

APPOINTMENTS TO COUNCIL BODIES

CORPORATE PARENTING BOARD (9)

Membership

To be confirmed in the addendum to the report.

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;
 - to 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 Overview and Scrutiny on progress and to consider matters referred to them by Full Council, the Executive and Overview and Scrutiny;
- (h) to make recommendations to the Executive 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;
- (k) 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;
- (l) to encourage looked after children to become active citizens;
- (m) to monitor the Council's provision for looked after children;

- (n) to oversee the provision of work placements and apprenticeships for looked after children by the City Council;
- (o) to identify best practice in other Councils, and to import these ideas as appropriate.

Date of first meeting

18 June 2012 at 2.30 pm

AUDIT COMMITTEE (8)

Membership

8 Councillors to be confirmed in the addendum to the report, with 1 independent member to be advised of in-year.

Terms of reference

- (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 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 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.

Date of first meeting

1 June 2012 at 10.30 am

TRUSTS AND CHARITIES COMMITTEE (6)

Membership

To be confirmed in the addendum to the report.

Terms of reference

- (a) To exercise the administrative powers and duties of Full Council in relation to all trusts for which the Council is sole trustee;
- (b) to exercise the administrative powers of the "Council as Trustee" in accordance with the relevant governing documents of each trust and Charity Commission Scheme(s);
- (c) upon receipt from colleagues, to administer and approve annual reports and accounts;
- (d) approve Charity Commission returns and all other regulatory documents;
- (e) respond to enquiries from Auditors or Independent Examiners;
- (f) inquire of and respond to the Charity Commission and any other regulatory bodies;
- (g) day to day management of any City Trust or Charity with assistance from the Director of Strategic Finance, Director of Legal and Democratic Services and/or Director of Property and/or other relevant colleagues, as appropriate;
- (h) to act as manager for the Trusts and Charities, and be authorised to take all necessary administrative decisions;
- (i) to compile and maintain a comprehensive and up to date list of all City Trusts and Charities;
- (j) to take any other action deemed appropriate or necessary to ensure the proper management and administration of all City Trusts and Charities.

Date of first meeting

1 June 2012 at 2.00 pm

DEVELOPMENT CONTROL COMMITTEE (15)

Membership

To be confirmed in the addendum to the report.

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

23 May 2012 at 2.30 pm

LICENSING COMMITTEE (15)

Membership

To be confirmed in the addendum to the report.

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

14 May 2012 at the rising of full Council

REGULATORY AND APPEALS COMMITTEE (13)

Membership

To be confirmed in the addendum to the report.

*The type shown **bold** below highlights an amendment that full Council has been asked to approve in an earlier report on this agenda in relation to amendments to the Constitution. This amendment is for clarity and to correct an omission.

Terms of reference

- (a) To deal with applications for local licences and registrations of various kinds including:
 - Those licensing and registration functions and functions relating to health and safety at work set out in Schedule 1 of the Functions Regulations and are listed below under I, II, III;
 - **the Nottinghamshire County Council Act 1985**
 - regulation, under the Nottingham City Council Act 2003, of occasional sales and dealers in second-hand goods;
 - but excluding matters which are statutorily the responsibility of the Licensing Committee;
- (b) individual case panels selected by the Deputy Chief Executive/Corporate Director of Resources from a wider group of Regulatory and Appeals Committee members to constitute an Appeals Panel to hear and determine:
 - (i) appeals relating to housing rents and homelessness;
 - (ii) appeals relating to the refusal/revocation of registration under the Council's Control Scheme for Houses in Multiple Occupation;
 - (iii) day care and childminding representations;
 - (iv) access to personal files appeals;
 - (v) representations under the Data Protection Act 1998;
 - (vi) Approved Premises (Marriages) Appeals;

- (vii) statutory complaints concerning education matters

Date of first meeting

As and when required

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE (11)

Membership

To be confirmed in the addendum to the report.

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 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 the Senior Leadership Management Group (SLMG) 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 ('the DCR') and any exercise of discretions to increase total LGPS membership and award additional LGPS membership for the Deputy Chief Executive, Corporate Directors, and the SLMG. The Committee 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 DCR and any exercise of discretions to increase total LGPS membership and award additional LGPS membership for the Chief Executive. The Committee also determines terminations of employment on the grounds of business efficiency under the DCR for employees where any proposed compensation payment is in excess of £30,000;

- (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.

Date of first meeting

15 May 2012 at 2.00 pm

STANDARDS COMMITTEE (10)

N.B. This Committee will remain in place for as long as the current local determination regime exists. Under provisions introduced in and under the Localism Act 2011, it is intended that new standards arrangements will be introduced which will be the subject of a separate report to Council.

Membership (no substitutes allowed)

Councillors to be confirmed in the addendum to the report.

Independent members:

Ms Beverley Denby
 Mr David Hibbert
 Mr Trevor Savage
 Mr Brian Wells

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;
- (n) granting and supervising exemptions from political restriction.

Date of first meeting

As and when required

AREA COMMITTEES

Membership (no substitutes allowed)

Councillors representing the wards within the area of each Committee.

Bulwell and Bulwell Forest (1)

Membership

Councillor Eunice Campbell
Councillor Alan Clark
Councillor John Hartshorne
Councillor Ginny Klein
Councillor Nick McDonald
Councillor Jackie Morris

Date of first meeting

23 May 2012 at 5.30 pm

Basford and Bestwood (2)

Membership

Councillor Cat Arnold
Councillor Brian Grocock
Councillor Alex Norris
Councillor Bill Ottewell
Councillor David Smith
Councillor Mick Wildgust

Date of first meeting

30 May 2012 at 4.30 pm

West Area (Aspley, Bilborough and Leen Valley) (3)

Membership

Councillor Graham Chapman
Councillor Derek Cresswell
Councillor Glyn Jenkins
Councillor Carole Williams McCulloch
Councillor Mohammed Saghir
Councillor Leon Unczur
Councillor Marcia Watson
Councillor Malcolm Wood

Date of first meeting

16 May 2012 at 5.30 pm

Arboretum, Dunkirk and Lenton, Radford and Park (4)

Membership

Councillor Liaqat Ali
Councillor Mohammad Aslam
Councillor Merlita Bryan
Councillor Azad Choudhry
Councillor Sarah Piper
Councillor Dave Trimble
Councillor Steph Williams

Date of first meeting

22 May 2012 at 5.30 pm

Berridge and Sherwood (5)

Membership

Councillor Alex Ball
Councillor Mohammed Ibrahim
Councillor Carole Ann Jones
Councillor Toby Neal
Councillor Brian Parbutt
Councillor Jane Urquhart

Date of first meeting

24 May 2012 at 6.00 pm

Mapperley and St Anns and Dales (6)

Membership

Councillor Jon Collins
Councillor Emma Dewinton
Councillor Rosemary Healy
Councillor Sue Johnson
Councillor Gul Khan
Councillor Dave Liversidge
Councillor David Mellen
Councillor Thulani Molife
Councillor Ken Williams

Date of first meeting

15 May 2012 at 7.00 pm

Wollaton West and Wollaton East and Lenton Abbey (7)

Membership

Councillor Georgina Culley
Councillor Stuart Fox
Councillor Eileen Morley
Councillor Sally Longford
Councillor Stephen Parton

Date of first meeting

21 May 2012 at 5.00 pm

Bridge, Clifton North and South (8)

Membership

Councillor Michael Edwards
Councillor Chris Gibson
Councillor Nicola Heaton

Councillor Lee Jeffery
Councillor Ian Malcolm
Councillor Jeannie Packer
Councillor Timothy Spencer
Councillor Roger Steel

Date of first meeting

16 May 2012 at 7.00 pm

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 Overview and Scrutiny, 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 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.

CITY CENTRE AREA COMMITTEE

Membership

One Councillor from each of Area Committees four, six and eight and three additional Councillors from across the City (subject to ensuring political balance is achieved on the Committee).

Names to be confirmed in the addendum to the report.

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:
 - (i) footpaths replacement;
 - (ii) street lighting;
 - (iii) patch maintenance;
 - (iv) 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:
 - (i) housing environmental improvements;
 - (ii) highway environmental improvements of a local nature;
 - (iii) minor traffic schemes, diversions and closures under highways, road traffic legislation and traffic regulation orders;
 - (iv) 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:
- (v) licensing applications;
 - (vi) strategic planning applications;
 - (vii) schools re-organisation;
 - (viii) 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, 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 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.

Date of first meeting

28 May 2012 at 11.00 am

OVERVIEW AND SCRUTINY COMMITTEE (13)

Membership

To be confirmed in the addendum to the report.

Terms of reference

- (a) To set, manage and co-ordinate the overview and scrutiny work programme to ensure all statutory roles and responsibilities accorded to the overview and scrutiny function are fulfilled, including the ability to:
 - i. hold local decision-makers, including the Council's Executive, to account for

- their decisions, action and performance;
 - ii. review policy and contribute to the development of new policy and the strategy of the Council and other local decision-makers where it impacts on Nottingham residents;
 - iii. explore any matters affecting Nottingham and/ or its residents;
 - iv. make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive;
- (b) to maintain an overview of key strategic issues relevant to Nottingham and its residents to inform decisions about the work programme so that it is focused on, and adds value by the examination of, issues of local importance and concern;
- (c) to commission time-limited review panels (no more than 3 major reviews at any one time) to carry out an individual review in accordance with the overview and scrutiny work programme. This commissioning includes setting the remit, initial timescale, size of membership and chair of the panel to meet the needs of the review being undertaken;
- (d) to monitor the effectiveness of the overview and scrutiny work programme and the impact of outcomes from overview and scrutiny activity, including the outcomes of review panels;
- (e) to establish a sub-committee known as the Health Scrutiny Panel, to fulfil the statutory health scrutiny function, scrutinise the arrangements for the commissioning and delivery of local health services, and consider any matters referred to it by the Overview and Scrutiny Committee to support effective delivery of the overview and scrutiny work programme;
- (f) to establish a sub-committee known as the Call-In Panel to meet as required to consider call-in requests in accordance with the Council's Call-In Procedure;
- (g) to consider requests for councillor calls for action;
- (h) to receive petitions in accordance with the Council's Petitions Scheme;
- (i) to commission separate policy briefings to inform councillors about current key issues relevant to Nottingham, to aid decisions about the future overview and scrutiny work programme and prepare councillors to undertake overview and scrutiny work that has already been commissioned;
- (j) to co-opt people from outside the Council to sit on any of the overview and scrutiny bodies as relevant to support effective delivery of the overview and scrutiny work programme;
- (k) to establish a pool of no more than 5 scrutiny chairs (the membership of which will include the Chair of the Overview and Scrutiny Committee and the Chair of the Health Scrutiny Panel) who will chair scrutiny review panels and / or the Call-in Panel as required by the Overview and Scrutiny Committee.

The Committee has a number of established sub-committees:

- Call-in Panel;
- Health Scrutiny Panel
- Scrutiny Review Panels which are assigned specific time-limited reviews (number appointed by the Overview and Scrutiny Committee dependent on available

resources).

Date of first meeting

14 May 2012 at the rising of full Council

JOINT BODIES

JOINT COMMITTEE FOR APPOINTMENTS TO THE POLICE AUTHORITY (3)

Membership

To be confirmed in the addendum to the report.

Terms of Reference

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

Date of first meeting

Meets as and when required.

NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY (6)

Membership

To be confirmed in the addendum to the report.

Date of first meeting

25 May 2012 at 10.30 am

JOINT CITY AND COUNTY HEALTH SCRUTINY COMMITTEE (8)

Membership

To be confirmed in the addendum to the report.

Terms of reference

- (a) 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;
- (b) 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

15 May 2012 at 10.15 am

HEALTH AND WELLBEING BOARD (4)

Membership

Names to be confirmed in the addendum to the report.

- (a) It is the role of the Local Involvement Network (HealthWatch when constituted) representative to ensure that the diversity of the Nottingham City's patient, public and carer population is represented at meetings of the Board.
- (b) It is the role of the Third Sector Forum representative to represent and be accountable to all providers within this sector at meetings of the Board.
- (c) Substitutes for voting members are allowed for any of the voting members, providing that notice of substitution is given at least one hour in advance of a meeting date.
- (d) Substitutes for non-voting members are allowed, providing that they are empowered by the organisation they are representing to make decisions in line with the terms of reference of the Board and providing that notice of substitution is given at least one hour in advance of a meeting date.
- (e) All members of the Board are accountable to the organisation / sector which appointed them and employees of partner organisations are accountable to their respective employers. Each member has a responsibility and a role to play in the communication of the Board's business and progress through their respective organisation's mechanisms. They should be of sufficient seniority to represent the views of their organisation sector and to commit resources to the Board's business. It will be the responsibility of each partner agency to determine what those arrangements are.
- (f) The Board may co-opt additional non voting members as relevant to support effective delivery of its responsibilities.

Chairing / Voting arrangements:

- (a) the Chair of the Board shall be appointed by the Executive Board and shall be one of the councillor members.
- (b) the Vice Chair of the Board shall be appointed by the Board and shall be one of the Clinical Commissioning Group members.
- (c) it is expected that most items will be agreed by consensus but, where this is not the case, then only those members listed as voting members may vote;
- (d) In Nottingham City Council, the statutory roles of Director of Children's Services and Director of Adult Social Services are held by the same post holder who will, therefore, have two votes.
- (e) the Chair of the Board shall have a second or casting vote;
- (f) voting on all issues shall be by show of hands, subject to any legal requirements;

Terms of reference

The Nottingham City Shadow Health and Wellbeing Board will act as a shadow until the formal constitution of the Health and Wellbeing Board in April 2013, when it will become a committee of the City Council with executive powers.

During the interim period the Shadow Health and Wellbeing Board (the Board) will promote the development of robust and appropriate governance arrangements to ensure the effective introduction of the formal statutory Health and Wellbeing Board and will oversee relevant transitional arrangements for health, social care and public health until the new arrangements are fully in place for the NHS.

The Board will lead and advise on work to improve the health and wellbeing of the population of Nottingham City and specifically to reduce health inequalities. It will support the development of improved and joined up health and social care services. In support of these aims the role of the Board is:

- (a) to identify health and well-being needs and inequalities, and agree priorities across the city;
- (b) to oversee, where appropriate, the use of relevant public sector resources across a wide spectrum of services and interventions to ensure outcomes from health care, social care and public health interventions;
- (c) to prepare and publish a Joint Health and Wellbeing Strategy, supported by all stakeholders, for approval by the Council, NHS Nottingham City and the NHS Nottingham Clinical Commissioning Group to provide a strategic framework for commissioning of health care, social care and public health to meet the needs (identified in a Joint Strategic Needs Assessment);
- (d) to publish and refresh the Joint Strategic Needs Assessment (JSNA), including the Pharmaceutical Needs Assessment, so that future commissioning and policy decisions and priorities are based on evidence;
- (e) to oversee joint commissioning and joined up provision for patients, social care service users and carers, including social care, public health and NHS services with aspects of the wider local authority agenda that also impact on health and wellbeing, such as housing, education and the environment;
- (f) to consider local commissioning plans to ensure that are in line with the Joint Health and Wellbeing Strategy;
- (g) to promote public involvement in the development of the JSNA and the Health and Wellbeing Strategy;
- (h) to liaise with the NHS Commissioning Board (once established) as necessary, including to give the Board's views on the establishment and authorisation of the statutory Clinical Commissioning Group for the city, on the Group's commissioning plans to ensure that they are in line with the Health and Wellbeing Strategy and on the Group's annual assessment;
- (i) to establish time limited task and finish groups to carry out work on behalf of the Board;

- (j) to ensure that robust arrangements are in place for smooth transition into the statutory Health and Wellbeing Board by April 2013

The Board is accountable to the Executive Board of the Local Authority and in the interests of public accountability and transparency will also be subject to overview and scrutiny by the Council's existing structures for the statutory scrutiny of local authority and health functions.

All Board partner organisations agree to provide the relevant overview and scrutiny committee of the City Council with such information about the planning, provision and operation of services within their area as the committee may reasonably require to discharge its scrutiny functions. Partners will not, however, be required to give:

- Confidential information which relates to and identifies an individual unless the information is disclosed in a form ensuring that individuals' identities cannot be ascertained, or an individual consents to disclosure;
- Any information, the disclosure of which is prohibited by or under any enactment;
- Any information, the disclosure of which would breach commercial confidentiality.

Board members agree that their representatives will attend and answer such questions as appear to the committee to be necessary for discharging its functions. The committee will give the members concerned reasonable notice of the intended date of his / her appearance.

With regard to meetings:

- (a) the Board shall meet every other month 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 Vice Chair, special meetings of the Board as appropriate;
- (c) all business of the Board shall be conducted in public in accordance with the provisions of Schedule 12(A) of the Local Government Act 1972 (as amended), which shall apply to meetings of the Board;
- (d) the quorum for meetings shall be three voting members and must include at least one councillor and one representative of the Clinical Commissioning Group;
- (e) the conduct of all members of the Board shall be governed by the code of conduct of their respective organisations and members shall behave with courtesy and respect towards others and shall say nothing which might bring the Board into disrepute or disrupt the business of the Board, the City Council, NHS Nottingham City, or the Clinical Commissioning Group.

Date of first meeting

27 June 2012 at 1.30 pm

JOINT COMMITTEE ON STRATEGIC PLANNING ON TRANSPORT (4)

Membership

The Joint Committee will be composed of four Councillors from each authority.

Names of City Councillors to be confirmed in the addendum to the report.

Terms of reference

- (a) 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;
- (b) The Joint Committee will be responsible for providing advice on regional, sub-regional and strategic planning and on transport matters including the following:
 - (i) preparation, review, modification and monitoring of strategic planning advice to the Regional Planning Body;
 - (ii) conformity of Local Development;
 - (iii) documents, as agreed with the Regional Planning Body, and strategic planning and transport comments on Draft Development Plans prepared by other Local Planning Authorities;
 - (iv) 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;
 - (v) co-ordination of policies and management for minerals and waste matters, including joint Local Development Documents;
 - (vi) Greater Nottingham Local Transport Plan;
 - (vii) strategic issues arising from the management of the Traffic Control Centre;
 - (viii) strategic issues arising from Public Transport Operations, including Bus Quality Partnerships and the development of the Nottingham Express Transit;
 - (ix) Greater Nottingham Rail Development Plan;
 - (x) 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;
 - (xi) strategic issues arising from the District Council air quality review and assessment.
- (c) To assist the Joint Committee in carrying out the responsibilities in the paragraph above, they shall be entitled to receive information and to comment where they deem appropriate on other relevant matters including:
- (d) Development Plan policies and strategy for the rest of the County:
 - (i) Local Transport Plan for the rest of the County;
 - (ii) planning applications within Greater Nottingham subject to the statutory timetable;
 - (iii) wider aspects of Regional Spatial Strategies and Sub-Regional Studies;
 - (iv) major development proposals in areas surrounding Greater Nottingham;
 - (v) significant developments in the highway and transport networks;

- (vi) major strategic initiatives of either Authority in Greater Nottingham e.g. tackling climate change;
 - (vii) economic strategies for Greater Nottingham;
 - (viii) Government legislation, regulations and guidance affecting strategic planning and transport matters;
- (e) 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;
- (f) 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.

Date of first meeting

22 June 2012 at 10.00 am

GREATER NOTTINGHAM LIGHT RAPID TRANSIT ADVISORY COMMITTEE

Membership

5 City Councillors, 5 County Councillors and the following independent representatives:

PEDALS

Nottinghamshire Chamber of Commerce and Industry

Midlands Rail Passenger Committee

Nottingham Trent University

Nottinghamshire Transport 2000

Nottingham Transport Partnership

Names of City Councillors to be confirmed in the addendum to the report.

Terms of reference

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

Date of first meeting

12 June 2012 at 2.00 pm

EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

Membership

Names to be confirmed in the addendum to the report.

Terms of reference

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

- (i) Oversee and provide strategic direction for the development, implementation and on-going operation of EMSS;
- (ii) Ensure the effective delivery of the shared service functions in accordance with the terms of the agreement;
- (iii) Monitor the effectiveness of those arrangements and make recommendations to the Member Authorities e.g. in the event of any changes to legislation, developments in best practice or the requirements imposed on Member Authorities;
- (iv) On an annual basis, agree a three year business plan for EMSS including:
 - Service delivery, service development & financial objectives
 - Performance improvement & efficiency targets
 - Staffing
 - Business continuity planning
 - Risk management
- (v) Set annual capital, revenue and staffing budgets for EMSS and no later than 1st December in each year submit these to the Member Authorities for approval as part of the business plan;
- (vi) Monitor the operational performance of EMSS on a quarterly basis;
- (vii) Ensure service delivery is in accordance with the key performance indicators and agreed national, regional and local priorities;
- (viii) Ensure effective action is taken to remedy any under-performance in the delivery of services;
- (ix) Monitor the financial performance of EMSS – quarterly report and monthly updates;
- (x) Determine the arrangements for support services in agreement with the Host Authority and in consultation with the Head of Shared Service;
- (xi) Produce an annual report to the member Authorities by no later than 30th June in each year covering the performance of EMSS in the 12 month period ending on the preceding 31st March;
- (xii) Co-operate with and participate in Overview and Scrutiny exercises of the Member Authorities into the activities of EMSS;
- (xiii) Review the operation and effectiveness of the shared service arrangements at least every two years, consider ways in which the Shared Services partnership can be expanded and make recommendations to the Member Authorities as appropriate.

Date of first meeting

11 July 2012 at 4.00 pm