

## **CITY COUNCIL - 12 MAY 2008**

### **REPORT OF THE LEADER OF THE COUNCIL**

#### **APPOINTMENTS AND FIRST MEETINGS OF BOARDS, COMMITTEES AND JOINT BODIES ETC 2008/09**

##### **1. SUMMARY**

- 1.1 This report sets out details of first meetings of, the Executive Board, committees and joint bodies etc for 2008/09 as follows:-
- Appendix 1 – terms of reference, revised membership of the Board, executive assistants, portfolio holder remits and first meeting date of the Executive Board;
  - Appendix 2 – terms of reference and first meeting dates of other Council bodies which require appointment by Council;
  - Appendix 3 - terms of reference and first meeting dates of Joint bodies, for information.
- 1.2 With the exception of proposals contained in a separate report of the Leader and Chair of Overview and Scrutiny Committee to amend various terms of reference for Committees, there are no further changes being proposed.
- 1.3 An addendum to this report detailing the proposed membership, substitutes and chairing arrangements (where applicable), will be circulated to members prior to the Council meeting.
- 1.4 Up to six substitutes may be appointed by each group for each committee, sub-committee or panel etc with the exception of those for which substitutes are not permitted. Those committees where substitutes are not permitted have been highlighted in the appendices to this report.

## **2. RECOMMENDATIONS**

It is RECOMMENDED that:-

- (1) the terms of reference and first meeting date of the Executive Board be agreed;
- (2) the membership be agreed and revised portfolio arrangements of the Executive Board be noted;
- (3) the membership, chairing arrangements, terms of reference and first meeting dates of other Council bodies be agreed;
- (4) the City Council membership of joint bodies be agreed and the dates of first meetings and terms of reference be noted;
- (5) substitutes, where applicable, be agreed.

**COUNCILLOR JON COLLINS  
LEADER**

**EXECUTIVE ARRANGEMENTS**

**EXECUTIVE BOARD (9)**

**Terms of Reference**

The Council's functions which are not the responsibility of any other part of the Council, whether by law or under the constitution.

**Membership and Portfolios**

A small number of changes are proposed to the membership of Executive Board, the holders of the Executive Assistant Roles and to the portfolio holder general and key responsibilities and titles. These changes are set out in the table below with any additions being highlighted in **bold type** and any deletions are shown with a line striking out the relevant provisions.

<b>Portfolio Holder and Title</b>	<b>Executive Portfolio Roles – general and key responsibilities</b>
Leader of the Council  Councillor Collins	1. The key responsibilities of the Leader are identified as follows:-  (i) working with partners to build a shared vision for the City, aiming to ensure that Council policies and plans, and those of the Council's partners, match that vision  (ii) promoting the City, and the Council and its core values and objectives  (iii) steering and overseeing the strategic use of resources and the strategic planning cycle of the Council to achieve its objectives

	<ul style="list-style-type: none"> <li>(iv) leading the political development of the City, within the context of regional, national, European and international policy and strategic partnerships</li> <li>(v) leading the work of the Executive Board in developing, setting and implementing policy and in taking key decisions.</li> <li><b>(vi) speaking and issuing statements on behalf of the City Council</b></li> <li><b>(vii) leading on city centre management</b></li> </ul> <ol style="list-style-type: none"> <li>2. To be responsible for presenting a report to the Annual Council meeting setting out his or her proposals for Executive Board composition and allocation of responsibilities to portfolio holders.</li> <li>3. To prepare the forward plan of 'key decisions'.</li> </ol>
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	<p>4. The Leader is also empowered:-</p> <ul style="list-style-type: none"><li>(1) To exercise Executive powers and duties included within any portfolio of any other Executive member in the event that the Executive member concerned is unavailable or otherwise unable to act</li><li>(2) To determine that any decision which an Executive member would otherwise be empowered to make shall only be made by the Executive Board</li><li>(3) To exercise all the statutory functions of the Leader within Leader and Cabinet executive arrangements of the Local Government Act 2000</li></ul> <p>5. To carry out the functions of his/her specifically allocated portfolio.</p> <p>6. To ensure that the Code of Conduct is observed and that ethical behaviour is promoted.</p>
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<p>Deputy Leader of the Council</p>	<p>The key responsibilities of the Deputy Leader are identified as follows:-</p>
<p>Councillor Chapman</p>	<ol style="list-style-type: none"><li data-bbox="587 360 1457 495">1. To deputise for and assist the Leader in respect of all the Council's affairs and responsibilities</li><li data-bbox="587 539 1457 674">2. To provide assistance and support to all portfolio holders in the delivery of their individual areas of responsibility</li><li data-bbox="587 719 1457 808">3. To carry out the functions of his/her specifically allocated portfolio.</li></ol>

<p>Portfolio Holder for Community Safety and Performance Management</p> <p>Councillor Collins</p>	<p>The key responsibilities of a Lead Member for Community Safety and <del>Reputation</del> <b>Performance Management</b> are identified as follows:-</p> <p><del>(1) leadership of the strategy for tackling — Envirocrime, as part of the Respect for — Nottingham Strategy</del></p> <p>(1) leadership on the City Council’s Community Safety and Respect for Nottingham Strategy (which includes the Safe Strategy)</p> <p>(2) the effective discharge of the Council’s Section 17 Crime and Disorder Act 1998 responsibilities, by ensuring Section 17 issues are considered, as relevant, throughout the performance of Council functions</p> <p><b>(3) performance management</b></p> <p><b>(4) leadership on Serving Nottingham Better</b></p> <p><del>(4) ensuring that the reputation of the City is maintained and improved</del></p>
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<p>Portfolio Holder for Resources, Economic Development and Reputation</p> <p>Councillor Chapman</p>	<p>The key responsibilities of a Lead Member for Resources, <b>Economic Development and Reputation</b> are identified as follows:-</p> <p><del>(1) performance management</del></p> <p><b>(1) To lead on value for money matters and organisational health</b></p> <p><b>(2) Leading on the improvements required to cross-cutting service delivery</b></p> <p>(3) management of the commercial and operational estate and other asset management <b>(except for regeneration land)</b></p> <p><del>(3) championing equality and diversity throughout Council functions, and for the whole city</del></p> <p>(4) risk management and <del>health and safety</del> <b>emergency planning;</b></p> <p>(5) support services, including information communication technology, <b>democratic</b> and legal, <del>human resources</del> and financial services</p> <p>(6) overview of the City Council's budget process <b>and capital programme</b></p>
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	<p><del>(7) performance in relation to collection of Council Tax and processing claims for Housing Benefit and Council Tax Benefit</del></p> <p><b>(7) communications and ensuring that the reputation of the City is maintained and improved</b></p> <p><b>(8) economic development and skills, including:-</b></p> <ul style="list-style-type: none"> <li><b>(i) leading on the skills and employment strategy which includes the 14-19 skills strategy led by the Portfolio Holder for Children’s Services</b></li> <li><b>(ii) investment, including major developments such as Science City</b></li> <li><b>(iii) ensuring investment benefits the local economy by initiatives such as Local Jobs for Local People – Making the Connections</b></li> <li><b>(iv) ensuring effective investment in initiatives to achieve jobs for excluded and disadvantaged groups in the City</b></li> </ul>
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<p>Portfolio Holder for Environment and Climate Change</p> <p>Councillor Bull</p>	<p>The key responsibilities of a Lead Member for Environment and Climate Change are identified as follows:-</p> <ol style="list-style-type: none"> <li>(1) Climate change and sustainability</li> <li>(2) waste management</li> <li>(3) local liveability being the encouragement of the attractiveness of the City as a place to live, work and visit</li> <li>(4) street scene being the performance of local services to maintain neighbourhoods and improve the local environment</li> <li>(5) public protection including environmental health and licensing</li> <li><b>(6) leadership of the strategy for tackling Envirocrime, as part of the Respect for Nottingham Strategy;</b></li> <li><b>(7) markets, fairs and toilets;</b></li> <li><b>(8) street lighting;</b></li> <li><b>(9) nature conservation.</b></li> </ol>
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<p>Portfolio Holder for Transport and Area Working</p> <p>Councillor Urquhart</p>	<p>The key responsibilities of a Lead Member for Transport and Area Working are identified as follows:-</p> <p><del>(1) investment, including major developments such as science city</del></p> <p><del>(2) ensuring investment benefits the local economy by initiatives such as Local Jobs for Local People Making the Connections</del></p> <p><del>(3) ensuring effective investment in initiatives to achieve jobs for excluded and disadvantaged groups in the City</del></p> <p><del>(4) city centre management and initiatives</del></p> <p>(1) Nottingham Express Transit - Phases 1 and 2 and future development;</p> <p>(2) traffic management projects and parking, ensuring these support the economic development of the City in a sustainable way</p> <p>(3) ensuring that Nottingham continues to be a leading authority in the field of local transport initiatives, encouraging and promoting the increased use of public transport</p>
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	<ul style="list-style-type: none"><li>(4) the role of Highway Authority <b>including highway construction and maintenance</b></li><li>(5) <del>city centre management and initiatives area,</del> <b>neighbourhood and town centre management</b></li><li>(6) <b>the performance of Nottingham Express Transit and Nottingham City Transport Ltd</b></li></ul>
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<p>Portfolio Holder for Neighbourhood Regeneration</p> <p>Councillor Clark</p>	<p>The key responsibilities of a Lead Member for Neighbourhood Regeneration are identified as follows:-</p> <ol style="list-style-type: none"> <li>(1) strategic housing strategy</li> <li>(2) the performance of Nottingham City Homes Ltd in managing the City Council’s housing stock</li> <li>(3) ensuring that the Town and Country Planning function is operating in accordance with, and promoting, Council objectives</li> <li>(4) co-ordinating of capital investment of the City Council, and its partners, to achieve added value in attaining City Council and partnership objectives in regenerating and development initiatives</li> <li>(5) physical neighbourhood transformation and regeneration, including the acquisition and disposal of property to achieve this</li> <li><b>(6) management of regeneration land;</b></li> </ol>
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<p>Portfolio Holder for Communities, Leisure and Culture</p> <p>Councillor Trimble</p>	<p>The key responsibilities of a Lead Member for Communities, Leisure and Culture are identified as follows:-</p> <ol style="list-style-type: none"> <li>(1) performing a Lead role at political level in the City Council's dealings with the Voluntary and Community Sector, seeking to promote the sector, where appropriate, as a service partner for the City Council</li> <li>(2) provision of Community Development</li> <li><b>(3) sports development</b></li> <li>(4) provision of Community Cohesion</li> <li>(5) parks, <b>allotments and open spaces</b></li> <li>(6) tourism and heritage</li> <li>(7) <del>leisure and libraries and their</del> <b>and its</b> transformation programmes</li> <li><b>(8) libraries</b></li> </ol>
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<p>Portfolio Holder for Children's Services</p> <p>Councillor Mellen</p>	<p>The key responsibilities of a Lead Member for Children's Services are identified as follows:-</p> <ol style="list-style-type: none"> <li>(1) acting as the champion for children and children's services</li> <li>(2) safeguarding of children</li> <li>(3) children looked after, fostering and adoption and children with disabilities</li> <li>(4) <del>educational attainment of children</del> <b>education provision for children aged 3-19</b></li> <li>(5) Building Schools for the Future, academies and school reorganisation</li> <li>(6) development of Children's Trust arrangements</li> <li>(7) Early Intervention</li> <li>(8) Children and Young People's Plan <del>including development of partnerships to achieve plan objectives</del></li> <li>(9) <del>Youth Service and</del> <b>Integrated Youth Services (including the Youth Offending Team)</b></li> </ol>
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	<p>(10) transition of children to adulthood</p> <p>(11) <del>partnership with Connexions</del> <b>the Connexions Information and Advice Service</b></p> <p>(12) <b>Early years, including Sure Start and Children’s Centres</b></p> <p>(13) <b>leading on 14-19 skills strategy within the context of the wider skills and employment strategy led by the Deputy Leader;</b></p>
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<p>Portfolio Holder for Adult Services and Health</p> <p>Councillor Liversidge</p>	<p>The key responsibilities of a Lead Member for Adult Services <b>and Health</b> are identified as follows:-</p> <ol style="list-style-type: none"> <li>(1) acting as the champion for vulnerable adults and for older persons, and for services for them, including the promotion of independent living</li> <li>(2) Corporate Strategies for Older People</li> <li>(3) public health and wellbeing, including strategies and plans for dealing with health inequalities, smoking, avoidable injuries and other health consequences of economic disadvantage</li> <li>(4) partnership and integration with the PCT and other health services to achieve the joint objectives of the partner organisations</li> <li>(5) ensuring the Council has an effective Supporting People programme and homelessness and supported housing services, including telecare, and other retained housing functions</li> </ol>
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<p>Portfolio Holder for Human Resources, Customer Services and Consultation</p> <p>Councillor Campbell</p>	<p>The key responsibilities of a Lead Member for Human Resources, Customer Services and Consultation are identified as follows:-</p> <ol style="list-style-type: none"> <li>(1) ensuring that all of Nottingham's people have excellent access to services</li> <li>(2) customer research, engagement and consultations to achieve better services and better access to services</li> <li>(3) Contact Centre (Front and back office) and locally based contact with customers</li> <li>(4) complaints handling and learning from our experience and those of others</li> <li><del>(5) Neighbourhood Management (and town centre management)</del></li> <li>(5) consumer protection, including trading standards, local licensing and food hygiene</li> <li><b>(6) championing equality and diversity throughout Council functions, and for the whole City;</b></li> <li><b>(7) human resources and health and safety;</b></li> <li><b>(8) performance in relation to collection of Council Tax, Business Rates and processing claims for Housing Benefit and Council Tax Benefit</b></li> <li><b>(9) welfare rights</b></li> </ol>
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	<p><b>(10) consumer protection, including trading standards, local licensing and food hygiene</b></p>
<p><b>PORTFOLIO HOLDERS - GENERAL RESPONSIBILITIES</b></p>	<p>In addition to their specific portfolio responsibilities all portfolio holders also have the following common responsibilities:-</p> <ol style="list-style-type: none"> <li>1 Sharing responsibility with the Leader, Deputy Leader and other members of the Executive for the Executive business of the Council.</li> <li>2 Promoting and being accountable for the services in their portfolio within the Council and the City as a whole, and nationally and internationally as required, representing the Council's views on matters of corporate or strategic policy within their portfolio.</li> </ol>

	<p>3 Ensuring that the executive functions within the portfolio are performed in accordance with approved Council policies and strategies, and to the highest ethical standards.</p> <p>4 Below the level of Key Decisions, and where not otherwise delegated, taking executive decisions in relation to executive functions within their portfolio, and in accordance with constitutional requirements. A portfolio holder may delegate decisions in respect of matters within their portfolio to an officer (subject to the financial limits set out in the constitution).</p> <p>5 Reporting to the Leader, Executive Board and Overview and Scrutiny bodies on the performance of their portfolio, as reasonably required.</p> <p>6 Directing, encouraging and developing Executive Assistants working on behalf of the Executive, and other Councillors and, generally, acting as a role model.</p> <p>7 Approving capital expenditure in accordance with Financial Regulations on schemes within the remit of their portfolio which form part of the approved capital programme</p> <p><b>8 Speaking and issuing statements on behalf of their area of responsibility, in line with policy agreed by the Leader</b></p>
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## **Executive Assistants**

<b>Executive Assistant Name</b>	<b>Portfolio Area</b>
Councillor Ahmed	Resources, Economic Development and Reputation
Councillor Ibrahim Councillor Smith	Children's Services
Councillor James	Adult Services and Health

## **Date of first meeting**

20 May 2008 - 2.00 pm

**COUNCIL BODIES**

**OVERVIEW AND SCRUTINY COMMITTEE (14)**

The proposed terms of reference for this Committee are included for approval in a separate report on the full Council agenda.

**Date of first meeting**

12 May 2008 - at the rising of Annual Council

**AREA COMMITTEES**

Note: The proposal for a City Centre Area Committee forms part of another report on this agenda.

**Terms of Reference**

- (a) To approve, ensure the delivery of and monitor neighbourhood action plans and other relevant area plans;
- (b) to lead and co-ordinate regeneration and renewal activity at an area level;
- (c) to undertake and co-ordinate consultation within their areas;
- (d) within budgetary limits, to be empowered to undertake any measures to achieve the following objectives: -
  - (i) the promotion or improvement of the economic well being of their area;
  - (ii) the promotion or improvement of the social well being of their area;
  - (iii) the promotion or improvement of the environmental well being of their area;

(e) to agree priorities, work programmes and variations in performance standards, including through Neighbourhood Renewal processes, in respect of the following services: -

- Footpaths replacement
- Street lighting
- Patch maintenance
- Grounds maintenance on community

parks and playgrounds

(excluding heritage sites and Bulwell Hall and Bulwell Forest Golf Courses)

(f) in respect of services in the local area, and if urgent, via a panel of the Chair, Vice-Chair, an opposition member (if there is one) and a community representative, to approve: -

- Housing environmental improvements
- Highway environmental improvements of a local nature
- Minor traffic schemes, diversions and closures under highways and road traffic legislation, of a local nature
- Applications for footpath closures on grounds of amenity or development

and to be consulted on proposals for the following services in relation to the local area:-

- Licensing applications
- Strategic planning applications
- Schools re-organisation

Detailed proposals for landscaping, open space provision, park equipment provision and other local enhancements relating to agreements under section 106 of the Town and Country Planning Act 1990 and section 278 of the Highways Act 1980;

(g) to be part of the process for monitoring and scrutinising the performance of local services (provided by the Council and other bodies) and provide feedback and recommendations on their effectiveness to the Executive Board and the Overview and Scrutiny Committee, to include: -

Refuse collection  
Housing - void properties  
Community Safety  
Voluntary sector grants – a half yearly report

- (h) to contribute to Best Value Reviews;
- (i) to advise the Executive Board and Overview and Scrutiny Committee on local needs and priorities and on the impact of Council policy on their areas;
- (j) to input local needs and priorities, identified through area working, to the preparation of corporate budgets, policies and strategies;
- (k) to prepare, implement and review local projects in consultation with local communities and secure funding from appropriate sources;
- (l) to build partnerships between other public, private, voluntary and community organisations, local residents' and tenants' associations;
- (m) to suggest and/or approve proposals of local significance to rationalise the City Council's operational property holdings and to be consulted on any proposals to dispose of operational property holdings in their area of more than local significance; a proportion of capital receipts to be retained in accordance with a scheme to be determined by the Executive Board;
- (n) to allocate grants in amounts not exceeding £5000 to community or voluntary organisations for purposes of benefit to the area covered by the committee, within a framework to be approved and reviewed from time to time by the Executive Board;
- (o) to make appointments to outside bodies (where the body relates to the area concerned) as specified by the Executive Board;
- (p) to approve any further matters delegated from time to time by Council or the Executive Board.



**Membership (no substitutes allowed)**

Members representing the wards within the area of each Committee.

**Bulwell and Bulwell Forest (Area 1)**

**Membership**

**Labour Group**

Councillor Campbell

Councillor Clark

Councillor Hartshorne

Councillor Heppell

Councillor Klein

**Conservative Group**

Councillor Davie

**Date of first meeting**

21 May 2008 - 5.30 pm

**Basford and Bestwood (Area 2)**

**Membership**

**Labour Group**

Councillor Arnold

Councillor Grocock

Councillor Lee

Councillor Newton

Councillor Smith

Councillor Wildgust

**Date of first meeting**

28 May 2008 - 4.30 pm

## **West Area (Aspley, Leen Valley and Bilborough)**

### **Membership**

#### **Labour Group**

Councillor Chapman  
Councillor Cresswell  
Councillor James  
Councillor Unczur  
Councillor Watson  
Councillor Wood

#### **Liberal Democrat Group**

Councillor Foster  
Councillor Long

### **Date of first meeting**

14 May 2008 - 5.30 pm

## **Arboretum, Berridge, Radford and Park (Area 4)**

### **Membership**

#### **Labour Group**

Councillor Ahmed  
Councillor Aslam  
Councillor Bryan  
Councillor Bull  
Councillor Ibrahim  
Councillor Jones  
Councillor A Khan

#### **Liberal Democrat Group**

Councillor Marshall

### **Date of first meeting**

22 May 2008 - 6.00 pm

## **Mapperley and Sherwood (Area 5)**

### **Membership**

#### **Labour Group**

Councillor Dewinton  
Councillor Edwards  
Councillor Griggs  
Councillor Munir  
Councillor Parbutt  
Councillor Urquhart

### **Date of first meeting**

20 May 2008 - 5.30 pm

## **St Anns and Dales (Area 6)**

### **Membership**

#### **Labour Group**

Councillor Collins  
Councillor Johnson  
Councillor G Khan  
Councillor Liversidge  
Councillor Mellen  
Councillor Williams

### **Date of first meeting**

13 May 2008 - 7.00 pm

## **Wollaton and Lenton Abbey (Area 7)**

Note: Due to prior knowledge that one member of this Area Committee may not be in attendance at its first meeting and in order to facilitate the appointment of a Chair by avoiding equality of representation at the first meeting, approval for this appointment is sought from full Council.

### **Membership**

#### **Conservative Group**

Councillor Benson (**Chair**)  
Councillor Cowan  
Councillor Culley

#### **Liberal Democrat Group**

Councillor Oldham  
Councillor Sutton

### **Date of first meeting**

15 May 2008 - 6.15 pm

## **Dunkirk and Lenton and Bridge (Area 8)**

**Note: Quorum for this Area Committee only is fixed at 2 City Councillors**

### **Membership**

#### **Labour Group**

Councillor MacLennan  
Councillor Mir  
Councillor Trimble

#### **Liberal Democrat Group**

Councillor Akhtar

### **Date of first meeting**

14 May 2008 - 6.00 pm

## **Clifton and Wilford (Clifton South and Clifton North - Area 9)**

Note: Due to equality of representation on this Area Committee, the Chair for this meeting will be agreed by Council.

### **Membership**

#### **Labour Group**

Councillor Gibson

Councillor Malcolm

Councillor Packer (**Chair**)

#### **Conservative Group**

Councillor Clarke-Smith

Councillor Price

Councillor Spencer

### **Date of first meeting**

14 May 2008 - 7.00 pm

## **APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE (10)**

Revised terms of reference for this Committee are included for approval in a separate report on the full Council agenda.

### **Date of first meeting**

13 May 2008 - 2.00 pm

## **DEVELOPMENT CONTROL COMMITTEE (15)**

### **Terms of Reference**

(a) To exercise the functions of the Council relating to town and country planning and development control as specified in schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended (the Functions Regulations) and including the following, together with associated powers of enforcement:-

- (i) applications for planning permission
- (ii) applications for consent for the display of advertisements
- (iii) plans deposited under building regulations
- (iv) listed buildings consent
- (v) Conservation Area consent
- (vi) Tree Preservation Orders
- (vii) demolitions
- (viii) the approval of planning briefs

(Please note: The Street naming and numbering function was removed from the Terms of Reference of this Committee by full Council on 11 September 2006, and is now a delegated authority to the Director for Planning, Transport and Highways)

(b) to exercise the functions of the Council relating to the regulation of the use of highways and rights of way as set out in Schedule 1 of the Functions Regulations.

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 Development Control Committee.

### **Date of first meeting**

21 May 2008 - 2.30 pm

### **LICENSING COMMITTEE (15)**

#### **Terms of Reference**

To undertake those functions of the Licensing Authority prescribed by the Licensing Act 2003 and the Gambling Act 2005.

The Committee therefore deals with applications/notifications relating to:-

- (i) the sale/supply of alcohol
- (ii) the provision of Regulated Entertainment e.g. plays, films, indoor sporting events, live music, dancing etc. and
- (iii) the provision of late night refreshment
- (iv) various types of gambling premises and gaming permits.

The Committee should carry out its functions with a view to promoting the licensing objectives which are: -

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm.

And for the Gambling Act 2005 are:-

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
- ensuring that gambling is conducted in a fair and open way; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

**Date of first meeting**

12 May 2008 - at rising of Overview and Scrutiny Committee.



## **REGULATORY AND APPEALS COMMITTEE (13)**

### **Terms of Reference**

1. To deal with applications for local licences and registrations of various kinds including:-
  - licensing and registration functions and functions relating to health and safety at work set out in Schedule 1 of the Functions Regulations and
  - regulation, under the Nottingham City Council Act 2003, of occasional sales and dealers in second-hand goodsbut excluding
  - matters which are statutorily the responsibility of the Licensing Committee
  
2. Individual case panels selected by the Corporate Services Director from a wider group of Regulatory and Appeals Committee members to constitute an Appeals Panel to hear and determine:-
  - (a) appeals relating to housing rents and homelessness;
  - (b) appeals relating to the refusal / revocation of registration under the Council's Control Scheme for Houses in Multiple Occupation;
  - (c) day care and childminding representations;
  - (d) access to personal files appeals;
  - (e) representations under the Data Protection Act 1998;
  - (f) Approved Premises (Marriages) Appeals;
  - (g) statutory complaints concerning education matters
  - (h) recommendations from the Social Services Complaints Review Panel

The Committee also provides two representatives for the Social Services Complaints Review Panel and carries out any other appellate functions which, by virtue of statutory provision or any procedure agreed by the Council, require member determination.

**Date of first meeting**

To meet as required, no dates set.

## **STANDARDS COMMITTEE (10)**

### **Terms of Reference**

- (a) To promote and maintain high standards of conduct by members and co-opted members;
- (b) to advise the Council on the adoption or revision of its code of conduct, to monitor its operation and to assist members and co-opted members in observing it;
- (c) to arrange training and advice for members and co-opted members on matters relating to the Council's code of conduct, and related probity issues;
- (d) to receive annual reports from the monitoring officer relating to complaints from the public, internal complaints, whistle-blowing and any other matters relating to conduct and propriety
- (e) to consider reports and recommendations from the District Auditor relevant to the Code of Conduct and related probity issues;
- (f) to hear cases under the Council's procedure for dealing with complaints about members' conduct;
- (g) to consider matters referred to it under relevant legislation;
- (h) to make recommendations regarding the settlement of cases of maladministration;
- (i) to keep under review and make recommendations on the content of the Code of Conduct for officers and any protocols in connection with member/officer relations;
- (j) granting dispensations to Councillors, co-opted members and church and parent governor representatives in relation to the Code of Conduct, as permitted by legislation;

- (k) to review the operation of the Council's Confidential Reporting Code and make recommendations for any changes to it;
- (l) to respond to consultation exercises carried out by government and other agencies on issues related to the work of the Committee;
- (m) to consider any other matters referred to it by the Monitoring Officer.

### **Membership**

Comprises six City Councillors and **four** members (the independent members) who are not councillors or officers and who satisfy the statutory conditions to ensure their independence. The independent members are entitled to vote at meetings. Substitutes are not permitted.

The Leader of the Council may not be a member of the Standards Committee. Only one member of the Executive can be a member. **The Chair of the Committee shall be drawn from the independent members and in the event of equality of votes on any issues, shall have a casting vote.**

The 4 Independent members are **Ms Beverley Denby, Mr David Hibbert, Mr Trevor Savage and Mr Brian Wells.**

### **Date of first meeting**

16 June 2008 - 10.00am

### **CITY CENTRE AREA COMMITTEE (8)**

The proposed terms of reference for this Committee are included for approval in a separate report on this agenda.

#### **Date of first meeting**

29 May 2008 - 5.00 pm

### **AUDIT COMMITTEE (8)**

The proposed terms of reference for this Committee are included for approval in a separate report on this agenda.

#### **Date of first meeting**

13 June 2008 – 10.00 am

**JOINT BODIES**

**JOINT COMMITTEE FOR APPOINTMENTS TO THE POLICE AUTHORITY (3)**

**Terms of Reference**

To appoint Councillor Members to the Nottinghamshire Police Authority in accordance with relevant legislation.

**Membership**

**Labour Group**

Councillor Collins  
Councillor Malcolm

**Liberal Democrat Group**

Councillor Long

The Joint Committee for Appointments to the Police Authority appointments made in 2007 were for a two year period and therefore will not be reviewed until 2009.

**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY (6)**

**Lead Member - To be notified**

**Date of first meeting**

23 May 2008 - 10.30 am

**JOINT CITY AND COUNTY HEALTH SCRUTINY COMMITTEE (8)**

The revised terms of reference for this Committee are included for approval in a separate report on this agenda.

**Date of first meeting**

13 May 2008 - 10.00 am

## **CITY HEALTH AND SOCIAL CARE COMMISSIONING BOARD (4)**

### **Terms of Reference**

The City Health and Social Care Commissioning Board (HSCCB) is a formally constituted joint committee, between Nottingham City Primary Care Trust and Nottingham City Council.

The scope of business of the Board will be focused on delivering agreed strategic priorities for health and social care services for adults. This includes cross cutting areas, specifically around mental health, learning disabilities, older people and physical disabilities. Children's services will be dealt with via Children's Partnership arrangements.

- (a) To promote effective joint commissioning and develop partnerships in order to deliver effectively against key Health and Well-being policies particularly, 'Our Health, Our Care, Our Say,' which includes the seven outcomes for adults and National Service Frameworks;
- (b) To ensure that the core values of the City Council, Nottingham City Primary Care Trust or successor bodies are taken into consideration in the approval of programmes and partnerships, approval of budgets, expenditure undertaken by partnerships and scrutiny of any actions;
- (c) to lead joint commissioning arrangements and approve the joint commissioning strategies;
- (d) To secure partnership arrangements that deliver appropriate and better outcomes for our population. To promote provision within the Health Act 1999 and any subsequent legislation which facilitates positive outcomes for service users;
- (e) To exercise approval of a programme of partnerships including the formation of new partnerships between and involving Nottingham City Council and Nottingham City Primary Care Trust or successor bodies in consultation with other NHS Trusts or partnerships as appropriate. To exercise approval of relevant budgets of each partnership within the budgets made available through the formal budget processes of each of the partners;

- (f) to scrutinise the actions and expenditure of each partnership. To ensure that plans and budgets are consistent with the relevant plans/policies and approved budgets of the City Council, the Primary Care Trust or their successor bodies;
- (g) to review the implementation relating to the discharge of functions and related financial arrangements;
- (h) to contribute to policy, practice and operational guidelines for the partnership provision of Health and Social Care services within the City in liaison with Nottingham City Council, Nottingham City Primary Care Trust or successor bodies and other partners as appropriate, including other NHS Trusts, to monitor and review the impact of any such policies;
- (i) to ensure that appropriate consultation and dialogue is undertaken with partnership stakeholders;
- (j) to prioritise the shared business, as far as possible, in a way that is timely for associated decision-making cycles, such as budget and planning cycles.

**Date of first meeting**

27 June 2008 - 2.00 pm



## **GREATER NOTTINGHAM LIGHT RAPID TRANSIT ADVISORY COMMITTEE (5)**

### **Terms of Reference**

To advise on issues relating to the construction and operation of the system (within the constraints of the contractual arrangements).

### **Date of first meeting**

10 June 2008 - 4.30 pm

## **JOINT PLANNING AND TRANSPORTATION COMMITTEE (4)**

The revised protocol to govern the operation of this Committee, are included for adoption in a separate report on this agenda.

### **Date of first meeting**

20 June 2008 - 2.00 pm

## **NOTTINGHAM EXPRESS TRANSIT (NET) PARTNERSHIP (4)**

- (a) To monitor progress and provide informed comment on the NET Line One development and operations;
- (b) To promote the concept and realisation of light rail within their own organisations and externally, both locally and to Central Government;
- (c) To advise on studies and proposals for new lines, utilising experience from NET Line One;
- (d) To provide the assistance and support of their nominating organisations in the effective realisation of a conurbation-wide NET network, fully integrated with development, regeneration and other transport initiatives;
- (e) To act as a focus for independent private sector comment and advice on all matters relating to NET;

- (f) To hear comment and advice from the GNLRT Advisory Committee, making representation as appropriate to the Line One Concessionaire and Promoters.

**Date of first meeting**

13 May 2008 - 4.30 pm