

**WOLLATON AND LENTON ABBEY AREA COMMITTEE**  
**11 NOVEMBER 2013**

<b>Title of paper:</b>	<b>AREA COMMITTEE TERMS OF REFERENCE - AMENDMENT</b>	
<b>Director(s)/ Corporate Director(s):</b>	John Kelly, Corporate Director, Communities	<b>Wards affected:</b> All
<b>Report author(s) and contact details:</b>	<b>Locality Managers (North, Central and South)</b> <b>John Marsh      0115 79038467</b> <b>Heidi May        0115 79033737</b> <b>Dorothy Holmes 0115 8762347</b>	
<b>Other colleagues who have provided input:</b>	<b>Debra La Mola, Head of Democratic Services</b>	
<b>Relevant Council Plan Strategic Priority:</b> (you must mark X in the relevant boxes below)		
World Class Nottingham		
Work in Nottingham		
Safer Nottingham		
Neighbourhood Nottingham		<b>X</b>
Family Nottingham		
Healthy Nottingham		
Leading Nottingham		
<b>Summary of issues (including benefits to citizens/service users):</b>		
This report informs area committees of amendments to their terms of reference to incorporate the role and functions of Nottingham City Homes' (NCH) former Area Panels and to make provision for the attendance at each Area Committee of an NCH tenant representative, the overall purpose of which is to achieve more effective support to communities. There have also been some other minor amendments to terms of reference to update them generally.		
<b>Recommendation:</b>		
<b>1</b>	To note the committee's revised terms of reference as set out in appendix 1 to the report.	

## **1. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)**

- 1.1 As part of the process of consulting on a new Tenant and Leaseholder Strategy for 2012-15 and, in particular reviewing opportunities for effective tenant and leaseholder involvement, NCH identified that there was significant duplication between the NCH Area Panels and the Council's area committees. This duplication occurred in terms of shared remits, tenant/leaseholder and community representation, local councillor attendance and support from NCH, City Council colleagues and partners.
- 1.2 The possible merging of NCH Panels' functions into the area committee structure was the subject of consultation with the NCH Tenant and Leaseholder Congress. The proposal was supported on the basis that it would reduce duplication, make best use of resources and benefit local communities through further strengthening of the partnership approach between NCH, Nottingham City Council and their wider partners, recognising the differing needs and levels of support required by communities across Nottingham. Overall this step is intended to lead to a more integrated neighbourhood offer and more joined up service delivery. The common functions shared by the NCH area panels and the area committees have been the

foundation for the broadening of the committee's remit. However, the revised terms of reference also incorporate a specific housing (NCH) focus to enable tenant/leaseholder representatives to retain a voice on housing issues within neighbourhoods.

- 1.3 The Locality Management Team will work closely with Customer and Tenancy Services, Nottingham City Homes to provide advice and support to the tenant and leaseholder representative on each area committee to enable them to fulfil their role.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 The changes to terms of reference were made by the City Council at its meeting on 21 October 2013 and take immediate effect. It is important, therefore, that area committees are notified as soon as possible of the change in their remit and membership so that they can perform their role and take decisions effectively.

## **3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

- 3.1 None. The changes to remit have been made by Council and are for Area Committees to note and work within as soon as possible.

## **4. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY / VAT)**

- 4.1 Duplication of effort and resource in servicing two area reporting structures will be avoided and may create some small reduction in costs of servicing meetings (e.g. time and any expenses of officers from NCH, the City Council and partners, tenants' expenses and print and postage costs for meetings). The costs of any approved expenses payable to the 8 tenant/leaseholder representatives for attendance at meetings will be met from the NCH tenant and leaseholder involvement budget.

## **5. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)**

- 5.1 None

## **6. EQUALITY IMPACT ASSESSMENT**

- 6.1 An Equality Impact Assessment is not required, as the report does not contain proposals or financial decisions.

## **7. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

- 7.1 None

## **8. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

- 8.1 Report of the Portfolio Holder for Communities to City Council on 21 October 2013.

## APPENDIX 1

	<b>The amendments which have been made to Area Committees' Terms of Reference are shown in bold where there have been additions and struck through where there have been deletions.</b>
	Area Committees can exercise both executive and non-executive functions delegated to them by the Executive and Full Council accordingly <b>and are also constituted as a consultative body in relation to the provision of housing services by Nottingham City Homes (NCH).</b> The terms of reference of Areas <b>Committees</b> 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>(including those related to NCH services)</b> ;
(b)	to lead and co-ordinate regeneration and renewal activity at an area level;
(c)	to undertake and co-ordinate consultation within their areas;
<b>(d)</b>	<b>to be consulted on, approve and monitor delivery of the area capital programme and other area based budgets;</b>
<b>(d) (e)</b>	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;
<b>(e) (f)</b>	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);
<b>(f) (g)</b>	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, <b>affordable housing</b> 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)(h)	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, Overview and Scrutiny Committee <b>and Tenant and Leaseholder Congress to include:</b>
	(i) refuse collection;
	(ii) housing – void properties;
	(iii) community safety;
	(iv) voluntary sector grants – a half yearly report;
(h) (i)	to contribute to Best Value Reviews;
(i) (j)	To advise the Executive Board, and the Overview and Scrutiny Committee <b>and the Tenant and Leaseholder Congress</b> on local needs and priorities and on the impact of Council <b>and NCH</b> policy on their areas;
(j) (k)	To input local needs and priorities, identified through area working, to the preparation of Corporate <b>Nottingham City Council</b> budgets, <b>NCH area based budgets and each organisation's</b> policies and strategies;
(k)(l)	to prepare, implement and review local projects in consultation with local communities and secure funding from appropriate sources;
(m)	<b>to be consulted on and contribute to the development of housing policies and strategies both local and city wide;</b>
(l) (n)	to build partnerships between other public, private, voluntary and community organisations, local residents' and tenants' associations;
(m)(o)	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)(p)	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)(q)	to make appointments to outside bodies (where the body relates to the area concerned) as specified by the Executive Board;
(p) (r)	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.
	<b>Formal membership</b> 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
	<b>Community representatives are also appointed to each committee in accordance with a process agreed by the Executive Board on 20 July 2010. Community representatives will include, on each area committee, one person (who must be an NCH tenant) to represent NCH tenants and leaseholders. There will be a regular standing item on the agenda for each area committee for NCH officers and representatives to raise specific NCH issues within the Committee's terms of reference.</b>