of Chair or Vice Chair will not automatically fall to the relevant constituent authority's substitute member.

## **7. Voting**

- 7.1 One member, one vote for each constituent authority.

- 7.2 All questions shall be decided by a majority of the votes of the members present, the Chair having the casting vote in addition to their vote as a member of the Committee. Voting at meetings shall be by show of hands.
- 7.3 On the requisition of any two Members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each Member voted and there shall also be recorded the name of any Member present who abstained from voting.

## **8. Sub-Committees and Advisory Groups**

- 8.1 The EPC may appoint sub-committees from its membership as required to enable it to execute its responsibilities effectively and may delegate tasks and powers to the sub-committee as it sees fit.
- 8.2 The EPC may set up advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks as it sees fit to these bodies, which may be formed of officers or members of the constituent authorities or such third parties as the EPC considers appropriate.

## **9. Hosting and Administration**

- 9.1 The EPC will be hosted by the same authority as the Chair. The Director of Legal and Democratic Services from that authority shall be Secretary to the Committee (“the Secretary”). The Host Authority will also provide s151 and Monitoring Officer roles and legal advice to the EPC. The administrative costs of supporting the committee will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members.
- 9.2 The functions of the Secretary shall be:
- a) to maintain a record of membership of the EPC and any sub-committees or advisory groups appointed;
  - b) to publish and notify the proper officers of each constituent authority of any anticipated “key decisions” to be taken by the EPC to enable the requirements as to formal notice of key decisions as given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to be met;
  - c) to carry out such notification to and consultation with members of any appointing constituent authority as may be necessary to enable the EPC to take urgent “key decisions” in accordance with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;
  - d) to summon meetings of the EPC or any sub-committees or advisory groups;
  - e) to prepare and send out the agenda for meetings of the EPC or any sub-committees or advisory groups; in consultation with the Chair and the Vice Chair of the Committee (or sub-committee/ advisory group);

- f) to keep a record of the proceedings of the EPC or any sub-committees or advisory groups, including those in attendance, declarations of interests, and to publish the minutes;
- g) to take such administrative action as may be necessary to give effect to decisions of the EPC or any sub-committees or advisory groups;
- h) to perform such other functions as may be determined by the EPC from time to time.

## 10. Meetings

- 10.1 The EPC will meet no less than quarterly and meetings will be aligned where necessary with deadlines for decisions on resources and investment plans.
- 10.2 Meetings will be held at such times, dates and places as may be notified to the members of the EPC by the Secretary, being such time, place and location as the EPC shall from time to time resolve. Meeting papers will be circulated five clear working days in advance of any meeting. The Chair may choose to accept or reject urgent items that are tabled at any meeting.
- 10.3 Additional ad hoc meetings may be called by the Secretary, in consultation, where practicable, with the Chair and Vice Chair of the Committee, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the EPC, addressed to the Secretary:
- a) from and signed by two members of the EPC, or
  - b) from the Chief Executive of any of the constituent authorities.
- 10.4 Urgent, virtual meetings facilitated via teleconference, video conferencing or other remote working methodologies may be called by the Secretary, in consultation, where practicable, with the Chair and Vice Chair of the EPC, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the EPC, addressed to the Secretary:
- a) from and signed by two members of the EPC; or
  - b) from the Chief Executive of any of the constituent authorities.
- Any such virtual meeting must comply with the access to information provisions and enable public access to proceedings.
- 10.5 The Secretary shall settle the agenda for any meeting of the EPC after consulting, where practicable, the Chair or in their absence the Vice Chair; and shall incorporate in the agenda any items of business and any reports submitted by:
- a) the Chief Executive of any of the constituent authorities;
  - b) the Chief Finance Officer to any of the constituent authorities;
  - c) the Monitoring Officer to any of the constituent authorities;
  - d) the officer responsible for economic development at any of the constituent authorities; or
  - e) any two Members of the EPC.
- 10.6 The EPC shall, unless the person presiding at the meeting or the EPC determines otherwise in respect of that meeting, conduct its business in accordance with the procedure rules set out in paragraph 13 below.



## **11. Access to Information**

- 11.1 Meetings of the EPC will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.
- 11.2 These rules do not affect any more specific rights to information contained elsewhere under the law.
- 11.3 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each constituent authority is to co-operate with the Secretary in fulfilling any requirements.
- 11.4 Any Freedom of Information or Subject Access Requests received by the EPC should be directed to the relevant constituent authority(s) for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.

## **12. Attendance at meetings**

- 12.1 The Chair may invite any person, whether a member or officer of one of the constituent authorities or a third party, to attend the meeting and speak on any matter before the EPC.
- 12.2 Third parties may be invited to attend the EPC on a standing basis following a unanimous vote of those present and voting.
- 12.3 Where agenda items require independent experts or speakers, the Officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in EPC meetings will be subject to the discretion of the Chair.

## **13. Procedure Rules**

### **13.1 Attendance**

- 13.1.1 At every meeting, it shall be the responsibility of each member to enter their name on an attendance record provided by the Secretary from which attendance at the meeting will be recorded.

### **13.2 Order of Business**

- 13.2.1 Subject to paragraph 13.2.2, the order of business at each meeting of the EPC will be:
- i. Apologies for absence
  - ii. Declarations of interests
  - iii. Approve as a correct record and sign the minutes of the last meeting

- iv. Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not
  - v. Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public
- 13.2.2 The person presiding at the meeting may vary the order of business at the meeting.

### 13.3 Disclosable Pecuniary Interests

- 13.3.1 If a Member is aware that he/she has a disclosable pecuniary interest in any matter to be considered at the meeting, the Member must withdraw from the room where the meeting considering the business is being held:
- a) in the case where paragraph 13.3.2 below applies, immediately after making representations, answering questions or giving evidence;
  - b) in any other case, wherever it becomes apparent that the business is being considered at that meeting;
  - c) unless the Member has obtained a dispensation from their own authority's Standards Committee or Monitoring Officer. Such dispensation to be notified to the Secretary prior to the commencement of the meeting.
- 13.3.2 Where a member has a disclosable pecuniary interest in any business of the EPC, the Member may attend the meeting (or a sub-committee or advisory group of the committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

### 13.4 Minutes

- 13.4.1 There will be no discussion or motion made in respect of the minutes other than except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

### 13.5 Rules of Debate

- 13.5.1 **Respect for the Chair**  
A Member wishing to speak shall address the Chair and direct their comments to the question being discussed. The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. Their ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.
- 13.5.2 **Motions / Amendments**

A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:

- i. To amend the motion
- ii. To adjourn the meeting
- iii. To adjourn the debate or consideration of the item
- iv. To proceed to the next business
- v. That the question now be put
- vi. That a member be not further heard or do leave the meeting
- vii. To exclude the press and public under Section 100A of the Local Government Act 1972

### 13.6 Conduct of Members

13.6.1 Members of the EPC will be subject to their own authority's Code of Conduct.

## 14. Application to Sub-Committees

14.1 The procedure rules and also the Access to Information provisions set out at paragraph 11 shall apply to meetings of any sub-committees of the EPC.

## 15. Scrutiny of decisions

15.1 Each constituent authority which operates executive arrangements will be able to scrutinise the decisions of the EPC in accordance with that constituent authority's overview and scrutiny arrangements.

## 16. Winding up of the EPC

16.1 The EPC may be wound up immediately by a unanimous vote of all constituent authorities.

## 17. Amendment of this Constitution

17.1 This Constitution can only be amended by resolution of each of the constituent authorities.

First meeting date in 2024/25: 7 June 2024 10am

## East Midlands Shared Services Joint Committee

### Terms of Reference

Subject to the terms of the East Midlands Shared Services (EMSS) Partnership Agreement to:

- (a) oversee and provide strategic direction for the development, implementation and on-going operation of EMSS;
- (b) ensure the effective delivery of the shared service functions in accordance with the terms of the agreement;
- (c) monitor the effectiveness of those arrangements and make recommendations to the Member Authorities e.g. in the event of any changes to legislation, developments in best practice or the requirements imposed on Member Authorities;
- (d) on an annual basis, agree a three year business plan for EMSS including:
  - service delivery, service development and financial objectives;
  - performance improvement & efficiency targets;
  - staffing;
  - business continuity planning;
  - risk management.
- (e) set annual capital, revenue and staffing budgets for EMSS and no later than 31st December in each year submit these to the Member Authorities for approval as part of the business plan;
- (f) monitor the operational performance of EMSS;
- (g) ensure service delivery is in accordance with the key performance indicators and agreed national, regional and local priorities;
- (h) ensure effective action is taken to remedy any under-performance in the delivery of services;
- (i) monitor the financial performance of EMSS;
- (j) determine the arrangements for support services in agreement with the Host Authority and in consultation with the Head of Shared Service;
- (k) produce an annual report to the member Authorities covering the performance of EMSS in the 12 month period ending on the preceding 31st March;
- (l) co-operate with and participate in overview and scrutiny exercises of the Member Authorities into the activities of EMSS;
- (m) review the operation and effectiveness of the shared service arrangements at least every two years, consider ways in which the Shared Services partnership

can be expanded and make recommendations to the Member Authorities as appropriate.

## **Rules for Conduct of Meetings and Proceedings of the Joint Committee**

Preamble: the Joint Committee shall follow the normal arrangements which apply to the proceedings of local government committees with the following additional provisions applying:

### **1. Annual Meeting**

- 1.1 The Joint Committee shall in every year hold an Annual Meeting.
- 1.2 The first meeting held after the Annual Meeting of all the Member Authorities in any year shall be the Annual Meeting.
- 1.3 The Joint Committee may in every year hold in addition to the Annual Meeting such other meetings as they may determine.

### **2. Membership**

- 2.1 The membership of the Joint Committee to comprise four elected members, two being drawn from each Council's Executive.
- 2.2 Each Authority will have the right to appoint a substitute elected member drawn from their Executive to attend any meeting of the Joint Committee in place of an appointed elected member provided that the Secretary shall be given at least 24 hours notice of any such appointment.

### **3. Appointment of Chairman, Vice Chairman, Secretary and Treasurer**

- 3.1 The Joint Committee shall appoint one of its Members to be Chairman of the Joint Committee who shall subject to paragraph 3.2 and, unless he resigns his office or ceases to be a member of the Joint Committee, continue in office for a period of 24 months or until his successor becomes entitled to act.
- 3.2 The first Chairman of the Joint Committee shall be a person nominated by Nottingham City and shall hold office for the period up to 31st May 2013.
- 3.3 The Chairmanship of the Joint Committee following the initial appointment by Nottingham City shall rotate between Leicestershire and Nottingham City on a two year cycle.
- 3.4 The Joint Committee shall appoint one of its Members to be Vice Chairman of the Joint Committee who shall subject to paragraph 3.5 and, unless he resigns his office or ceases to be a member of the Joint Committee, continue in office for a period of 24 months or until his successor becomes entitled to act.
- 3.5 The first Vice Chairman of the Joint Committee shall be a person nominated by Leicestershire and shall hold office for the period up to 31st May 2013.

3.6 The Vice Chairmanship of the Joint Committee following the initial appointment by Leicestershire shall rotate between Nottingham City and Leicestershire on a two year cycle.

3.7 The role of Secretary and Treasurer to the Joint Committee will be provided by Nottingham City Council.

#### **4. Casual Vacancies**

4.1 On a casual vacancy occurring in the office of Chairman or Vice Chairman of the Joint Committee the vacancy shall be filled by the appointment by the Joint Committee of one of their members at the next meeting and the person so appointed shall hold office until the date upon which the person in whose place he is appointed would regularly have retired.

#### **5. Calling of Meetings**

5.1 The Secretary of the Joint Committee shall summon the members to such meetings as may:

5.1.1 have been agreed in accordance with paragraph 1.3;

5.1.2 be called by the Chairman of the Joint Committee or, if the office of Chairman is vacant, the Vice Chairman of the Joint Committee at any time;

5.1.3 be requisitioned by any two members of the Joint Committee giving notice in writing signed by them to the Secretary of the Joint Committee specifying the nature of the business to be transacted; or

5.1.4 be requisitioned by any Member Authority giving notice in writing to the Secretary of the Joint Committee specifying the nature of the business to be transacted and signed by the Chief Executive or proper officer of the Member Authority.

5.2 Unless the persons giving notice requisitioning a meeting in accordance with paragraph 5.1.3 or paragraph 5.1.4 agree otherwise any meeting consequent upon such a requisition shall so far as practicable be held within 10 working days of the date of the receipt of the requisition by the Secretary to the Joint Committee.

5.3 At least five clear working days before a meeting of the Joint Committee:

5.3.1 notice of the time and place of the intended meeting shall be published at the offices of both Leicestershire and Nottingham City: and

5.3.2 a summons to attend the meeting, specifying the agenda for that meeting and signed by the Secretary to the Joint Committee shall be sent to:

5.3.2.1 every member of the Joint Committee; and

5.3.2.2 the proper officer of every Member Authority by sending by first class mail to the principal office address of the Member Authority or by sending an electronic copy by e-mail to any e-mail address notified to the Secretary of the Joint Committee for that purpose.

5.4 The Secretary will draw up the agenda in consultation with both the Chairman and Vice Chairman.

5.5 No business shall be transacted at a meeting requisitioned by the members of the Joint Committee other than that specified in the agenda.

## **6. Nominated Officers to Attend**

6.1 The Head of Paid Service, the Monitoring Officer and the s151 Officer of each Member Authority or their respective nominees shall be entitled to attend every meeting of the Joint Committee in the capacity of observer.

## **7. Quorum**

7.1 The number of Members constituting a quorum shall be one quarter of the membership of the Joint Committee provided that in no case shall a quorum be less than three members and further provided that no item of business shall be transacted at a meeting of the Joint Committee unless at least one member from each Founding Member Authority \*\* is present and entitled to vote thereon.

## **8. Standing Orders**

8.1 Subject to anything expressly provided herein the Standing Orders (Meeting Procedure Rules) of the Authority providing the Secretariat will apply to the Joint Committee.

## **9. Voting**

9.1 Given the composition of the Joint Committee, decisions shall normally be taken on the basis of consensus.

## **10. Sub-Committees**

10.1 The provisions of these Terms of Reference shall apply mutatis mutandis to meetings of subcommittees as they do to meetings of the Joint Committee.

\*\* Nottingham City Council and Leicestershire County Council

First meeting date in 2024/25: 24 June 2024 10am

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## **Executive Committees Membership 2024 - 2025**

### **Executive Board**

1. Councillor Neghat Khan (Chair)
2. Councillor Cheryl Barnard
3. Councillor Jay Hayes
4. Councillor Corall Jenkins
5. Councillor Pavlos Kotsonis
6. Councillor Sam Lux
7. Councillor Ethan Radford
8. Councillor Linda Woodings

### **Commissioning and Procurement Executive Committee**

1. Councillor Linda Woodings (Chair)
2. Councillor Cheryl Barnard
3. Councillor Jay Hayes
4. Councillor Corall Jenkins
5. Councillor Ethan Radford

Non-voting, co-opted member - Councillor Pavlos Kotsonis (as Chair of Health and Wellbeing Board)

#### Substitutes

1. Councillor Neghat Khan
2. Councillor Pavlos Kotsonis
3. Councillor Sam Lux

### **Companies Governance Executive Committee**

1. Councillor Linda Woodings (Chair)
2. Councillor Jay Hayes
3. Councillor Neghat Khan
4. Councillor Pavlos Kotsonis
5. Councillor Ethan Radford

#### Substitutes

1. Councillor Cheryl Barnard
2. Councillor Corall Jenkins
3. Councillor Sam Lux

### **East Midlands Shared Services Joint Committee**

1. Councillor Pavlos Kotsonis
2. Councillor Linda Woodings

#### Substitutes

1. Councillor Cheryl Barnard
2. Councillor Jay Hayes
3. Councillor Corall Jenkins
4. Councillor Neghat Khan
5. Councillor Sam Lux

6. Councillor Ethan Radford

**City of Nottingham and Nottinghamshire Economic Prosperity Committee**

1. Councillor Neghat Khan

Substitute

1. Councillor Ethan Radford