

CITY COUNCIL - 11 MAY 2009

REPORT OF THE LEADER OF THE COUNCIL

APPOINTMENTS AND FIRST MEETINGS OF BOARDS, COMMITTEES AND JOINT BODIES ETC 2009-2010

1. SUMMARY

- 1.1 This report sets out details of first meetings of the Executive Board, committees and joint bodies etc for 2009-2010 as follows:-
- Appendix 1 – terms of reference, revised membership of the Board, executive assistants, portfolio holder remits, first meeting date of the Executive Board and the terms of reference for the Executive Board Commissioning Sub Committee and its first meeting date;
 - Appendix 2 – terms of reference and first meeting dates of other Council bodies which require appointment by Council. Any proposed revisions to terms of reference have been highlighted using **bold text** in this appendix;
 - Appendix 3 - terms of reference and first meeting dates of Joint bodies, for information. Any proposed revisions to terms of reference have been highlighted using **bold text** in this appendix.
- 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.
- 1.6 The Audit Committee Terms of Reference have been amended to reflect a minor amendment to make more explicit the Committees responsibility for considering and approving the Statement of Accounts and Audit and

Inspection Plans for the Bridge Estate Charity, Highfields Leisure Park Trust and Harvey Hadden Stadium Trust.

2. RECOMMENDATIONS

It is RECOMMENDED that:-

- (1) the terms of reference, membership and first meeting date of the Executive Board be agreed, and the revised portfolio arrangements of the Executive Board be noted;
- (2) the terms of reference and first meeting date of the Executive Board Commissioning Sub Committee, be noted along with the Executive Board resolution made in January 2009 to undertake a review of the work of the Sub-Committee within 2009 to clarify whether there was a need for it to continue to meet beyond January 2010 and submit the outcomes of the review to a future meeting of the Executive Board;
- (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 (10)

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, including an additional Portfolio Holder, a reduction in the number of Executive Assistant roles and revisions to portfolio holder key responsibilities and titles. These changes will be detailed in the addendum to this report which will be circulated prior to the meeting of full Council.

Date of first meeting

19 May 2009 - 2.00 pm

EXECUTIVE BOARD COMMISSIONING SUB COMMITTEE (5)

Terms of Reference

- (i) Act as the Project Board for the development of a single framework for commissioning for the Council and One Nottingham, Nottingham's Local Strategic Partnership, including agreeing the scope of the project, overseeing the development of the commissioning framework and approving and reviewing the framework.
- (ii) Approve procurement plans associated with the Corporate Commissioning Framework.
- (iii) Approve procurement and de-procurement and Third Sector grant aid proposals above the £50,000 de-minimus level that fall within the Corporate Commissioning Framework, excluding all proposals relating to

individual provisions and other proposals as determined by the Sub-Committee.

- (iv) Receive reports on urgent commissioning decisions taken by the Leader or relevant Portfolio Holder.
- (v) Receive reports on other delegated decisions above the £50,000 de minimus level.
- (vi) Approve the Voluntary Sector Investment Programme.

Quorum

2 members

Eligibility for Membership - Leader of the Council and those Portfolio Holders whose remits include commissioning which falls within the Corporate Commissioning Framework.

Membership

Leader (Chair)

Portfolio Holder – Adult Services and Health

Portfolio Holder – Children’s Services

Portfolio Holder – Leisure, Culture and Customers

Portfolio Holder – Transport and Area Working

Note: The titles above may change in line with the revised portfolio arrangements that will be detailed in an addendum that will be circulated prior to the full Council meeting.

Date of first meeting

13 May 2008 – 4.00pm

COUNCIL BODIES

OVERVIEW AND SCRUTINY COMMITTEE (14)

- (a) Oversees and manages the Council's overview and scrutiny function, setting terms of reference and membership for its committees and task and finish panels;
- (b) Oversees and manages the Council's overview and scrutiny programme to an annual plan;
- (c) Specific responsibility for the overview and scrutiny of major corporate strategies, policies and documents and for areas of service provision or matters or wider local concern not provided for elsewhere and to make reports and recommendations to the Executive, the Authority or the responsible body on the work undertaken;
- (d) Responsibility for scrutinising all performance and resources issues, including the outcomes of corporate inspections, and for referring identified concerns to select committees for consideration;
- (e) Responsibility for scrutinising performance against all Local Area Agreement targets, and for referring identified concerns to select committees for consideration;
- (f) Establishes task and finish panels to undertake reviews, setting terms of reference, membership and timescales as necessary;
- (g) Ensures that all responsibilities placed upon overview and scrutiny bodies are carried out, including holding the Executive to account, undertaking a policy development and review role and scrutinising and making recommendations on matters which are the responsibility of the Council and on concerns or areas of interest in the wider City;

(h) Manages the call-in process in accordance with the Overview and Scrutiny Rules in Appendix 6(i) of the Core Constitution and may, for this purpose, appoint a sub-committee with delegated powers;

* All scrutiny bodies have authority under the Overview and Scrutiny Procedure Rules to invite people other than Council members and officers to attend meetings on a regular or occasional basis to give evidence, answer questions, discuss issues of local concern and/or act in an advisory role.

Date of first meeting

11 May 2008 - at the rising of Annual Council

CORPORATE PARENTING BOARD (9)

Terms of Reference

- (a) To secure member and cross-departmental involvement and commitment throughout the Council; to deliver better outcomes for children in our care.
- (b) To ensure that Nottingham City Council enables children in it's care to:
 - Have safe and stable care
 - Be well looked after
 - Be prepared for adult life
 - Grow into emotionally balanced and resilient young people
- (c) To raise the profile of looked after children and their carers, and to act as champions for the needs and rights of looked after children in the Council's various service areas, political groups and settings.
- (d) To invite people other than Council members and officers to attend meetings of the Board, on a regular or occasional basis, to act in an advisory role and to feed in the views of children and young people in care.
- (e) To make a commitment to prioritising the needs of looked after children and their carers.
- (f) To report regularly to the Children's Partnership Board (acting as the Children's Trust) on matters relating to the partnership.
- (g) To report annually to Full Council and Young Nottingham Select Committee on progress and to consider matters referred to them by Full Council, Executive Board and Young Nottingham Select Committee.
- (h) To make recommendations through Executive Board on potential strategic change required within the Council to embed this agenda.
- (i) To have the ambition to raise the standards of core services to looked after children.
- (j) To promote achievement and help to build aspirations.

- (h) To listen to the views of looked after children and young people and their carers and to involve them in the development and assessment of services.
- (i) To encourage looked after children to become active citizens.
- (j) To monitor the Council's provision for looked after children.
- (k) To oversee the provision of work placements and apprenticeships for looked after children by the City Council.
- (l) To identify best practice in other Councils, and to import these ideas as appropriate.

Accountable to: Executive Board

Meetings: Normally 6 per annum

Eligibility for Membership: 9 members, politically balanced, to include the Portfolio Holder for Children's Services (Chair) and the Leader or Deputy Leader.

Date of first meeting

18 May 2009 - 2.30 pm

AREA COMMITTEES

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

20 May 2009 - 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

27 May 2009 - 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

13 May 2009 - 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

21 May 2009 - 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

19 May 2009 - 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

2 June 2009 - 7.00 pm

Wollaton and Lenton Abbey (Area 7)

Membership

Conservative Group

Councillor Benson (**Chair**)
Councillor Morley
Councillor Culley

Liberal Democrat Group

Councillor Oldham
Councillor Sutton

Date of first meeting

14 May 2009 - 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

13 May 2009 - 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

Conservative Group

Councillor Clarke-Smith
Councillor Price
Councillor Spencer

Date of first meeting

13 May 2009 - 7.00 pm

CITY CENTRE AREA COMMITTEE (9)

Terms of Reference

- (a) To oversee the provision of services within the City Centre, the geographical remit of which to be defined as that used for corporate planning purposes;
- (b) To make arrangements to consult with interested parties on matters of concern and interest that impact on the City Centre;
- (c) to lead and co-ordinate regeneration and renewal activity at an area level;
- (d) To identify the operational needs and priorities of the commercial sector, local residents and other interested parties with regard to the City Centre and bring these to the attention of service providers;
- (e) To approve, ensure the delivery and coordination of the Council's relevant plans and to provide direction and scrutiny for specific area management operations;

- (f) To appoint task groups, as necessary, to facilitate the operation of the Committee.
- (g) To consider those crime and anti-social behaviour issues which need to be coordinated and addressed on a City Centre basis which are not being dealt with through other processes.
- (h) within budgetary limits, to be empowered to undertake any measures to achieve the following objectives:-
 - (i) the promotion or improvement of the environmental well being of the area;
 - (ii) the promotion or improvement of the social well being of the area;
 - (iii) the promotion or improvement of the economic well being of the area;
- (i) To agree priorities, work programmes and variations in performance standards, including through Transforming Neighbourhood processes, in respect of the following services:-
 - (a) Footpaths replacement;
 - (b) Street Lighting;
 - (c) Patch maintenance;
 - (d) Grounds maintenance on community parks and playgrounds;
- (j) In respect of services in the local area, and if urgent, via a panel of the Chair, Vice-Chair, and opposition member, to approve:-
 - (a) Housing environmental improvements;
 - (b) Highway environmental improvements of a local nature;
 - (c) Minor traffic schemes, diversions and closures under highways, road traffic legislation and traffic regulation orders;
 - (d) 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:-

- (e) Licensing applications;
- (f) Strategic planning applications;
- (g) Schools re-organisation;

- (h) 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;
- (k) 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 Overview and Scrutiny Committee, to include refuse collection, Housing (void properties), Community Safety and voluntary sector grants – a half-yearly report;
- (l) To advise the Executive Board and Overview and Scrutiny Committee on local needs and priorities and on the impact of Council policy on the area;
- (m) To input local needs and priorities identified through area working, to the preparation of corporate budgets, policies and strategies;
- (n) To prepare, implement and review local projects in consultation with local communities and secure funding from appropriate sources;
- (o) To build partnerships between other public, private, voluntary and community organisations, local residents' and tenants' associations;
- (p) To suggest and/or approve proposals of 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 significance; a proportion of capital receipts to be retained in accordance with a scheme to be determined by the Executive Board;
- (q) To make appointments to outside bodies (where the body relates to the area concerned) as specified by the Executive Board;
- (r) To approve any matters delegated from time to time by Council or the Executive Board;
- (s) To be responsible for the operational management of the Old Market Square and other public open spaces in the City Centre;

(t) To approve the City Centre events programme;

(u) Agree the markets and fairs trading regime and the street trading regime for the city centre.

Accountable to

Council

Meetings

Bi-monthly - normally 6 per annum

Eligibility for Membership

- (a) one member from each of Area Committees four, six and eight;
- (b) four additional councillors from across the City (subject to ensuring political balance is achieved on the Board)
- (c) the Portfolio Holder for Transport and Area Working

Officer Support

In order to provide executive support to the Committee and to ensure the co-ordination of operational officers, Officer representation at meetings will include the following:-

- Director of Sustainable Development;
- Director of Environmental Services;
- Director of Neighbourhood Management;
- Chief Executive of the Crime and Drugs Partnership.

A range of operational officers from across and beyond the Council will co-ordinate their activity and report through to the Committee. This is to be supported by a small group of executive officers liaising with the Chair of the Committee.

The service areas that will report through the Committee are as follows:-

- City Centre Management;
- Licensing;
- Street Scene;
- Neighbourhood Management;
- Highways;
- Traffic Management;
- Crime and Drugs Partnership.

Invitees

In order to ensure that the business and resident communities are taken into consideration, it is proposed that representatives of the Licensed Premises BID company and the Local Action Group be invited to meetings of the Committee.

Date of first meeting

18 May 2009 – 10.00am

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE (10)

Terms of Reference

- (a) to undertake the appointment process in respect of the Chief Executive, Deputy Chief Executive and Corporate Directors (long listing, short listing and formal interview) and, subject to having ascertained the views of the Executive Board in accordance with Standing Orders, to make recommendations to Council;
- (b) to determine the terms and conditions of City Council employees and procedures for disciplinary action and dismissal;
- (c) to designate proper officers;
- (d) 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;
- (e) to exercise any other personnel functions which cannot be the responsibility of the Executive;
- (f) to receive reports on action taken in respect of terms agreed for the Chief Executive, Deputy Chief Executive, Corporate Directors and Services Directors leaving the employment of the Council where those terms included compensation;
- (g) determines redundancies, terminations of employment (retirement) on the grounds of business efficiency, terminations of employment under the 85 year rule, ill-health retirements and flexible retirements, the exercise of discretions relating to redundancy and 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 and any exercise of discretions to increase total LGPS membership and award additional LGPS membership for the Deputy Chief Executive, Corporate Directors, and Directors. The Committee also determines terminations of employment (retirement) on the grounds of

business efficiency, terminations of employment under the 85 year rule, ill-health retirements and flexible retirements, the exercise of discretions relating to redundancy and 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 and any exercise of discretions to increase total LGPS membership and award additional LGPS membership for the Chief Executive;

- (h) to appoint an independent person to investigate matters of misconduct and capability involving the Head of Paid Service, Section 151 Officer and Monitoring Officer;
- (i) to approve any proposals for significant restructuring of the Council's management structure;
- (j) 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.

NB - "Significant restructuring"

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

Membership eligibility

10 Members; politically balanced
(one place is reserved for the relevant portfolio holder (or their substitute) in relation to matters in respect of the appointment process for the Chief Executive and Corporate Directors and the dismissal process for the Chief Executive).

Date of first meeting

7 July 2009 - 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

20 May 2009 - 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

11 May 2009 - 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

5 June 2009 - 10.00am

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.**

The statutory business of the Committee is now dealt with by a framework of Sub-Committees - initial assessment of complaints, reviews of decisions of the Assessment Sub-Committee and a Hearings Panel, considering investigative reports, making findings and applying sanctions as necessary, all meeting on an ad-hoc basis.

Date of first meeting

22 June 2009 - 10.00am

AUDIT COMMITTEE (8)

Terms of Reference

1 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, both "subject to audit" and the final document.

2 Its functions include the following:-

- (1) reviewing the mechanisms for the assessment and management of risk;
- (2) approving the Council's statement of accounts, both 'subject to audit' and the final document;
- (3) receiving the Council's reports on the Statement on Internal Control and 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;
- (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) considering and approving the Statement of Accounts and Audit and Inspection Plans for the Bridge Estate Charity, Highfields Leisure Park Trust and Harvey Hadden Stadium Trust.**

Date of first meeting

12 June 2009 – 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.

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

Date of first meeting

26 June 2009 – 10.30am

JOINT CITY AND COUNTY HEALTH SCRUTINY COMMITTEE (8)

To scrutinise health matters which impact on the Greater Nottingham area (i.e. both the Nottingham City Council area and the Broxtowe, Gedling, Hucknall and Rushcliffe areas of Nottinghamshire) to include the statutory health scrutiny role in relation to those health services which serve the conurbation of Greater Nottingham

Where an NHS Trust operates in an area wider than the Greater Nottingham area, the Joint Committee will scrutinise any health matter that affects the Greater Nottingham area and the wider area (as far as the County boundary) but will defer to the relevant City or County Health Scrutiny Committee if requested by that health scrutiny committee.

Date of first meeting

19 May 2009 - 10.15 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 **Nottingham** City Council, **NHS Nottingham City** ~~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.

Membership

(a) City Council

- Portfolio Holder for Adult **Services** and Health;
- One other Elected Member;
- Corporate Director of Adult Support and Health;
- Director of Adult Services or Director of Performance and Commissioning.

The Portfolio Holder for Adult Support and Health and the Corporate Director of Adult Support and Health will exercise decision making powers within the limits of their delegated powers.

(b) NHS Nottingham City

- Chair or Non-Executive Director;
- Chair of the Professional Executive Committee;
- Chief Executive;
- Director of Commissioning.

(c) NHS Trusts

- Representative of Nottinghamshire Healthcare NHS Trust
- Representative of Nottingham University Hospital Trust

2 Voting/Chairing

- (a) It is expected that most items will be agreed by consensus, but where this is not the case then the only persons voting on issues shall be the Portfolio Holder for Adult **Services** and Health, one other Elected Member, Chair of the Professional Executive Committee of NHS Nottingham City and the Chair or Non-Executive Director of NHS Nottingham City.
- (b) The Chair of the **Health and Social Care** Commissioning Board shall have a second or casting vote.
- (c) Voting on all issues shall be by show of hands, subject to any legal requirements.
- (d) The Chair of the **Health and Social Care** Commissioning Board shall be appointed every two years and shall be one of the 4 members detailed at 2(a) above.

3 Support

- (a) The Board will be supported by a Finance Officers Group, which will be drawn from each partner agency. The Board will also be supported by a number of joint commissioning fora and management groups focused on care groups which will be responsible for developing joint commissioning strategies, developing partnerships and securing implementation.

- (b) The Finance Officers Group will have a right to be represented at meetings of the Board unless the Board shall determine that it shall be inappropriate in any particular given circumstances for them to do so. Representatives of the management groups will attend meetings of the Board as appropriate, or as required by the Board.
- (c) Nottingham City Council will provide secretariat support through Resources Committee Services and lead officer support from the Department of Adult Support and Health.

4 Meetings

- (a) The Board shall meet between four and six times a year on a programme of meetings to be determined at the first full meeting of the Board.
- (b) The Chair of the Board shall have the right to convene, in consultation with the Corporate Director of Adult Support and Health of the City Council, the Chief Executive of the NHS Nottingham City and the Secretary to the Board, special meetings of the Board as appropriate.
- (c) All business of the Board shall be conducted in public unless and otherwise the Board so determines.
- (d) Notwithstanding the above, the provisions of Schedule 12(A) of the Local Government Act 1972 (as amended) shall apply to meetings of the Board.

5 Agenda and Reports

- (a) The summons to attend a meeting of the Board and all reports referred to in the summons shall be sent to Members of the Board at least five clear days before the meeting concerned.
- (b) Reports accompanying the agenda must be received by the Secretary two clear days prior to the despatch of the agenda summons.
- (c) Order of business at meetings (other than special meetings), shall be as follows:-

- (i) Apologies for absence
 - (ii) Declarations of Interests
 - (iii) Minutes of previous meeting (minutes of special meetings of the Board shall be forwarded to the next ordinary scheduled meeting).
 - (iv) To consider reports of the Corporate Director of Adult Support and Health (or his/her representatives).
 - (v) To consider reports of the Chief Executive of NHS Nottingham City (or his/her representatives).
 - (vi) To consider reports of representatives of the NHS Trusts.
 - (vii) To consider reports from the Finance Officers Group.
 - (viii) To consider reports from the Joint Commissioning Fora and Management Groups.
 - (ix) Other relevant items.
- (d) Unless previously agreed, all reports shall be in writing and shall conform to the style and templates of Nottingham City Council who will act as Secretary to the Board.

6 Quorum

- (a) The quorum for the meetings shall be three voting members.

7 Substitutions

- (a) Substitutions are allowed for any of the voting members, providing that notice of substitution is given one hour in advance of a meeting date.
- (b) The Corporate Director of Adult Support and Health for **Nottingham** the City Council and the Chief Executive for NHS Nottingham City may delegate such officers as they consider appropriate to attend meetings of the Board on their behalf.

8 Conduct

All members of the Board shall behave with courtesy and respect towards others and say nothing which might bring the Board into disrepute or disrupt the business of the Board, the City Council or NHS Nottingham City.

9 Reporting Lines

- (a) The Chief Executive and the Chair of the Professional Executive Committee shall ensure that items are brought to the attention of NHS Nottingham City as appropriate and that draft minutes of HSCCB will be available to the next available NHS Nottingham City Board meeting.
- (b) The Corporate Director of Adult Support and Health and the **Portfolio Holder for Adult Services and Health**, shall ensure that appropriate items are brought to the attention of the City Council as appropriate.
- (c) The Health and Social Care Commissioning Board will have a duty to report directly to Nottingham City Council and NHS Nottingham City who in turn shall report to the Local Strategic Partnership as appropriate.
- (d) Notwithstanding the above, the Health and Social Care Commissioning Board shall liaise directly with the Local Strategic Partnership as appropriate in order to discuss and resolve issues of mutual interest.
- (e) The joint commissioning fora for health and social care shall report to the Board annually, to account for business, budget and progress and at such other times as are appropriate.
- (f)
 - (i) Designated partnerships shall account to the Board annually, to account for business, progress and budget and at such other times as are appropriate.
 - (ii) Partnerships currently designated for this purpose are:-

Learning Disability Partnership Board; and the
Integrated Community Equipment Service.

- (g) The Board will review the commissioning and partnership groups which shall report to the Board on an annual basis.
- (h) The Board will request and receive reports from NHS Trusts and other bodies, as appropriate to the terms of reference and business in hand.

Date of first meeting

5 June 2009 - 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

9 July 2009 - 4.30 pm

JOINT COMMITTEE ON STRATEGIC PLANNING AND TRANSPORT (4)

- (1) Nottinghamshire County Council and Nottingham City Council (Unitary) established a Joint Committee between the two Authorities to advise on strategic planning and transport matters in Greater Nottingham in April 1998.
- (2) The protocol agreed between the two Authorities on the establishment and operation of the Joint Committee (agreed February 2000) required a two yearly review, to ensure it remained relevant to the needs of the Joint Committee.
- (3) The role of the Joint Committee is to advise the County Council and City Council on strategic planning and transport matters taking account of the best interests of the whole of Greater Nottingham.
- (4) The Joint Committee will be responsible for providing advice on regional, sub-regional and strategic planning and on transport matters including the following:
 - (a) Preparation, review, modification and monitoring of strategic planning advice to the Regional Planning Body;
 - (b) Conformity of Local Development Documents, as agreed with the Regional Planning Body, and strategic planning and transport

comments on Draft Development Plans prepared by other Local Planning Authorities;

- (c) The implementation of the Greater Nottingham elements of the 3 Cities and 3 Counties Growth Point, including the preparing of bids for funding, agreeing programmes for implementation and keeping the implementation of the Growth Point under review;
 - (d) Co-ordination of policies and management for minerals and waste matters, including joint Local Development Documents;
 - (e) Greater Nottingham Local Transport Plan;
 - (f) Strategic issues arising from the management of the Traffic Control Centre;
 - (g) Strategic issues arising from Public Transport Operations, including Bus Quality Partnerships and the development of the Nottingham Express Transit;
 - (h) Greater Nottingham Rail Development Plan;
 - (i) Regional Spatial Strategies, relevant sub-regional studies, Regional Transport Strategy, the Integrated Regional Strategy and any other regional/sub-regional consultation/consultant studies insofar as they impact upon Greater Nottingham;
 - (j) Strategic issues arising from the District Council air quality review and assessment.
- (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) Development Plan policies and strategy for the rest of the County;
 - (b) Local Transport Plan for the rest of the County;
 - (c) Planning applications within Greater Nottingham subject to the

statutory timetable;

- (d) Wider aspects of Regional Spatial Strategies and Sub-Regional Studies;
- (e) Major development proposals in areas surrounding Greater Nottingham;
- (f) Significant developments in the highway and transport networks;
- (g) Major strategic initiatives of either Authority in Greater Nottingham e.g. tackling climate change.
- (h) Economic strategies for Greater Nottingham;
- (i) Government legislation, regulations and guidance affecting strategic planning and transport matters.

Area of Responsibility

- (6) The Joint Committee will be responsible for advising on strategic planning and transport matters across the Nottinghamshire part of the of the 3 Cities Sub Area as defined by the East Midlands Regional Strategy. This area will be known as Greater Nottingham and its boundaries are illustrated on the attached Map 1. In undertaking the responsibilities for Growth Point in paragraph 4 (c) above, the area will also include Erewash Borough, to coincide with the boundaries of the Nottingham Core Housing Market Area element of the 3 Cities and 3 Counties Growth Point.

Relationship to Parent Authorities

- (7)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.

- (8) The Joint Committee will be composed of four (4) members from each authority.
- (9) With the agreement of the Chair and Vice Chair, other members may be co-opted onto the Committee from time to time to assist the Joint Committee in carrying out the responsibilities in paragraphs 4 to 6 above. Such members will not have voting rights.
- (10) The appropriateness of co-opted members will be reviewed in accordance with paragraph 17.
- (11) The Chair and Vice Chair will be appointed in alternate years by each authority. The Vice Chair will always be appointed by the authority not holding the Chair.
- (12) The Joint Committee will meet at least 4 times a year.
- (13) 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.
- (14) The secretariat of the Joint Committee will alternate annually 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.
- (15) 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.
- (16) 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 a formal deposit stage, at the Examination in Public,

at a Public Local Inquiry or at any consultation stage in the formal development plan making process, will not in any way be curtailed by membership of the Joint Committee.

- (17) 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.

Date of first meeting

17 July 2009 – 10.00am

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

2 June 2009 – 4.30pm