

**Terms of Reference**

**Investigating and Disciplinary Committee**

- (a) To consider allegations against the Chief Executive, Section 151 Officer or Monitoring Officer (Statutory Officers) which may ultimately lead to his/ her dismissal, in accordance with the procedures agreed by Council;
- (b) to determine whether an allegation made against a Statutory Officer requires further investigation or other appropriate action;
- (c) to give informal, unrecorded oral warnings in appropriate cases where no further formal action is required;
- (d) to appoint an Independent Investigator, agree the terms of remuneration, provide the investigator with their terms of reference and working methods;
- (e) to take decisions on the suspension of the Chief Executive, Section 151 Officer or Monitoring Officer while investigations are undertaken (suspensions to be reviewed after two months in conjunction with the Independent Investigator);
- (f) to consider the recommendations of the Independent Investigator;
- (g) to determine whether action(s) short of dismissal should be imposed;
- (h) where dismissal is recommended, to refer matters to the Independent Panel for consideration, and;
- (i) to recommend dismissal to Full Council following the completion of the Executive Objections Procedure.

The Committee is accountable to Council, has 5 members and is politically balanced. One place is reserved for a member of the Executive.

Members of this Committee cannot also be members of the Appeals Committee.

The quorum for the Committee is 3, one of whom must be an Executive Member.

Substitute members are permitted for this committee.

## **Appeals Committee**

- (a) To hear appeals by the Chief Executive, Section 151 Officer or Monitoring Officer against actions short of dismissal imposed by the Investigation and Disciplinary Committee in accordance with the procedures agreed by Council;
- (b) to consider the report of the Independent investigator and the findings of the Investigation and Disciplinary Committee;.
- (c) to conduct further investigation where necessary;
- (d) to consider which of the following options to follow:
  - i. confirm the decision of the Investigation and Disciplinary Committee;
  - ii. impose lesser sanctions than those imposed by the Investigation and Disciplinary Committee;
  - iii. remove all sanctions imposed by the Investigation and Disciplinary Committee.

The decision of the Appeals Committee is final.

The Committee is accountable to Council, has 5 members and is politically balanced. One place is reserved for a member of the Executive.

Members of this Committee cannot also be members of the Investigation and Disciplinary Committee.

The quorum for the Committee is 3, one of whom must be an Executive Member.

Substitute members are permitted for this committee.

## **Independent Panel**

- (a) To consider proposals for dismissal of the Chief Executive, Section 151 Officer or Monitoring Officer;
- (b) to offer advice, views or recommendations to Council on the proposal to dismiss.

The Committee is accountable to Council, and its membership comprises two independent persons who have been appointed under section 28(7) of the Localism Act 2011. Invitations for membership of the Panel will be issued in accordance with the following priority order:

- i. an independent person who has been appointed by Nottingham City Council and is a local government elector within Nottingham City;
- ii. any other Independent Person appointed by the Council;
- iii. an independent person who has been appointed by another council.

Both Panel Members must be present for the meeting to be quorate.

## **Appointments and Conditions of Service Committee**

- (a) To undertake the appointment process (long listing, short listing and formal interviews) (or to appoint a politically balanced panel to undertake long listing and, short listing) in respect of the Chief Officers (as referred to in paragraph 1(a) of the Officer Employment Procedure Rules (Standing Orders on Employment Matters), subject to having ascertained the views of the Executive Board in accordance with Standing Orders;
- (b) to approve the appointment of Chief Officers (as referred to in paragraph 1(a) of the Officer Employment Procedure Rules (Standing Orders on Employment Matters));
- (c) to determine the terms and conditions of City Council employees and procedures for disciplinary action and dismissal;
- (d) to designate Proper Officers;
- (e) to designate officers as Head of Paid Service, Section 151 Officer and as Monitoring Officer and to ensure the provision of sufficient staff and other resources;
- (f) to exercise any other personnel functions which cannot be the responsibility of the Executive;
- (g) to receive reports on action taken in respect of terms agreed for the Chief Executive, Deputy Chief Executive, Corporate Directors and the Senior Leadership Management Group (SLMG) leaving the employment of the Council where those terms included compensation;
- (h) to determine redundancies, ill health retirements, flexible retirements and terminations of employment by mutual agreement on grounds of business efficiency, under the 85 year rule, in the interests of the efficient exercise of the Council's functions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 ('the DCR') and any exercise of discretions to increase total LGPS pension and award additional LGPS pension for the Chief Executive, Deputy Chief Executive, Corporate Directors and Directors subject in the event of a proposed dismissal to relevant notification to the proper officer, and the Executive and relevant consultation with nominated elected members and relevant approval as specified in the Officer Employment Procedure Rules (Part 4);
- (i) to determine flexible retirements and terminations of employment by mutual agreement on the grounds of business efficiency, terminations of employment under the 85 year rule, in the interests of the efficient exercise of the Council's functions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 ('the DCR') and any exercise of discretions to increase total LGPS pension and award additional LGPS pension for any employee

who is part of the Senior Leadership Management Group below the level of Director. The Committee also determines terminations of employment by mutual agreement, and following consultation with the appropriate Portfolio Holder(s), on the grounds of business efficiency under the DCR for employees where any proposed compensation payment is in excess of £30,000;

- (j) to approve any proposals for significant restructuring of the Council's management structure;
- (k) to approve any proposals from the Chief Executive for changes to salary levels (including ranges of salaries) for Corporate Directors and the Deputy Chief Executive;
- (l) to consider any grievances relating to or raised by the Chief Executive. Members involved in considering these will not be able to participate in any further consideration of the matter at other committees.

**NB - "Significant restructuring"**

- (i) the transfer of a significant function between Council departments, or to an external body, or
- (ii) the addition or deletion of a Corporate Director or Director post to or from a department.

The Committee is accountable to Council, has 8 members and is politically balanced. One place is reserved for the relevant Portfolio Holder with a remit covering Resources (or their substitute) in relation to matters in respect of the appointment process for the Chief Executive and Corporate Director and the dismissal process for the Chief Executive.

Where practical, members of this committee should not also be members of Audit Committee, Investigating and Disciplinary Committee, or Appeals Committee.

## Full Council

The following functions are to be exercised only by full Council:

- (a) adopting and amending the constitution;
- (b) approving, amending and adopting the following:
  - (i) the **Policy Framework** which comprises the following plans and strategies:
    - Community Strategy (The Nottingham Plan);
    - Local Transport Plan;
    - Development Plan;
    - Licensing Policy;
    - Crime and Disorder Reduction Partnership Strategy;
    - Children and Young People's Plan;
    - Civil Contingencies Plans;
    - Managing an Emergency;
    - Pipeline Safety Plan;
  - (ii) the budget;
- (c) approving any application to the Secretary of State in respect of a Housing Land Transfer;
- (d) decisions about matters covered by the Policy Framework or the budget which the decision maker is minded to resolve in a manner which would be contrary to the Policy Framework or contrary to or not wholly in accordance with the budget, subject to the urgency procedure contained in the Access to Information Procedure in Part 4 of the Constitution. (Standing Orders, also in Part 4 – allow budget allocations to be moved from one service to another without reference to full Council, provided certain conditions are satisfied);
- (e) electing the Leader at the post-election annual meeting and appoint members, Chairs and Vice-Chairs of other Council bodies. Where the Council does not appoint the Chair or Vice-Chair of a body, the body itself may do so;
- (f) removing the Leader by way of resolution by a simple majority. If the Council passes a resolution to remove the Leader, a new Leader is to be elected:
  - (i) at the meeting at which the leader is removed from office; or
  - (ii) at a subsequent meeting;
- (g) establishing committees and agreeing and amending the terms of reference, determining the powers they may exercise, determining their composition and making appointments to them, unless delegated elsewhere in the Council;
- (h) adopting or amending a Members' Allowance Scheme, having regard to the recommendations of an Independent Remuneration Panel, and determining other allowances payable to Councillors;
- (i) conferring the title of Honorary Alderman/Alderwoman or the Freedom of the City;

- (j) confirming the appointment of the Chief Executive and Corporate Directors;
- (k) making, amending, revoking, re-enacting and adopting byelaws and promoting or opposing the making of local legislation;
- (l) deciding whether or not to delegate non-executive functions to another local authority or to accept delegations from another Council;
- (m) considering any recommendation from the Investigation and Disciplinary Committee for the dismissal of the Chief Executive, having first taken into account the views of the Independent Panel in accordance with the Local Authority (Standing Orders) (England) (Amendment) Regulations 2015;
- (n) to consider appeals made by the Chief Executive against decisions made by the Appointments and Conditions of Service Committee relating to grievances relating to or raised by the Chief Executive;
- (o) the passing of a resolution not to issue casino premises licences (Section 166 and 154(2)(a) of the Gambling Act 2005);
- (p) approval of the "The Gambling Act Statement Of Principles (Section 349 and 154(2)(c) of the Gambling Act 2005)";
- (q) the power to delegate to an officer powers that are not required by law to be exercisable solely by the Council, solely by a specified office holder or solely by an executive body or executive of the Council;
- (r) the power to introduce, vary or end a scheme relating to the payment of a late night levy under the Police and Social Responsibility Act 2011 and the functions of making, varying or revoking an early morning alcohol restriction order under section 172A of the Licensing Act 2003
- (s) all other matters which, by law, must be reserved to Council.

There are normally 6 meetings per annum:

- the Annual meeting (first Monday in May unless it falls on a Bank Holiday, when it is then held on the first appropriate Monday or, in an election year for the full City Council, it is held on the first appropriate Monday after the election, subject to the requirements of the law);
- ordinary meetings (5 per annum with the budget normally considered at a meeting in February or March);
- Extraordinary meetings as necessary (when called by the Lord Mayor or by any five City Councillors. If the Lord Mayor refuses to call a meeting, or fails to do so within seven days, any five City Councillors may themselves call the meeting).

Meetings of the City Council are normally held at 2pm although the Lord Mayor has discretion to vary the time if s/he deems necessary.

Eligibility for membership:

An elected City Councillor for one of the wards specified within the City of Nottingham.

The regular election of Councillors is held on the first Thursday of May every four years. The term of office of Councillors starts on the fourth day after being elected and finishes on the fourth day after the date of the next regular election.



## **Audit Committee**

(a) The main purposes of the Committee are to:

- (1) provide assurance of the adequacy of the Risk Management Framework and the associated control environment;
- (2) scrutinise the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment;
- (3) oversee the financial reporting process;
- (4) approve the Council's Statement of Accounts;
- (5) comment on the scope and nature of external audit;
- (6) oversee proposed and actual changes to the Council's policies and procedures pertaining to governance.

(b) Its functions include the following:

- (1) reviewing the mechanisms for the assessment and management of risk;
- (2) approving the Council's statement of accounts;
- (3) receiving the Council's reports on the Statement on the Annual Governance Statement and recommending their adoption;
- (4) approving Internal Audit's strategy, planning and monitoring performance;
- (5) receiving the Annual Report and other reports on the work of Internal Audit;
- (6) considering the external auditor's annual letter, relevant reports and the report to those charged with governance and the Council's responses to them;
- (7) considering arrangements for and the merits of operating quality assurance and performance management processes;
- (8) considering the exercise of officers' statutory responsibilities and of functions delegated to officers;
- (9) to recommend external audit arrangements for the Council;

- (10) to receive and consider the results of reports from external inspectors, ombudsman and similar bodies and from statutory officers;
- (11) overseeing the Partnership Governance Framework, including annual health checks and the Register of Significant Partnerships;
- (12) considering any appeals made by an employee against decisions made by the Appointments and Conditions of Service Committee relating to a grievance made against the Chief Executive. Members involved in considering these will not be able to participate in any further consideration of the matter at other committees.

The Committee is accountable to Council, has 9 non-executive members (politically balanced) plus 1 independent member, and normally has 6 meetings per annum.

Where practical, members of this committee should not also be members of Appointments and Conditions of Service Committee, Investigating and Disciplinary Committee, or Appeals Committee.

## **Planning Committee**

- (a) All non-executive functions of the Council as a Local Planning Authority, except for matters reserved to or falling solely within the remit of full Council or Executive Board. e.g. as the Development Plan forms part of the Council's policy framework the Executive Board is responsible for formulating the Development Plan, for approval by full Council, and in doing so will consult the Planning Committee;
- (b) to exercise the functions of the Council relating to the regulation of the use of highways, street works and rights of way as set out in Schedule 1 of the Functions Regulations (including all powers of enforcement);
- (c) to be consulted, and provide comments to Executive Board, on draft Local Development Documents;
- (d) to exercise the functions of the Council in relation to the registration of town and village greens and common land except where the power is exercisable solely for the purpose of giving effect to:
  - (i) an exchange of lands effected by an order under either section 19(3) of or paragraph 6(4) of Schedule 3 to the Acquisition of Land Act 1981; or
  - (ii) an order under section 147 of the Inclosure Act 1845.

The Planning Committee is accountable to Council, has 16 members (politically balanced) and usually has 12 meetings per annum. Whilst a number of delegations to officers exist the following matters must be referred to the Committee:

- (i) no application can be determined by officers where the decisions would:
  - result in the granting of planning permission that would be a significant departure from the adopted Development Plan; or
  - result in the approval of an application for a similar scheme, on the same site, that has been previously refused by the Committee; or
  - directly conflict with the recommendation of any external statutory consultee unless those concerns will be overcome by condition or planning obligation;
- (ii) any application which gives rise to complex or sensitive issues should be referred to Committee for determination. For the purposes of this section, 'complex or sensitive' includes:
  - 1) an application that has generated significant public interest that is contrary to the officer recommendation;
  - 2) a major application on a prominent site, where there are important land- use, design or heritage considerations;
  - 3) an application for the conversion of family housing to a house in multiple occupation (HMO) in an area where there is already a high concentration of HMOs and where the recommendation would conflict with adopted planning policies;
  - 4) an application in relation to which a Nottingham City Councillor has submitted a written request (giving valid planning reasons), within the statutory consultation period, for the application to be determined by Committee;

- 5) where an application has been submitted by a Nottingham City Councillor or on behalf of a Nottingham City Councillor;
- 6) an application that is recommended for approval, but where any planning obligations are proposed to be waived, or are substantially less than typically required by adopted planning policies.

#### Ward Councillor Speaking Rights

- (1) Subject to prior arrangement with the Chair of the Committee, Ward Councillors may address the Committee on Planning Applications which are within their ward and being considered by the Committee. Ward Councillors will not however be permitted to take part in any debate on that application;
- (2) where the Councillor concerned is a member of the Planning Committee, they shall withdraw from the Committee room immediately after speaking and prior to any debate on the application. The Councillor will not take part in any consideration of that application at either that or any other meeting of the Planning Committee;
- (3) any such address shall last no more than 5 minutes per Ward Councillor;
- (4) subject to the approval of the Chair, more than one ward Councillor may address the Committee on the same application.

## **Health and Wellbeing Board Commissioning Sub Committee**

The role of the Health and Wellbeing Board Commissioning Sub Committee is:

- (a) to provide advice and guidance to the Health and Wellbeing Board in relation to strategic priorities, joint commissioning and subsequent action plans and commissioned spend and strategic direction;
- (b) to accept delegated actions from the Health and Wellbeing Board and report back on progress and outcomes;
- (c) to performance manage the Health and Wellbeing Board commissioning plan and to agree changes to that plan based on monitoring and performance management considerations. This includes the ability to request deep dives to enable greater focus on specific areas;
- (d) to provide collective oversight, support and performance management to areas of work identified by the Sub Committee as being of highest priority. Areas of focus will be jointly commissioned activity or where there is significant system impact;
- (e) for every Section 75 Agreement, where responsibility has been delegated to the Sub Committee, to carry out the following roles in line with requirements of the relevant Agreement:
  - i. take funding decisions, including Key Decisions, on pooled budgets;
  - ii. take decisions on commissioning arrangements for jointly commissioned services; and
  - iii. have oversight to ensure that arrangements are properly managed with, as a minimum, annual reports from the relevant Agreement lead(s)

*A record of which Section 75 Agreements have been delegated to the Sub-Committee and reporting arrangements can be found in the 'Health and Wellbeing Board Commissioning Sub Committee role in relation to Section 75 Agreements' document*

- (f) to have oversight of any other Nottingham City Council/ Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality joint funding and joint commissioning arrangements either in place now or in development for the future;
- (g) establish one or more time limited task and finish groups to carry out work on behalf of the Sub Committee;
- (h) delegate any of its functions to an officer;
- (i) carry out any other functions delegated to it by the Health and Wellbeing Board.

## **Meeting Arrangements**

The Health and Wellbeing Board Commissioning Sub Committee will meet on a bi-monthly basis following directly on from Health and Wellbeing Board meetings.

Extraordinary meetings of the Health and Wellbeing Board Commissioning Sub Committee may be called by the agreement of 2 voting members (one of whom must represent Nottingham City Council and one of whom must represent Greater Nottingham Clinical Commissioning Group – Nottingham City Locality) if a decision is required urgently.

If an urgent decision is required that cannot wait for an extraordinary meeting to be called then the Director for Commissioning and Procurement (Nottingham City Council) and the Chief Operating Officer (Greater Nottingham City Clinical Commissioning Group)\*, as the two Sub-Committee Chairs, can act through the following process:

- circulation of details of the proposed decision to all Sub-Committee members for consultation; and
- there being clear reasons why the decision could not have waited until a full Sub Committee meeting.

The decision will be recorded and reported, along with the reasons for urgency, to the next full Sub Committee meeting.

Executive decisions are subject to the Nottingham City Council call-in procedure in accordance with the Overview and Scrutiny Procedure Rules. In accordance with those rules, the call-in procedure does not apply where a decision is urgent and the Chair of the Overview and Scrutiny Committee agrees both that the decision proposed is reasonable in all the circumstances and that it must be treated as a matter of urgency. The reasons for urgency will be reported alongside the decision.

The quorum for the meeting is 2 voting members, one of whom must represent Nottingham City Council and one of whom must represent Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality.

The meeting will be chaired in rotation by the Director for Commissioning and Procurement (Nottingham City Council) and the Chief Operating Officer (Greater Nottingham City Clinical Commissioning Group – Nottingham City Locality)\*. In the absence of both of these members, the Chair will pass to the voting member present from the body due to chair the meeting.

Nottingham City Council and Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality have one vote each, shared between its voting members.

The chair of the meeting will not have a casting vote. In the event that agreement cannot be reached on a decision to be taken by the Sub-Committee, the matter will be referred to a meeting of the Sub-Committee which will be convened within the next 10 working days for this purpose by the Corporate Director of Strategy and Resources (Nottingham City Council).

## Membership

<b>Voting Members</b>	<b>Organisation</b>
Portfolio Holder with a remit covering Health	Nottingham City Council
Director of Commissioning and Procurement	Nottingham City Council
Chief Operating Officer*	Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality
GP Lead*	Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality

Substitution for voting members is permissible provided that the Chair is notified of the substitution in advance of the meeting and the substitution is to a named substitute. Substitutes must be of sufficient seniority and empowered by their organisation to represent its views and to contribute to decision making in line with Sub Committee's terms of reference.

<b>Non-Voting Members</b>	<b>Organisation</b>
Director of Public Health	Nottingham City Council
Director of Adult Social Care	Nottingham City Council
Head of Commissioning	Nottingham City Council
Head of Commercial Finance	Nottingham City Council
Director of Children's Integrated Services	Nottingham City Council
Assistant Director of Commissioning – Mental Health, Children and Families*	Greater Nottingham Clinical Commissioning Groups – Nottingham City Locality
Representative	Healthwatch Nottingham

All voting members are required to comply with the requirements of the Nottingham City Council Code of Conduct and, as a matter of best practice, it is also expected that all non-voting members will also observe the principles contained in the Code and comply with its requirements.

### Minutes of Sub Committee Meetings

The Health and Wellbeing Board will be informed of the Sub Committee's decisions by the inclusion on its agenda of the minutes of the Sub Committee's meetings.

*\*NB: Clinical Commissioning Group voting and non-voting representatives, and joint Chair of the Sub Committee will be updated following organisational changes.*

## **Licensing Committee/Panels**

### **PROCESS OF LICENCE DECISION MAKING – TABLE OF DELEGATED FUNCTIONS**

The Authority, in the majority of cases, follows the table of delegated functions set out below. However, in circumstances where it seems appropriate to the Authority, any particular matter may be dealt with otherwise than is indicated in this table whilst having due regard to statutory requirements. For example, an officer may choose not to exercise their delegated power and refer the matter to the Panel or a Panel itself may choose to refer the matter to the Committee.

<b>Matter to be dealt with</b>	<b>Full Licensing Committee</b>	<b>Licensing Panel</b>	<b>Officer Decision*</b>
<b><u>Licensing Act 2003</u></b>			
Application for personal licence with unspent convictions or immigration penalty		All cases where an objection or immigration objection notice is served	No objection made
Review of personal licence where the holder has been convicted of a relevant offence, foreign offence, or been required to pay an immigration penalty		All Cases	
Application for premises licence/club premises certificate	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
Application for provisional statement	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
Application to vary premises licence/club premises certificate ( <i>other than an application for a Minor Variation</i> )	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
Application for Minor variation			All cases



<b>Matter to be dealt with</b>	<b>Full Licensing Committee</b>	<b>Licensing Panel</b>	<b>Officer Decision*</b>
Application to vary designated premises supervisor		Police representation made	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		Police representation made	All other cases
Application for interim authority		Police representation made	All other cases
Application to review premises licence/club premises certificate (including summary reviews)		All cases	
Decision on whether a complaint or objection is irrelevant, repetitious, frivolous, vexatious, etc			All cases
Decision to object where Local Authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a representation to a temporary event notice		All cases	
<b><u>Gambling Act 2005</u></b>			
Application for premises licence including applications for reinstatement under S195 Gambling Act		1. Representation made and not withdrawn (S154 (4)(a)) and/or  2. Where the Licensing Authority considers that a condition should	All other cases

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
		be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b)	
Application to vary premises licence		<ol style="list-style-type: none"> <li>1. Representation made and not withdrawn (S154 (4)(b)) and/or</li> <li>2. Where the Licensing Authority considers that a condition should be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b)</li> </ol>	All other cases
Application for transfer of premises licence		Representation made and not withdrawn (S154(4)(c))	All other cases
Application for provisional statement		<ol style="list-style-type: none"> <li>1. Representation made and not withdrawn (S154 (4)(d)) and/or</li> <li>2. Where the Licensing Authority considers that a condition should be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b)</li> </ol>	All other cases

<b>Matter to be dealt with</b>	<b>Full Licensing Committee</b>	<b>Licensing Panel</b>	<b>Officer Decision*</b>
Review of premises licence		All cases	
Consideration of Temporary Use Notices (including notices modified under section 223)		<ol style="list-style-type: none"> <li>1. All cases where an objection notice has been received</li> <li>2. All cases where a counter notice may be required</li> </ol>	All other cases
Application for Club Gaming/Club Machine Permits, renewals and variations (including those leading to cancellation of permit) under Sch12 para 15		<ol style="list-style-type: none"> <li>1. Objection made and not withdrawn (Sch12 para 28 (2))</li> <li>2. Refusal of a permit proposed on the grounds listed in Sch 12 para 6(1)(a)-(d), or para 10(3) as applicable</li> </ol>	All other cases
Cancellation of Club Gaming/Club Machine Permits under Sch 12 para 21		Where a permit holder requests a hearing under para 21(2) or makes representations	All other cases
Cancellation of Club Gaming/Club Machine Permits under Sch 12 para 22 (non payment of annual fee)			All Cases
Applications for other permits registrations and notifications			All cases
Cancellation and variation of Licensed Premises Gaming Machine permits under Sch 13 para 16		Where permit holder requests a hearing under para 16 (2) or makes representations	All other cases

<b>Matter to be dealt with</b>	<b>Full Licensing Committee</b>	<b>Licensing Panel</b>	<b>Officer Decision*</b>
Cancellation of Licensed Premises Gaming Machine permits under Sch 13 para 17 (non payment of annual fee)			All Cases

\*These powers are delegated to the Regional Licensing and Policy Manager, the Principal Licensing Officers, the Chief Licensing Trading Standards and ASB Officer, Director for Community Protection and Corporate Director for Community Services.

### **Standards Hearings Sub Committee**

- (a) To hear cases in accordance with the Council's procedure for dealing with complaints about Councillors' and co-opted members' conduct;
- (b) to decide whether to uphold complaints made against Councillors and Co-opted Members having first considered the views of the Council's Appointed Independent Person;
- (c) to determine what action to take based upon the outcome of the hearing.

The Sub Committee is accountable to the Standards Committee.

The Sub Committee has 5 members (politically balanced) who must be members of the Standards Committee.

The quorum for the Sub Committee is 3.

If a single case is heard over more than one meeting, the same Sub Committee members must be present at all meetings. If exceptional circumstances mean this is not possible the Monitoring Officer will decide how to proceed.

The Committee meets as and when required.

## **Joint Committee on Strategic Planning and Transport**

1. Nottinghamshire County Council and Nottingham City Council established a Joint Committee between the two Authorities to advise on strategic planning and transport matters in Greater Nottingham in April 1998.
2. This protocol agreed between the two Authorities on the establishment and operation of the Joint Committee requires a two yearly review, to ensure it remains relevant to the needs of the Joint Committee.

### **Role**

3. The role of the Joint Committee is to advise the County Council and City Council on strategic planning and transport matters of mutual concern in order to facilitate the sustainable development and growth of Greater Nottingham and to assist in meeting the Duty to Cooperate (S110 of the Localism Act).

### **Responsibilities**

4. The Joint Committee will be responsible for providing advice on strategic planning and transport matters, including advice in relation to the following:
  - (a) The preparation of coordinated and aligned Local Plans to provide a coherent and consistent planning framework across Greater Nottingham, including consideration of significant evidence base studies, such as Strategic Housing Market Assessments and Economic/Employment Land reports;
  - (b) Local Plans/Development Plan Documents and Strategies prepared by other Local Planning Authorities;
  - (c) The approach to, and use of, planning contributions arising from development in Greater Nottingham where this is of strategic importance;
  - (d) Liaison with statutory bodies;
  - (e) Liaison with the D2N2 Local Enterprise Partnership and Local Nature Partnership;
  - (f) Co-ordination of policies and management for minerals and waste matters, including the Local Aggregates Assessment and the joint Replacement Waste Local Plan ;
  - (g) The provision of infrastructure, including transport, social and green infrastructure, to support future growth, particularly where this has cross boundary implications;
  - (h) Nottinghamshire Local Transport Plan (2011 – 2026);

- (i) Nottingham Local Transport Plan (2011 – 2016);
  - (j) Strategic issues arising from the management of the Traffic Control Centre;
  - (k) Strategic issues arising from public transport operations, including rail services and High Speed 2, Bus Quality Partnerships and the development of the Nottingham Express Transit;
  - (l) Strategic issues arising from air quality reviews and assessments within or impacting on Greater Nottingham.
5. To assist the Joint Committee in carrying out the responsibilities in paragraph 4 above, they shall be entitled to receive information and to comment where they deem appropriate on other relevant matters including:
- (a) Planning applications within and adjacent to Greater Nottingham subject to the statutory timetable;
  - (b) Major development proposals in areas within and surrounding Greater Nottingham;
  - (c) Significant developments in the highway and transport networks;
  - (d) Major strategic initiatives of either Authority in Greater Nottingham e.g. tackling climate change.
  - (e) Economic strategies for Greater Nottingham;
  - (f) Government legislation, regulations, guidance and initiatives affecting strategic planning and transport matters.
6. The Joint Committee will have regard to the views and resolutions of the Greater Nottingham Joint Planning Advisory Board.

### **Area of Responsibility**

7. The Joint Committee will be responsible for advising on strategic planning and transport matters across the whole area known as Greater Nottingham. Greater Nottingham is defined as the Nottingham Core Housing Market Area and Hucknall. It comprises the local authority areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe, plus the Hucknall part of Ashfield and the relevant parts of Derbyshire and Nottinghamshire County Councils, however, the remit of this Committee excludes Erewash Borough in Derbyshire.

## **Relationship to Parent Authorities**

8. The views of the Joint Committee will be communicated to the appropriate executive or other body or bodies of the County and City Councils as soon as possible following a resolution by the Joint Committee. Where the Joint Committee has expressed a view on particular matters that is the subject of a report to any of the parent executive bodies, the recommendation of the Joint Committee will be included in the report.

## **Membership**

9. The Joint Committee will be composed of four (4) members from each authority. Member substitutes are allowed.
10. With the agreement of the Chair and Vice Chair, advisory members may be invited to the Committee from time to time to assist the Joint Committee in carrying out the responsibilities in paragraphs 4 to 7 above. Such members will not have voting rights.
11. The appropriateness of advisory members will be reviewed in accordance with paragraph 12.

## **Chair and Vice Chair**

12. The Chair and Vice Chair will be appointed every two years and alternate between each Authority. The Vice Chair will always be appointed by the Authority not holding the Chair.

## **Frequency of Meetings**

13. The Joint Committee will meet at least 4 times a year.

## **Organisation and Conduct of Meetings**

14. Notice of meetings, circulation of papers, conduct of business at meetings and voting arrangements will follow the Standing Orders of the Authority which holds the Chair, or such Standing Orders which may be approved by the parent Authorities. Meetings will be open to members of the public.

## **Officer Support**

15. The secretariat of the Joint Committee will alternate every two years between the two Authorities with the Chair. The costs of operating the Joint Committee will be met by the Council providing the secretariat services. The work of the Joint Committee will be serviced by a Joint Officer Steering Group which will assist the Chair and Vice Chair in setting agendas and brief them prior to



meetings. They will also be responsible for communicating the views of the Joint Committee.

### **Disagreement Between the two Authorities**

16. Where the members of the Joint Committee cannot arrive at a view on a particular issue which enjoys the support of the majority of members, that issue should be referred back to the relevant executive bodies of the two Councils.

17. Participation in the Joint Committee will not deter either Authority from expressing a dissenting opinion on any specific issue. The right to make representations at any consultation stage in the development plan making process or at an Examination in Public will not in any way be curtailed by membership of the Joint Committee.

### **Review**

18. The role and operation of the Joint Committee will be kept under review, with a further complete review of its responsibilities and workings to be carried out not later than two years from the adoption of this revised protocol.