

ANNUAL CITY COUNCIL – 14 MAY 2012

REPORT OF THE LEADER OF THE COUNCIL

**APPOINTMENTS TO AND FIRST MEETINGS OF COMMITTEES/BOARD
AND JOINT BODIES 2012-2013**

This addendum contains details of group nominations and substitutes, for noting and agreement in line with recommendations contained in my report.

The appendices in this addendum are as follows:

Appendix 1:

Proposed membership, substitutes and chairing arrangements (where applicable), of Council bodies which require appointment by Council.

Appendix 2:

Proposed membership and substitutes for Joint Bodies

Appendix 3:

Terms of Reference for Overview and Scrutiny Committee, Appointments and Conditions of Service Committee, Area Committees, Licensing Committee, Regulatory and Appeals Committee and Development Control Committee. These versions are those adopted by full Council in September 2011 and supersede those previously circulated with the Council agenda booklet.

APPOINTMENTS TO OTHER COUNCIL BODIES**CORPORATE PARENTING BOARD (9) (7:2)****Labour Group**

Councillor E Dewinton
 Councillor E Campbell
 Councillor G Jenkins
 Councillor G Klein
 Councillor C McCulloch
 Councillor D Mellen
 Councillor J Morris

Substitutes -

Councillor L Ali
 Councillor M Ibrahim
 Councillor D Liversidge
 Councillor T Molife
 Councillor A Norris
 Councillor J Urquhart

Conservative Group

Councillor G Culley
 Councillor E Morley

Substitutes -

Councillor S Parton
 Councillor T Spencer
 Councillor R Steel

AUDIT COMMITTEE (9) (7:2)**Labour Group**

Councillor M Aslam
 Councillor S Fox
 Councillor J Hartshorne
 Councillor N Heaton
 Councillor T Molife
 Councillor S Piper
 Councillor K Williams (Chair)

Substitutes -

Councillor A Ball
 Councillor M Bryan
 Councillor E Dewinton
 Councillor C Gibson
 Councillor C Jones
 Councillor M Saghir

Conservative Group

Councillor S Parton
 Councillor R Steel

Substitutes -

Councillor G Culley
 Councillor E Morley
 Councillor T Spencer

TRUSTS AND CHARITIES COMMITTEE (9) (7:2)**Labour Group**

Councillor L Ali
 Councillor J Hartshorne (Chair)
 Councillor J Morris
 Councillor S Williams
 Councillor C Jones
 Councillor K Williams
 Councillor T Molife

Conservative Group

Councillor T Spencer
 Councillor R Steel

Substitutes -

Councillor G Culley
 Councillor E Morley
 Councillor S Parton

Substitutes -
Councillor M Aslam
Councillor A Norris
Councillor E Dewinton
Councillor M Ibrahim
Councillor G Jenkins
Councillor D Mellen

DEVELOPMENT CONTROL COMMITTEE (15) (13:2)

Labour Group

Councillor L Ali
Councillor C Arnold
Councillor G Chapman
Councillor A Choudhry
Councillor A Clark
Councillor E Dewinton
Councillor C Gibson (Chair)
Councillor G Khan
Councillor M Edwards
Councillor G Klein
Councillor S Longford
Councillor I Malcolm
Councillor M Wood

Substitutes -
Councillor M Aslam
Councillor T Neal
Councillor J Urquhart
Councillor M Watson
Councillor G Jenkins
Councillor R Healy

Conservative Group

Councillor E Morley
Councillor R Steel

Substitutes -
Councillor G Culley
Councillor S Parton
Councillor T Spencer

LICENSING COMMITTEE (15) (13:2)

Labour Group

Councillor L Ali
Councillor D Cresswell
Councillor B Grocock (Chair)
Councillor M Ibrahim
Councillor G Jenkins
Councillor G Khan
Councillor D Smith
Councillor M Saghir
Councillor M Wildgust
Councillor A Choudhry
Councillor J Morris
Councillor B Ottewell
Vacancy

Substitutes -
Councillor A Norris
Councillor S Williams

Conservative Group

Councillor S Parton
Councillor R Steel

Substitutes -
Councillor G Culley
Councillor E Morley
Councillor T Spencer

Councillor C McCulloch
Councillor T Neal
Councillor R Healy
Vacancy

REGULATORY AND APPEALS COMMITTEE (13) (11:2)

Labour Group

Councillor L Ali
Councillor D Cresswell
Councillor B Grocock (Chair)
Councillor M Ibrahim
Councillor G Jenkins
Councillor G Khan
Councillor T Molife
Councillor M Saghir
Councillor D Smith
Councillor M Wildgust
Councillor A Choudhry

Conservative Group

Councillor S Parton
Councillor T Spencer

Substitutes -
Councillor G Culley
Councillor E Morley
Councillor R Steel

Substitutes -
Councillor C McCulloch
Councillor N McDonald
Councillor J Morris
Councillor A Norris
Councillor S Williams
Vacancy

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE (11) (9:2)

Labour Group

Councillor M Bryan
Councillor E Campbell
Councillor G Chapman
Councillor A Clark
Councillor J Collins
Councillor N McDonald
Councillor D Mellen
Councillor T Neal (Chair)
Councillor A Norris

Conservative Group

Councillor G Culley
Councillor E Morley

Substitutes -
Councillor S Parton
Councillor T Spencer
Councillor R Steel

Substitutes -
Councillor A Ball
Councillor D Cresswell
Councillor D Liversidge
Councillor D Trimble
Councillor J Urquhart
Councillor G Khan

STANDARDS COMMITTEE (6) (5:1) plus 4 independent Members

Labour Group

Councillor C McCulloch

Conservative Group

Councillor G Culley

Councillor T Neal (Spokesperson)
Councillor J Urquhart
Councillor C Jones
Vacancy

CITY CENTRE AREA COMMITTEE (7) (5:2)

Labour Group

Councillor J Collins
Councillor N McDonald
Councillor D Mellen
Councillor S Williams
Councillor M Edwards (Chair)

Substitutes -

Councillor T Neal
Councillor A Norris
Councillor M Ibrahim
Councillor G Jenkins
Vacancy
Vacancy

Conservative Group

Councillor E Morley
Councillor S Parton

Substitutes -

Councillor G Culley
Councillor T Spencer
Councillor R Steel

OVERVIEW AND SCRUTINY COMMITTEE (14) (12:2)

Plus 2 Independent Members to be appointed by the Overview and Scrutiny Committee.

Labour Group

Councillor E Dewinton
Councillor R Healy
Councillor G Jenkins
Councillor G Khan
Councillor G Klein
Councillor T Molife
Councillor M Watson
Councillor B Parbutt (Chair)
Councillor S Williams
Councillor A Choudhry
Councillor J Hartshorne
Councillor M Bryan

Substitutes -

Councillor T Neal
Councillor S Fox
Councillor I Malcolm
Councillor J Morris
Vacancy
Vacancy

Conservative Group

Councillor G Culley
Councillor S Parton

Substitutes -

Councillor E Morley
Councillor T Spencer
Councillor R Steel

JOINT BODIES

**JOINT COMMITTEE FOR APPOINTMENTS TO THE POLICE AUTHORITY
(3) (3:0)**

City Membership

Labour Group

Councillor J Collins
Councillor I Malcolm
Councillor C McCulloch

Nominations to the Joint Committee for Appointments to the Police Authority are only until November 2012.

**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE
AUTHORITY (6) (5:1)**

City Membership

Labour Group

Councillor D Smith
Councillor J Collins
Councillor B Grocock
Councillor M Wood
Councillor A Norris

Conservative Group

Councillor T Spencer

JOINT CITY AND COUNTY HEALTH SCRUTINY COMMITTEE (8) (7:1)

City Membership

Labour Group

Councillor M Aslam
Councillor G Klein
Councillor E Dewinton
Councillor E Campbell
Councillor C Jones
Councillor A Choudhry
Councillor T Molife

Conservative Group

Councillor T Spencer

HEALTH AND WELLBEING BOARD (4) (4:0)

City Membership

Labour Group

Councillor N Heaton
Councillor J Collins
Councillor D Liversidge
Councillor D Mellen

JOINT COMMITTEE ON STRATEGIC PLANNING AND TRANSPORT (4)
(4:0)

City Membership

Labour Group

Councillor A Clark
Councillor T Neal
Councillor I Malcolm
Councillor J Urquhart

GREATER NOTTINGHAM LIGHT RAPID TRANSIT ADVISORY COMMITTEE
(5) (5:0)

City Membership

Labour Group

Councillor T Neal
Councillor J Hartshorne
Councillor A Norris
Councillor S Piper
Councillor D Trimble

Substitutes -

Councillor S Fox
Councillor I Malcolm
Councillor R Healy
Councillor T Molife
Vacancy
Vacancy

EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE (2) (2:0)

City Membership

Labour Group

Councillor G Chapman
Councillor A Clark

Overview and Scrutiny Committee

- (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.

Membership will include two individuals co-opted (with voting rights) from outside the Council. Membership must not include members of the Executive Board. The allocation of seats on the Committee between political groups will be determined on a year by year basis.

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).

Appointments and Conditions of Service Committee

- (a) To undertake the appointment process (long listing, short listing and formal interviews) (or to appoint a politically balanced panel to undertake long listing and, short listing) in respect of the Chief Executive, Deputy Chief Executive and Corporate Directors, 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 the Senior Leadership Management Group (SLMG) leaving the employment of the Council where those terms included compensation;
- (g) determines redundancies, ill health retirements, flexible retirements and terminations of employment by mutual agreement on grounds of business efficiency, under the 85 year rule, in the interests of the efficient exercise of the Council's functions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 ('the DCR') and any exercise of discretions to increase total LGPS membership and award additional LGPS membership for the Chief Executive, Deputy Chief Executive, Corporate Directors and Directors subject in the event of a proposed dismissal to relevant notification to the proper officer, and the Executive and relevant consultation with nominated elected members and relevant approval as specified in the Officer Employment Procedure Rules (Part 4);
- (h) determines flexible retirements and terminations of employment by mutual agreement on the grounds of business efficiency, terminations of employment under the 85 year rule, in the interests of the efficient exercise of the Council's functions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 ('the DCR') and any exercise of discretions to increase total LGPS membership and award additional LGPS membership for any employee who is part of the Senior Leadership Management Group below the level of Director. The Committee also determines terminations of employment by mutual agreement, and following consultation with the appropriate Portfolio Holder(s), on the grounds of business efficiency under the DCR for employees where any proposed compensation payment is in excess of £30,000;

- (i) to appoint an independent person to investigate matters of misconduct and capability involving the Head of Paid Service, Section 151 Officer and Monitoring Officer;
- (j) 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"

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

The Committee is accountable to Council, has 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 Director and the dismissal process for the Chief Executive)), and usually has 5 meetings per annum.

Area Committees

Area Committees, including the City Centre Area Committee, can exercise both executive and non-executive functions delegated to them by the Executive and Full Council accordingly. The terms of reference of Areas 1 to 9 are set out below and the terms of reference of the City Centre Area Committee then follow.

- (a) To approve, ensure the delivery of and monitor ward 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 wellbeing of their area;
 - (ii) the promotion of improvement or improvement of the social wellbeing of their area;
 - (iii) the promotion or improvement of the environmental wellbeing of their area;
- (e) to agree priorities, work programmes, and variations in performance standards, including through Transforming Neighbourhoods processes, for services such as, but not limited to:
 - (i) footpath replacement;
 - (ii) street lighting;
 - (iii) patch maintenance;
 - (iv) 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 Councillor (if there is one) and a community representative, to approve:
 - (i) housing environmental improvements;
 - (ii) highway environmental improvements of a local nature;
 - (iii) minor traffic schemes, diversions and closures under highways and road traffic legislation, of a local nature;
 - (iv) applications for footpath closures on grounds of amenity or development;
 - (v) requests for the making, variation or revocation of gating orders;and to be consulted on proposals for the following services in relation to the local area:
 - (vi) strategic planning applications;
 - (vii) schools re-organisation;
 - (viii) detailed proposals for landscaping, open space provisions, 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, to include:

- (i) refuse collection;
 - (ii) housing – void properties;
 - (iii) community safety;
 - (iv) voluntary sector grants – a half yearly report;
- (h) to contribute to Best Value Reviews;
- (i) to advise the Executive Board and the 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 £25,000 to community or voluntary organisations for the 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.

Area Committees are accountable to Council and the Executive Board and there are usually 6 meetings per annum for each Area Committee.

Membership comprises, for each Area Committee, the Councillors who represent the wards within the area of that Committee. Substitutes are not permitted.

By provisions contained in regulation 16A of the Local Government (Committees and Political Groups) Regulations 1990, Area Committees need not reflect the political balance of the Council as a whole where the Councillors on those committees were elected for wards wholly or partly within the area concerned. A Councillor on the Executive Board may serve on the Area Committee appropriate to their ward. Co-options to the committees may be made.

Where there is an equality of party representation on an Area Committee, the Chair is appointed by Council, Area Committees themselves appointing the Chair in all other circumstances.

The terms of reference of the City Centre Area committee are as follows:

City Centre Area Committee

- (a) To oversee the provision of services within the City centre, the geographical remit of which is 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 co-ordination of the Council's relevant plans and to provide direction and scrutiny for specific area management operations;
 - (f) to appoint tasks groups, as necessary, to facilitate the operation of the Committee;
 - (g) to consider those crime and anti-social behaviour issues which need to be co-ordinated 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 wellbeing of the area;
 - (ii) the promotion or improvement of the social wellbeing of the area;
 - (iii) the promotion or improvement of the economic wellbeing of the area;
 - (i) to agree priorities, work programmes, and variations in performance standards, including through Transforming Neighbourhoods processes, for services such as, but not limited to:
 - (i) footpath replacement;
 - (ii) street lighting;
 - (iii) patch maintenance;
 - (iv) grounds maintenance on community parks and playgrounds (excluding heritage sites and Bulwell Hall and Bulwell Forest Golf Courses);
 - (j) in respect of services in the local area, and if urgent, via a panel of the Chair, Vice-Chair, and opposition Councillor, 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;
 - (v) requests for the making, variation or revocation of gating orders;
- and to be consulted on proposals for the following services in relation to the local area:
- (vi) strategic planning applications;
 - (vii) schools re-organisation;

- (viii) detailed proposals for landscaping, open space provisions, 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 the 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 or 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 other than in relation to the designation of streets and determination of applications which shall remain the responsibility of the Regulatory and Appeals Committee.

The Committee is accountable to Council and usually has 6 meetings per annum.

The membership comprises one Councillor from Area Committees four, six and eight and 3 additional Councillors from across the City (subject to ensuring political balance is achieved on the Committee).

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 (or a

representative if for any reason the named Officer is unable to attend):

- (i) Director of Sustainable Development;
- (ii) Director of Environmental Services;
- (iii) Director of Neighbourhoods and Communities;
- (iv) 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 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 to the Committee are as follows:

- (i) City Centre Management;
- (ii) City Services;
- (iii) Neighbourhood Management;
- (iv) Highways;
- (v) Traffic Management;
- (vi) Crime and Drugs Partnership.
- (vii) Markets and Fairs

Licensing Committee

To undertake those functions of the Licensing Authority prescribed by the Licensing Act 2003 and the Gambling Act 2005, including the power to prescribe fees under section 212 of the Gambling Act 2005.

The Committee is accountable to Council (as Licensing Authority), has between 10 and 15 members (not politically balanced) and meets as and when required.

The Licensing Committee has established a Special Licensing Panel (to consider complex or contentious licensing applications and reviews of licences) and a number of "ordinary" Licensing Panels to deal with all other contested applications except:

- where representations are received relating to 'cumulative impact'. Cumulative impact other than in a designated Saturation Zone;
- any contested application which a Panel feels should be referred to the main Committee.

Regulatory and Appeals Committee

- (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 which are contained in Schedule 1 of the Functions Regulations and are listed below under I, II and 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) To deal with all powers relating to smoke free premises listed in paragraph F of Schedule 1 of the Functions Regulations.
- (c) To provide 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.

The Committee is accountable to Council, has 13 members (politically balanced), and meets as and when required.

I. Licensing and Registration Functions

- 1 Power to issue licences authorising the use of land as a caravan site ("site licences")
- 2 Power to license the use of moveable dwellings and camping sites
- 3 Power to license hackney carriages and private hire vehicles
- 4 Power to license drivers of hackney carriages and private hire vehicles
- 5 Power to license operators of hackney carriages and private hire vehicles
- 6 Power to register pool promoters
- 7 Power to grant track betting licences
- 8 Power to license inter-track betting schemes
- 9 Power to grant permits in respect of premises with amusement machines

- 10 Power to register societies wishing to promote lotteries
- 11 Power to grant permits in respect of premises where amusements with prizes are provided
- 12 Power to license sex shops and sex cinemas, and sexual entertainment venues
- 13 Power to license performances of hypnotism
- 14 Power to license premises for acupuncture, tattooing, ear-piercing and electrolysis
- 15 Power to license pleasure boats and pleasure vessels
- 16 Power to license market and street trading
- 17 Duty to keep list of persons entitled to sell non-medicinal poisons
- 18 Power to license dealers on game and the killing and selling of game
- 19 Power to register and license premises for the preparation of food
- 20 Power to license scrap yards
- 21 Power to issue, amend or replace safety certificates (whether general or special) for sports grounds
- 22 Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds
- 23 Power to license premises for the breeding of dogs
- 24 Power to license pets shops and other establishments where animals are bred or kept for the purposes of carrying on a business
- 25 Power to register animal trainers and exhibitors
- 26 Power to license zoos
- 27 Power to license dangerous wild animals
- 28 Power to license knackers' yards
- 29 Power to license the employment of children
- 30 Power to approve premises for the solemnisation of marriages and civil partnerships
- 33 Power to license persons to collect for charitable and other causes
- 34 Power to grant consent for the operation of a loudspeaker
- 35 Power to license agencies for the supply of nurses
- 36 Power to issue licences for the movement of pigs
- 37 Power to license the sale of pigs
- 38 Power to license collecting centres for the movement of pigs
- 39 Power to issue a licence to move cattle from a market
- 40 Power to sanction use of parts of buildings for storage of celluloid
- 41 Power to approve meat product premises
- 42 Power to approve premises for the production of minced meat or meat preparations
- 43 Power to approve dairy establishments
- 44 Power to approve egg product establishments
- 45 Power to issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods
- 46 Power to approve fish products premises
- 47 Power to approve dispatch of purification centres
- 48 Power to register fishing vessels on board which shrimps or molluscs are cooked
- 49 Power to approve factory vessels and fishery product establishments
- 50 Power to register auction and wholesale markets
- 51 Duty to keep register of food business premises
- 52 Power to register food business premises
- 54 Power to register motor salvage operators

II. Functions relating to health and safety at work

- 1 Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connections with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority’s capacity as an employer

III Conditions etc. and Enforcement

- 1 The functions of imposing any conditions, limitation or other restriction on any approval, consent, licence, permission or registration granted in the exercise of any of the above functions and determining any other terms to which any such approval, consent, licence, permission or registration is subject
- 2 The function of determining whether, and in what manner, to enforce:
 - (a) any contravention or failure to comply with an approval, consent, licence, permission or registration granted as mentioned above; or
 - (b) any failure to comply with a condition, limitation or term to which any such approval, consent, licence, permission or registration is subject
- 3 The function of:
 - (a) amending, modifying or varying any such approval, consent, licence, permissions or registration as is mentioned above, or any conditions, limitation or term to which it is subject; or
 - (b) revoking any such approval, consent, licence, permission or registration
- 4 The function of determining:
 - (a) whether a charge should be made for any approval, consent, licence, permit or registration as is mentioned above; and
 - (b) where a charge is made for any such approval, consent, licence, permit or registration, the amount of the charge
- 5 The power to enforce byelaws.

Development Control Committee

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

e.g. Executive Board is responsible for formulating the Development Plan, for approval by full Council, and in doing so will consult the Development Control Committee.

The Development Control Committee is accountable to Council, has 15 members (politically balanced) and usually has 12 meetings per annum. Whilst a number of delegations to Officers exist the following matters must be referred to the Committee:-

- (i) No application can be determined by officers where the decisions would be:
 - contrary to the provisions of the Development Plan;
 - contrary to approved City Council planning policy;
 - contrary to a previous decision of the Development Control Committee; or
 - contrary to a recommendation of any statutory consultee;
- (ii) items which give rise to complex or sensitive issues should be referred to committee for determination. Applications for A3, A4 and A5 uses are considered to be sensitive in all cases. All planning applications made by, or on behalf of Councillors, are considered to be sensitive, requiring determination by the Development Control Committee;
- (iii) although applications requiring Section 106 agreements are often complex or sensitive, Development Control Committee have granted delegated powers to enter into agreements required in connection with straightforward planning applications, provided that such agreements are being negotiated in accordance with approved planning guidance. 'Non standard' agreements remain a Committee matter.