

APPOINTMENTS TO COUNCIL BODIES

CORPORATE PARENTING BOARD (9)

Membership

To be confirmed in the addendum to the report.

Terms of reference

- (a) To secure Councillor 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 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 City Councillors 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 partnership;
- (g) to report annually to Full Council on progress and to consider matters referred to it by Full Council and the Executive Board.
- (h) to make recommendations through the 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 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.

The Board is accountable to the Executive Board, has 9 members (politically balanced, to include the Portfolio Holder for Children's Services (Chair) and the Leader or Deputy Leader), and usually has 6 meetings per annum.

Date of first meeting

3 June 2013 at 2.30 pm

AUDIT COMMITTEE (9)

Membership

9 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) over 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 Statement 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 the Council's 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;
- (11) overseeing the Partnership Governance Framework, including annual health checks and the Register of Significant Partnerships.

The Committee is accountable to Council, has 9 non-executive members (politically balanced) plus 1 independent member, and normally has 6 meetings per annum.

Date of first meeting

26 July 2013 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

31 May 2013 at 2.00 pm

PLANNING COMMITTEE (15)

Membership

To be confirmed in the addendum to the report.

Terms of reference

- (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 Planning 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.

The Planning 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
 - result in the granting of planning permission that would be a significant departure from the adopted Development Plan; or
 - Result in the approval of an application for a similar scheme, on the same site, that has been previously refused by the Committee; or
 - Directly conflict with the recommendation of any external statutory consultee unless those concerns will be overcome by condition or planning obligation.
- (ii) Any application which gives rise to complex or sensitive issues should be referred to committee for determination. For the purposes of this section, 'complex or sensitive' includes:
 - 1) An application that has generated significant public interest that is contrary to the officer recommendation
 - 2) A major application on a prominent site, where there are important land-use, design or heritage considerations
 - 3) An application for the conversion of family housing to a house in multiple

occupation (HMO) in an area where there is already a high concentration of HMOs and where the recommendation would conflict with adopted planning policies

- 4) An application in relation to which a Nottingham City Councillor has submitted a written request (giving valid planning reasons), within the statutory consultation period, for the application to be determined by Committee
- 5) Where an application has been submitted by a Nottingham City Councillor or on behalf of a Nottingham City Councillor
- 6) An application that is recommended for approval, but where any planning obligations are proposed to be waived, or are substantially less than typically required by adopted planning policies.

Date of first meeting

22 May 2013 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, 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.

Date of first meeting

20 May 2013 at the rising of full Council

REGULATORY AND APPEALS COMMITTEE (13)

Membership

To be confirmed in the addendum to the report.

Terms of reference

- (a) To deal with applications for local licences and registrations of various kinds

including:

- (i) 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:
 - (ii) the Nottinghamshire County Council Act 1985
 - (iii) regulation, under the Nottingham City Council Act 2003, of occasional sales and dealers in second-hand goods
 - (iv) 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.
- (d) Unless specifically catered for elsewhere, the adoption or approval of any plan or strategy relating to the Licensing and Regulatory functions listed in Part B of Schedule 1 of the Functions Regulations 2000

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.

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 (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) to determine 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) to determine 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;
- (k) 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.

Date of first meeting

21 May 2013 at the rising of Executive Board

AREA COMMITTEES

Membership (no substitutes allowed)

Councillors representing the wards within the area of each Committee.

Bulwell and Bulwell Forest

Membership

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

Date of first meeting

22 May 2013 at 5.30 pm

Basford and Bestwood

Membership

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

Date of first meeting

29 May 2013 at 4.30 pm

West Area (Aspley, Bilborough and Leen Valley)

Membership

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

Date of first meeting

22 May 2013 at 5.30 pm

Arboretum, Dunkirk and Lenton, Radford and Park

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 2013 at 5.30 pm

Berridge and Sherwood

Membership

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

Date of first meeting

23 May 2013 at 6.00 pm

Area Committee East (Mapperley, Dales and St Anns)

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

21 May 2013 at 7.00 pm

Wollaton West and Wollaton East and Lenton Abbey

Membership

Councillor Georgina Culley
Councillor Sam Webster

Councillor Eileen Morley
Councillor Sally Longford
Vacancy

Date of first meeting

3 June 2013 at 5.00 pm

Area 8 Committee (Bridge, Clifton North and Clifton South)

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

23 May 2013 at 7.00 pm

Terms of reference

Area One	Bulwell and Bulwell Forest	North Locality
Area Two	Basford and Bestwood	North Locality
Area Three (known as West Area)	Aspley, Bilborough and Leen Valley	North Locality
Area Four	Arboretum, Dunkirk and Lenton, Radford and Park	Central Locality
Area Five	Berridge and Sherwood	Central Locality
Area Six	Mapperley and St Anns and Dales	South Locality
Area Seven	Wollaton West and Wollaton East and Lenton Abbey	Central Locality
Area Eight	Bridge, Clifton North and Clifton South	South Locality

Area Committees 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 8 are set out below

- (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 Committee , 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 4 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.

CITY CENTRE FORUM

Membership

Names to be confirmed in the addendum to the report.

Terms of reference

The City Centre Forum aims to support the aspirations within the Nottingham Growth Plan to develop a sustainable, vibrant city centre through a thriving retail and leisure offer. To achieve this objective, and via its relationship to the Executive Board City Centre Committee, the Forum will have an advisory and consultative role on city centre issues at a strategic level and will encourage cross-collaboration between partners. It will influence and steer activities aligned to the City Centre Strategy.

The role of the Forum is:

- (a) to review the implementation of the City Centre Strategy and Retail Review;
- (b) to develop a cross partnership forward plan to ensure that City Centre

- transformation is part of the City Centre Strategy;
- (c) to advise the Executive Board City Centre Committee on key issues and policies affecting the City Centre and the appropriate responses to address such issues;
 - (d) to 'scan the horizon' and interpret key challenges, strategic issues and national policy to inform future plans and to mitigate against any negative impacts upon the City Centre.

Membership

Membership will comprise the following **voting** members :

The Portfolio Holder for Jobs, Skills and Business

The Portfolio Holders for Planning and Transportation, Leisure, Culture and Tourism and Area Working, Cleansing and Community Safety (it being noted that the provisions regarding attendance at meetings as set out in paragraph 1.3, Section 5, Part 2 of the Constitution do not apply to these Councillors in respect of attendance at this Forum)

One Councillor from each of the following 5 wards, Arboretum, Bridge, Radford and Park, Dales and St Anns

One Councillor from the minority group (if not included as a city centre ward councillor)*

The Chair of the Retail/Leisure BID

2 representatives from the Retail/Leisure BID

The Chair (or their nominee) from the IIN Retail Forum

1 representative from the IIN Retail Forum

The Chief Executive (or their nominee) from Experience Nottinghamshire

The Chair of the Licensing Committee

The Chair of the Planning Committee

1 Councillor representing the Bridge Estate (drawn from the Trusts and Charities Committee)

1 representative from Capital Shopping Centres

The Deputy Director for Community Protection, Notts Constabulary

The Chair will be elected by the Forum from its membership. The Vice-Chair will be elected by the Forum from amongst the business sector members only.

Substitutes are allowed for all members provided that notice of substitution is provided to Constitutional Services no less than one hour in advance of any meeting.

All co-opted members on the Forum (i.e. all those who are not Councillors of Nottingham City Council) must observe the Council's Code of Conduct and sign the acceptance of office.

*N.B. political balance applies to advisory bodies within the formal governance structure of the Council and membership drawn from minority groups must be reviewed when the political balance on the Council changes.

Meetings

The Forum will meet at least quarterly but the Chair shall have the right, in consultation with the Vice-Chair, to convene additional meetings of the Forum as appropriate.

The quorum will comprise 3 voting members and must include one Councillor and one representative from the business sector.

It is expected that most issues will be agreed by consensus but where this is not possible matters will be decided by a majority of those present and entitled to vote. If there are an equal number of votes for and against, the Chair will have a second or casting vote.

All business of the Forum will be conducted in public in accordance with the provisions of Schedule 12 of the Local Government Act 1972 (as amended).

Date of first meeting

3 June 2013 at 3.30 pm

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, with the exception of health scrutiny, 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 work with the Health Scrutiny Panel, to support effective delivery of a co-ordinated overview and scrutiny work programme. This may include making referrals of issues for potential scrutiny to the Health Scrutiny Panel;
- (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) 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;
- 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

20 May 2013 at the rising of full Council

HEALTH SCRUTINY PANEL (10)

Membership

To be confirmed in the addendum to the report.

Terms of reference

- (a) To set and manage its work programme to fulfil the overview and scrutiny roles and responsibilities in relation to health and social care matters, including, for matters within its remit, 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 exercise the Council's statutory role in scrutinising health services for the City in accordance with National Health Service Act 2006 as amended and associated regulations and guidance;
- (c) To engage with and respond to formal and informal consultations from local health service commissioners and providers;
- (d) To scrutinise the commissioning and delivery of local health and social care services to ensure reduced health inequalities, access to services and the best outcomes for citizens;
- (e) To hold the Health and Wellbeing Board to account for its work to improve the health and wellbeing of the population of Nottingham City and to reduce health inequalities;
- (f) To work with, and consider referrals from the Overview and Scrutiny Committee, to support effective delivery of a co-ordinated overview and scrutiny work programme;
- (g) To respond to referrals from, and make referrals to, Healthwatch Nottingham as appropriate;
- (h) In consultation with the Chair of Overview and Scrutiny, to commission time-limited review panels (no more than 1 major review at any one time) to carry out a review of a matter within its remit. This commissioning includes setting the remit, initial timescale and size of membership to meet the needs of the review being undertaken. Review Panels will be chaired by the Chair of the Health Scrutiny Panel;
- (i) To monitor the effectiveness of its work programme and the impact of outcomes from its scrutiny activity;
- (j) To appoint a lead health scrutiny councillor for the purposes of liaising with stakeholders on behalf of the health scrutiny function, including the Health and Wellbeing Board, Healthwatch Nottingham and the Portfolio Holder with responsibility for health and social care issues;
- (k) To co-opt people from outside the Council to sit on the Panel or any review panels it commissions as relevant to support effective delivery of the overview and scrutiny work programme.

Membership

It is proposed that the Health Scrutiny Panel comprises 10 members. Ordinarily, Overview and Scrutiny Committees / Panels should be politically balanced, but on 23 May 2011 Council made a unanimous resolution that seats may be allocated differently. On this basis, it is proposed that membership for the Health Scrutiny Panel 2013/14 is agreed as follows:

The Health Scrutiny Panel can also choose to appoint co-opted members to sit on the Panel, in accordance with agreed arrangements governing overview and scrutiny co-option.

Chairing

The Chair will be a member of the pool of 5 overview and scrutiny chairs. The Vice-Chair will be appointed at the first meeting of the Health Scrutiny Panel from the membership of the Panel.

Date of first meeting

29 May 2013 at 1.30 pm

JOINT BODIES

NOTTINGHAMSHIRE POLICE AND CRIME PANEL (4)

Membership

To be confirmed in the addendum to the report.

Terms of Reference

Functions of the Police and Crime Panel

The terms of reference of the Panel are as follows:

1. To review and submit a report or recommendation on the draft police and crime plan, or draft variation, given to the Panel by the Police and Crime Commissioner.
2. To review the annual report and put questions regarding the report to the Police and Crime Commissioner at a public meeting, and submit a report or recommendation as necessary.
3. To hold a confirmation hearing and review, submit a report, and recommendation as necessary in respect of proposed senior appointments made by the Police and Crime Commissioner (Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner).
4. To review and submit a report and recommendation as necessary on the proposed precept.
5. To review or scrutinise decisions made or other action taken by the Police and Crime Commissioner in connection with the discharge of the Commissioner's functions.
6. To submit reports or recommendations to the Police and Crime Commissioner with respect to the discharge of the Commissioner's functions.
7. To support the effective exercise of the functions of the Police and Crime Commissioner.
8. To fulfil functions in relation to complaints in accordance with the Panel's responsibilities under the Police Reform and Social Responsibility Act 2011 (the Act).
9. To appoint an Acting Police and Crime Commissioner if necessary.
10. To suspend the Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged with a relevant offence.
11. To exercise any other functions delegated to police and crime panels under the Police Reform and Social Responsibility Act 2011 as required.

Operating Arrangements

12. The Panel is a joint committee of the county, city, borough and district councils in Nottinghamshire.
13. Nottinghamshire County Council will be the Host Authority in establishing and maintaining the Panel and will arrange the administrative, secretarial and professional support necessary to enable the Panel to fulfil its functions.
14. The Panel will be comprised of 10 councillors and a minimum of two co-opted independent members. Councillor membership can be increased by co-opting additional members with the unanimous agreement of the Panel, and any proposal for an increase in membership would be subject to the approval of the Secretary of State.
15. All Members of the Panel may vote in proceedings.
16. The local authorities will co-operate to provide the Panel with additional officer support for research, training and development, or where particular expertise would be of assistance.
17. The local authorities will co-operate to ensure that the role of the Panel is promoted internally and externally and that members and officers involved in the work of the Panel are given support and guidance in relation to the Panel's functions.
18. The Panel must have regard to the Policing Protocol issued by the Home Secretary in carrying out its functions.

Financial Arrangements

19. The funding provided by the Home Office to support the work of the Panel will be received by the County Council as Host Authority. The Panel will seek to operate within the limit of the Home Office funding.
20. The Home Office funding includes a specified sum per member per annum to cover their expenses. Each local authority will be allocated the appropriate sum and will pay the expenses of its own representatives.
21. Each authority has discretion to pay its representatives an allowance including any special responsibility allowance if they are appointed Chairman or Vice Chairman.

Membership – Appointed Members

22. Appointment of elected members to the Panel will be made by each local authority at its annual meeting or as soon as possible afterwards, in accordance with its procedures. Appointments will be made with a view to ensuring that the “balanced appointment objective” is met so far as is reasonably practicable, i.e. to:
 - a. represent all parts of the police area;
 - b. represent the political make-up of the relevant authorities and the Police Force area overall
 - c. have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively
23. The Panel's membership will be one councillor appointed by each authority plus one additional councillor appointed by Nottingham City Council and two co-optees from Nottingham City Council, who shall be Councillors.

24. It is for each council to decide whether to appoint executive or non executive members (if applicable), however where there is an executive mayor they must be nominated as an authority's representative (although they are not under a duty to accept the nomination).
25. The Panel will review at its annual meeting whether or not the balanced appointment objective is being met and if it concludes that it is not, the Panel will determine what action is needed to meet the objective.

Membership – Co-opted Members

26. The Panel will co-opt two independent members in accordance with the eligibility criteria set out in the Act.
27. The Panel will invite nominations and will make arrangements for appointment.
28. Independent members will be appointed for a term of 2 years. There will be no restriction on the overall time period that an independent member can serve on the Panel.

Conduct of Panel Members

29. Members appointed by authorities will be subject to their own authority's code of conduct. Independent co-optees will be subject to the Host Local Authority's code of conduct.

Vacancies

30. Each council will fill vacancies for elected members in accordance with the arrangements in its constitution. Vacancies for independent members will be filled in accordance with the selection process agreed by the Panel.

Resignation of Members

31. Members of the Panel who wish to resign should do so in writing to their appointing council (as applicable) who will in turn notify the Host Local Authority as soon as possible.

Removal of Appointed Members

32. Each local authority will have the right to change its appointed member at any time but must give notice to the Host Local Authority and ensure that replacement does not affect the political balance requirement.

Removal of Independent Members

33. An independent member may only be removed from office if an appointed member has given notice to the Host Local Authority at least 10 working days prior to a meeting of the Panel, of their intention to propose a motion that an independent member's co-option be terminated. At the subsequent meeting, termination will only be confirmed if at least two-thirds of the persons who are members of the Panel at the time when the decision is made vote in favour of termination.

Amendments to Panel Arrangements

34. Changes to the Panel Arrangements can only be made with the unanimous approval of all the local authorities in the Nottinghamshire Force area. The only exception to this requirement is that the Panel can decide to increase the number of co-opted members, subject to Secretary of State approval. Any councillor co-options also require the agreement of all the members of the Panel.

Promotion of the Panel

35. The Panel Arrangements will be promoted by:
- a. the establishment and maintenance by the Host Local Authority of a webpage;
 - b. all the local authorities including information about the Panel on their websites;
 - c. appropriate support and guidance will be provided to members and officers of the local authorities in relation to the functions of the Panel.

Date of first meeting

24 June 10.30 am

NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY (6)

Membership

To be confirmed in the addendum to the report.

Date of first meeting

24 May 2013 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. 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 a relevant health service provider 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;
- (c) the Joint Committee is accountable to Council, has 8 City Councillors (who cannot be members of the Executive Board) and 8 County Councillors (also non-executive);
- (d) 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.

Meetings:

- (e) The Joint Committee will meet at least 2 times per year and usually has 11 meetings per year;
- (f) 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 citizens;
- (g) 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.

Date of first meeting

11 June 2013 at 10.15 am

HEALTH AND WELLBEING BOARD (4)

Membership

Names to be confirmed in the addendum to the report.

Terms of reference

The Nottingham City Health and Wellbeing 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 wellbeing needs and inequalities, and agree priorities across the city;
- (b) to encourage commissioners of health and social care services to work in an integrated manner and, where appropriate, work closely with each other, commissioners of health-related services and the Health and Wellbeing Board;
- (c) 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;
- (d) to prepare and publish a Joint Health and Wellbeing Strategy, supported by all stakeholders, for approval by the Council's Executive, and the NHS Nottingham City 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) and to identify local priorities for health improvement in Nottingham City;
- (e) 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;

- (f) to oversee joint commissioning and joined up provision for citizens, 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;
- (g) to consider local commissioning plans to ensure that they are in line with the Joint Health and Wellbeing Strategy;
- (h) to promote public involvement in the development of the JSNA and the Joint Health and Wellbeing Strategy;
- (i) to consider the NHS Nottingham City Clinical Commissioning Group's commissioning plans to ensure they are in line with the Joint Health and Wellbeing Strategy and to provide an opinion for publication;
- (j) to liaise with the NHS Commissioning Board as necessary on the NHS Nottingham City Clinical Commissioning Group's annual assessment;
- (k) to be one of the theme partnerships within the One Nottingham partnership family, lead on the Nottingham Plan to 2020 strategic priority Healthy Nottingham - for the improvement of health and wellbeing in Nottingham City and to appoint a representative to the One Nottingham Board;
- (l) to be responsible for specific targets within the Nottingham Plan to 2020 relating to Health and Wellbeing and to be the monitoring and reporting route for those areas within the Nottingham Plan that fall within the remit of the Health and Wellbeing Board;
- (m) to receive 6 monthly updates from the appropriate lead organisation on progress towards Joint Health and Wellbeing Strategy priorities;
- (n) to receive updates from the Children's Partnership Board and the Crime and Drugs Partnership on the delivery of those aspects of the Nottingham Plan to 2020, the Joint Health and Wellbeing Strategy, the Children and Young People's Plan and other priorities relevant to the Health and Wellbeing Board for which they are accountable;
- (o) to receive reports from members of the Board and/ or relevant partners on matters of interest to the Board, as set out in the Board's Ways of Working document;
- (p) to establish any sub-committees that the Health and Wellbeing Board considers appropriate, to carry out any functions of the Health and Wellbeing Board delegated to it by the Board, setting terms of reference, membership and timescales as necessary;
- (q) to delegate any of its functions that the Health and Wellbeing Board considers appropriate to an officer, ensuring that this is reflected in the Council's scheme of delegation as necessary;
- (r) to establish time limited task and finish groups to carry out work on behalf of the Board.

In the interests of public accountability and transparency the Board is 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.

Membership

Voting Members:

City Council Portfolio Holder for Health, Commissioning and Human Resources
City Council Portfolio Holder for Children's Services
City Council Portfolio Holder for Housing, Adults and the Community Sector
City Council Executive Assistant for Adults and Health
Three representatives from the NHS Nottingham City Clinical Commissioning Group's Board
Chief Operating Officer of the NHS Nottingham City Clinical Commissioning Group
City Council Statutory Director of Children's Services
City Council Statutory Director of Adult Social Services
Director of Public Health
One representative of the Board of Healthwatch Nottingham
One representative from the NHS Commissioning Board

Non-voting Members:

City Council Director for Adult Provision and Health Integration
City Council Director for Family Community Teams
One representative of Nottingham University Hospitals NHS Trust
One representative of Nottinghamshire Healthcare NHS Trust
One representative of Nottingham CityCare Partnership
One representative of Nottingham City Homes
One representative of the Nottingham Third Sector Health and Wellbeing Provider Forum
One representative of the Nottinghamshire Police (Nottingham City Division)
One representative of Nottingham Jobcentre Plus
One representative of Nottingham Crime and Drugs Partnership

- (a) It is the role of the HealthWatch 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 Nottingham Third Sector Health and Wellbeing Provider Forum representative to represent and be accountable to all providers within this sector at meetings of the Board.
- (c) Political proportionality does not apply to membership of the Health and Wellbeing Board.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) The Board may, with agreement of Full Council, co-opt additional voting or 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;

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 each municipal year;
- (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 section 100A of the Local Government Act 1972 (as amended);
- (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 Nottingham City Council Code of Conduct, in addition to any codes of conduct or professional standards of their respective organisations and/or profession; 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, or the NHS Nottingham City Clinical Commissioning Group.
- (f) Where a decision is required before the next Board meeting is convened, the Chair may act on recommendations of officers in consultation with the Vice Chair through the following process:
 - (i) circulation of details of the proposed decision to all Board members for consultation; and
 - (ii) there being clear reasons why the decision could not have waited until the next full Board meeting.

The decision will be recorded and reported to the next full Board meeting.

With regard to the 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 working days before the meeting concerned;
- (b) reports accompanying the agenda must be received by the Constitutional Services Officer two clear days prior to the despatch of the agenda summons;

Date of first meeting

26 June 2013 at 1.30 pm

JOINT COMMITTEE ON STRATEGIC PLANNING AND 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

In April 1998 Nottinghamshire County Council and Nottingham City Council established a Joint Committee between the two Authorities to advise on strategic planning and transport matters in Greater Nottingham.

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.

The terms of reference for the Joint Committee are:

- (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 Documents, as agreed with the Regional Planning Body, and strategic planning and transport comments on Draft Development Plans prepared by other Local Planning Authorities;
 - (iii) 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;
 - (iv) co-ordination of policies and management for minerals and waste matters, including joint Local Development Documents;
 - (v) Greater Nottingham Local Transport Plan;
 - (vi) strategic issues arising from the management of the Traffic Control Centre;
 - (vii) strategic issues arising from Public Transport operations, including Bus Quality Partnerships and the development of the Nottingham Express Transit;
 - (viii) Greater Nottingham Rail Development Plan;
 - (ix) 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 the impact upon Greater Nottingham;
 - (x) strategic issues arising from the District Council air quality review and assessment;
- (c) to assist the Joint Committee in carrying out the responsibilities in (b) above, they shall be entitled to receive information and to comment where they deem appropriate on other relevant matters including;

- (i) Development Plan policies and strategy for the rest of the County;
 - (ii) Local Transport Plan for the rest of the County;
 - (iii) planning applications within Greater Nottingham subject to the statutory timetable;
 - (iv) wider aspects of Regional Spatial Strategies and Sub-Regional Studies;
 - (v) major development proposals in areas surrounding Greater Nottingham;
 - (vi) significant development in the highway and transport networks;
 - (vii) major strategic initiatives of either Authority in Greater Nottingham e.g. tackling climate change;
 - (viii) economic strategies for Greater Nottingham;
 - (ix) government legislation, regulations and guidance affecting strategic planning and transport matters;
- (d) the Joint Committee will be responsible for advising on strategic planning and transport matters across the Nottinghamshire Part of the 3 Cities Sub Area as defined by the East Midlands Regional Strategy. This area will be known as Greater Nottingham. In undertaking the responsibilities for Growth Point in paragraph (b)(iii) 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;
- (e) 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 a particular matter 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.

Membership:

- (a) the Joint Committee will be composed of four Councillors from each Authority;
- (b) 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 (b) to (d) above. Such members will not have voting rights;
- (c) the appropriateness of co-opted members will be reviewed in accordance with review paragraph below;
- (d) 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.

Meetings:

- (a) the Joint Committee will meet at least 4 times a year;
- (b) 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 citizens;
- (c) 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.

Disagreement between the two authorities:

- (a) 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;
- (b) 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.

Review:

The role and operation of the Joint Committee will be kept under review, with a further complete review of its responsibilities and workings not later than two years from the adoption of this revised protocol.

Date of first meeting

21 June 2013 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

The Committee advises on issues relating to the operation of the Nottingham Express Transit system.

The Committee is accountable to Council and usually has 4 meetings per annum.

The membership comprises 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

Date of first meeting

11 June 2013 at 2.00 pm