

**ANNUAL CITY COUNCIL – 14 MAY 2012**

**REPORT OF THE LEADER OF THE COUNCIL**

**EXECUTIVE APPOINTMENTS, REMITS AND FIRST MEETINGS – 2012-2013**

This addendum contains an amendment to a Portfolio Holder title and details of appointments to the Executive Board Commissioning Sub-Committee for noting in line with recommendations contained in my report.

The appendix in this addendum is as follows:

Amendment to Portfolio Holder title

Membership and chairing arrangements of the Executive Board Commissioning Sub-Committee.

Terms of reference for Executive Board and Executive Board Commissioning Sub Committee. These versions of the terms of reference reflect those presented to full Council in September 2011 and supersede those previously circulated with the Council agenda booklet.

### **AMENDMENT TO PORTFOLIO HOLDER TITLE**

Change Councillor Liversidge's Portfolio Holder title from Housing, Regeneration and the Community Sector to Adults, Housing and the Community Sector.

### **APPOINTMENTS TO THE EXECUTIVE BOARD COMMISSIONING SUB-COMMITTEE**

#### **EXECUTIVE BOARD COMMISSIONING SUB-COMMITTEE (5)**

Membership (no substitutes allowed)

Councillor Jon Collins  
Councillor Dave Liversidge (Chair)  
Councillor Alex Norris  
Councillor David Mellen  
Councillor Dave Trimble

## Executive Board

The City Council operates a Strong Leader and Cabinet form of governance as set out in the provisions of the Local Government Act 2000 (as amended).

The Executive Board has responsibility, delegated by the Leader, for the Council's functions which are not the responsibility of any other part of the Council, whether by law or under the constitution.

Accordingly the role of the Executive Board is to:

- (a) take key decisions;
- (b) require the development of plans and strategies for approval by full Council that form the Policy Framework, with the exception of the Licensing Policy, due to it being a non-executive function;
- (c) take all other decisions that are not delegated to a specific committee or individual within the Scheme of Delegation **or any that have been reserved by the Leader;**
- (d) to respond to reports or recommendations received from the Overview and Scrutiny Panels within two months of receipt and to publish the response if the report or recommendation has been published, excepting when reports or recommendations have been received by individual members of the Executive, in which case the responsibility to respond and publish lies with that individual.

The Executive Board normally meets once per month at times agreed by the Leader.

The Executive Board's membership comprises the Leader of the Council, the Deputy Leader and up to eight other City Councillors. Political balance rules do not apply and the Board is currently a single party Executive.

### **Executive Board Commissioning Sub-Committee**

- (a) To review the implementation of the Commissioning Framework across the City Council and One Nottingham;
- (b) to evaluate the impact and success of the City Council and One Nottingham Commissioning Framework;
- (c) to approve procurement plans which have been identified for review in the annual work programme approved by the Sub-Committee, noting that the inclusion of a procurement plan within the annual work programme removes the individual delegated authority to approve the plan from the relevant Portfolio Holder, making it a decisions that may only be taken by the Executive Board, its Sub-Committee, or the Leader;
- (d) to approve commissioning and de-commissioning and third sector grant aid proposals above £25,000 (including decisions that have been identified in the Executive Forward Plan of Key Decisions in accordance with regulations<sup>1</sup>) subject to them being identified for review in the annual work programme approved by the Sub-Committee, but noting that there may be exceptional circumstances when urgent decisions are required to be taken that will not have been included in the work programme);
- (e) to review, by exception, outcomes achieved and delivery against the Nottingham Commissioning Framework's Guiding Principles of commissioning and de-commissioning and third sector grant aid proposals above £50,000;
- (f) to receive reports on urgent commissioning decisions taken by the Leader or relevant Portfolio Holder;
- (g) to approve the Framework for Grant Aid and the Voluntary Sector Investment Programme;
- (h) to co-opt two non-voting members to represent the Voluntary Sector, namely Nottingham Council for Voluntary Services and Nottingham Equal;
- (i) to co-opt the Chair of the Health and Wellbeing Board as a non-voting member.

The Sub-Committee is accountable to the Executive Board and minutes of the Sub-Committee are to be reported to the Executive Board.

The Sub-Committee meets monthly and the membership comprises of the Leader of the Council, those Portfolio Holders whose remits include commissioning which falls within the Corporate Commissioning Framework and two co-opted members (non-voting) from Nottingham Council for Voluntary Services and Nottingham Equal.

The quorum for this Committee has been fixed at 2.

<sup>1</sup>S.13 Local Authorities (Executive Arrangements) (Access to Information) England Regulations 2000