

Public Document Pack



Nottingham
City Council

You are hereby summoned to attend a meeting of **City Council** on Monday 26 April 2021 at 2pm to transact the following business.

The meeting will be held remotely via Zoom - Councillors and colleagues attending the meeting will be provided with access details.

The meeting will be livestreamed on the Council's YouTube Channel - <https://www.youtube.com/user/NottCityCouncil>

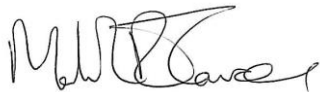
Agenda	Pages
1 Apologies for Absence	
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3 To elect a Lord Mayor and appoint a Sheriff	
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10 Questions from Councillors - to a member of Executive Board, the Chair of a Committee and the Chair of any other City Council Body	To follow
11 Appointments, remits and first meetings of Committees and Joint Bodies 2021/22 Report of the Lord Mayor/ Chairman of Council	35 - 88
12 Executive appointments, responsibilities and remits and first meetings Report of the Leader of the Council	89 - 120
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14 Future meeting dates To agree to meet at 2pm on the following Mondays:	

- 12 July 2021
- 13 September 2021
- 8 November 2021
- 10 January 2022
- 7 March 2022

Please note that questions to Council are received after the agenda has been published. Questions will be published as a supplementary agenda by 5pm on Friday 23 April 2021.

If you need any advice on declaring an interest in any item on the agenda, please contact the governance officer shown above, if possible before the day of the meeting

Citizens are advised that this meeting may be recorded by members of the public. Any recording or reporting on this meeting should take place in accordance with the council's policy on recording and reporting on public meetings, which is available at www.nottinghamcity.gov.uk. Individuals intending to record the meeting are asked to notify the governance officer shown above in advance.



Dated: 16 April 2021

Director for Legal and Governance

To: All Councillors of Nottingham City Council

Minutes of the meeting of the City Council

held remotely via Zoom and livestreamed on the Council's YouTube Channel - <https://www.youtube.com/user/NottCityCouncil>

on 8 March 2021 from 2.00 pm - 7.34 pm

Attendances:

✓ Councillor Rosemary Healy (Lord Mayor)	
✓ Councillor Hassan Ahmed	✓ Councillor Chantal Lee
✓ Councillor Leslie Ayoola	✓ Councillor Dave Liversidge
✓ Councillor Cheryl Barnard	✓ Councillor Sally Longford
✓ Councillor Steve Battlemuch	✓ Councillor AJ Matsiko
✓ Councillor Merlita Bryan	✓ Councillor Carole McCulloch
Councillor Eunice Campbell-Clark	✓ Councillor David Mellen
✓ Councillor Graham Chapman	✓ Councillor Sajid Mohammed
✓ Councillor Azad Choudhry	✓ Councillor Salma Mumtaz
✓ Councillor Kevin Clarke	✓ Councillor Toby Neal
✓ Councillor Audrey Dinnall	✓ Councillor Lauren O`Grady
✓ Councillor Michael Edwards	✓ Councillor Anne Peach
✓ Councillor Samuel Gardiner	✓ Councillor Georgia Power
✓ Councillor Jay Hayes	✓ Councillor Shuguftah Quddoos
✓ Councillor Nicola Heaton	✓ Councillor Ethan Radford
✓ Councillor Patience Uloma Ifediora	✓ Councillor Nick Raine
Councillor Phil Jackson	✓ Councillor Angharad Roberts
Councillor Maria Joannou	✓ Councillor Andrew Rule
Councillor Sue Johnson	✓ Councillor Mohammed Saghir
✓ Councillor Kirsty Jones	✓ Councillor Wendy Smith
✓ Councillor Angela Kandola	✓ Councillor Roger Steel
✓ Councillor Jawaid Khalil	✓ Councillor Dave Trimble
✓ Councillor Gul Nawaz Khan	✓ Councillor Maria Watson
✓ Councillor Neghat Khan	✓ Councillor Sam Webster
✓ Councillor Zafran Nawaz Khan	✓ Councillor Adele Williams
✓ Councillor Pavlos Kotsonis	✓ Councillor Linda Woodings
✓ Councillor Rebecca Langton	✓ Councillor Cate Woodward
✓ Councillor Jane Lakey	✓ Councillor Audra Wynter

✓ Indicates present at meeting

69 Apologies for Absence

Councillor Hassan Ahmed – personal
Councillor Eunice Campbell-Clark - personal
Councillor Phil Jackson – personal
Councillor Maria Joannou – personal
Councillor Sue Johnson - personal

70 Declarations of Interests

In relation to agenda item 12 Budget 2021/22 (minute reference 80), in the interests of transparency, Councillors Steve Battlemuch and Anne Peach stated that they were trustees of the Nottingham Playhouse Board. This did not prevent them from remaining in the room during consideration of the proposals and voting on this item.

71 Questions from Citizens

Development of the library at Broadmarsh

IL asked the following question of the Leader of the Council:

In light of the large financial pressures the City Council is currently facing, could the Portfolio Holder confirm that the provision of the new Central Library at Broadmarsh is continuing uninterrupted and provide an update on progress towards the library's opening?

Councillor David Mellen replied as follows:

Thank you Lord Mayor and I would like to thank the citizen for the question submitted regarding the provision of the new Central Library as part of the Broadmarsh development. Firstly, I want to recognise the important roles that libraries play in many of our communities. Access to quality local library provision makes a massive difference to many people's lives and their future life chances. I am proud of the continued commitment we have been able to make over the last decade to improve library provision in Nottingham. This has included new library provision as part of the joint service centres in Bulwell, St Anns and Hyson Green, and more recently we have opened replacement facilities in Strelley Road and the Dales. As well as this we have refurbished many libraries across the City, including those in Clifton and Bilborough, and soon the work will commence to build a replacement library in Sherwood. This development has been brought about by working in a unique way with the developer of housing nearby, providing a new library at no extra cost to the Council.

I want to take this opportunity to thank our library staff who, during the Covid pandemic, have provided access for people to collect books, gain access to computers and provided a wide range of activities and events online, introduced new 'click and collect' services and carried on supporting home delivery services to many of our housebound residents. Similarly, many staff have also been redeployed and supporting other Council support services. This has included becoming core teams for the Customer Services Team, to help support some of our most vulnerable and isolated citizens; supporting the Coroner's Office by processing paperwork; and the Business Grant Support Teams, helping them process essential grants which have been a lifeline for many businesses. In addition, a large number of staff also put themselves forward to be on the frontline, staffing the City's first asymptomatic testing centre at Djanogly Leisure Centre. This is often unsung work but important to recognise. I also want to take this opportunity to thank Councillor Trimble for his contributions over many years. No one has done more to promote, develop and deliver improvements in our libraries, parks and open spaces throughout the years. His legacy will be enjoyed not only in the vibrant new Central Library but also in the green spaces he cares so much about and, of course, the redeveloped Castle which,

due to his dedication, we will all start to enjoy later this year. Thank you Councillor Trimble for all your work throughout almost 20 years on the Council's Executive.

The delivery of a new Central Library remains a key priority for the Council and its development remains part of the City Council's Capital Programme moving forwards. As Leader of the Council, delivering on this commitment to the people of Nottingham is a priority and one that we are committed to achieving. A new building for the library is already there as part of the complex which will also house the car park and the new bus station, reopening later this year. Like many other local authorities, Nottingham City Council continues to face a challenging financial situation. Establishing stable finances is a priority for us, so there will be a delay to our original intention to complete the fit-out of the new Central Library that we had first hoped to do by December 2021. We now hope that, following the successful sale of the Angel Row site, we should be able to start the fit-out of the new Central Library in the summer, aiming to complete the work next year. I appreciate that this has meant that the Central Library facility has been closed for longer than was first expected, which I know is an inconvenience. In order to minimise this disruption we have sought to provide ongoing access to the Central Library resources via the Service's Reservation Service, we have relocated a number of Central Library based services and stocks to other community libraries and, only this week, a brand new website has been launched that contains a lot of access to many library resources online.

I am very excited about the designs that I have seen for the new Central Library, housing a great library space for children, and the many positive feedback comments received when these were shared with the public were positive endorsements of the direction of travel. I can't wait to see the new Central Library open and I know that this will be a valuable additional amenity for the City as a whole and for many future generations of children in particular.

72 Petitions from Councillors on behalf of Citizens

Councillor Maria Watson presented a petition on behalf of residents asking the Council to reverse the decision to close any and all adult day centres and to seek budgetary savings away from the adult social care budget, fully funding adult social care to protect society's most vulnerable.

73 To confirm the Minutes of the last Ordinary meeting of Council held on 11 January 2021

The minutes of the meeting held on 11 January 2021 were confirmed as an accurate record and signed by the Chair.

74 To confirm the Minutes of the Extraordinary meeting of Council held on 25 January 2021

The minutes of the Extraordinary meeting of Council held on 25 January 2021 were confirmed as an accurate record and signed by the Chair.

75 To receive official communications and announcements from the Leader of the Council and/or the Chief Executive

The Chief Executive reported the following:

I have two sad announcements regarding the deaths of Council employees. I am very sad to report the death of Trevor Poole, an officer in the Public Realm Team who worked mainly in Bestwood and Basford. Trevor joined the Council in 2002 and worked with dedication, commitment and good humour. He was a positive influence on younger members of staff and helped them to learn the job. Trevor was a popular member of the Team and will be greatly missed by all those who knew and worked with him. Our thoughts are with his family and friends.

It is also with great sadness that I report the death of Helen Blackman, our Director of Children's Integrated Services. Helen first qualified as a social worker in 1989 and dedicated her working life to improving opportunities for children and young people in Nottingham and the wider area. Following almost a decade working for Nottinghamshire County Council specialising in child protection, children in care and adoption services, Helen joined Nottingham City Council just over 20 years ago in 1998. Following a series of management roles, Helen became Head of Neighbourhood Fieldwork in 2008 and was appointed Director of Children's Integrated Services in 2013. Helen will be greatly missed by those who knew, and worked with her and her loss will be felt very deeply. Our thoughts are with her family and friends at this very sad time.

Councillor Langton spoke in tribute to Trevor Poole.

Councillors Mellen, Rule and Barnard spoke in tribute to Helen Blackman.

A minute's silence was held.

76 Questions from Councillors - to the City Council's lead Councillor on the Nottinghamshire and City of Nottingham Fire and Rescue Authority

None

77 Questions from Councillors - to a member of Executive Board, the Chair of a committee and the Chair of any other City Council body

Children's Services budget savings

Councillor Andrew Rule asked the following question of the Portfolio Holder for Children and Young People:

The Portfolio Holder will be aware that one of the budget savings put forward by the Children's Services Directorate is to return looked after children to their birth families on the rationale that this will reduce longer term care costs. Can the Portfolio Holder detail what safeguarding measures will be put in place to ensure that the reliance on savings from this proposal does not lead to the welfare of looked after children being compromised?

Councillor Cheryl Barnard replied as follows:

Thank you Lord Mayor and can I thank Councillor Rule for asking this question. Any plan for a child to return to their family or relative via rehabilitation will be based on a

robust assessment which will include the views of their Independent Reviewing Officer and will be part of their agreed Care Plan. I would add that, in most cases, the aim at the outset of a child entering care should be reunification with their family. As part of the management oversight, a Panel will be held to provide assurance and scrutiny of the children identified. This Panel will consider the plan and give approval, if deemed safe and in the best interests of the child. If at any point during the rehabilitation assessment and work undertaken, information becomes available that would deem the prospect of reunification as poor, as not in the best interests of the child or as unsafe then the plan would cease. The rehabilitation of children home has always been part of social work duties, by having a dedicated team it will ensure that assessments are timely and robust, including the views of the child and those professionals in the child's network, it will be based on the child's lived experience and what that will be if they return home and will provide a support plan based on the family or relative's needs once the child returns home to ensure that the child continues to be safe and well cared for. We are also looking at targeting some children who are in their mid-teens and are expected to choose to return home when they reach 18. The work with the family in those last couple of years will mean that they are more likely to be safe once they reach 18. The safety and welfare of any child will be the prime priority and consideration in any decision to rehabilitate him or her home to parents or relatives. Can I assure Councillor Rule that I have looked carefully at this decision and am confident that this approach will not compromise child safety.

However, we face a national crisis in relation to children services. The Local Government Association reported as far back as August 2019 that children's services across the country were facing a £1.4bn shortfall for 2021. Rising numbers of children in care over the last decade, a reduction in funding from central government and a broken placement market that has resulted in spiralling costs have all contributed to this crisis. Austerity and now Covid have resulted in families being unable to cope and we are yet to see the full impact in terms of domestic violence and mental health issues. Perhaps Councillor Rule would follow our lead and lobby the Government for proper funding for children's services.

Enviroenergy

Councillor Andrew Rule asked the following question of the Portfolio Holder for Finance, Growth and the City Centre:

Could the Portfolio Holder confirm whether Enviroenergy has now repaid the £15.7m interest free loan owed to the Council as per its last set of filed accounts at Companies House?

Councillor Sam Webster replied as follows:

Thank you Lord Mayor. I think Councillor Rule is possibly referring to historical Steam debt. I don't recognise the interest-free loan headline he has asked in the question. Assuming that he means the historical Steam debt, the majority of the historical Steam debt of £12m, and there are trade debtors of £3m as of 31 March 2019, it is expected that the balance of Steam debt will have reduced by £1m by 31 March 2021.

LOBO loans

Councillor Andrew Rule asked the following question of the Portfolio Holder for Finance, Growth and the City Centre:

Can the Portfolio Holder confirm how much the Council spent on its recent legal action against Barclays Bank in respect of LOBO loans taken out by the Council?

Councillor Sam Webster replied as follows:

The spend to date on the recent legal action against Barclays Bank in respect of LOBO loans taken out by the Council is £129,000. The legal action was sought following legal advice back in 2018 and seven other local authorities were involved in the court case along with Nottingham City Council.

Covid-19 vaccinations

Councillor Andrew Rule asked the following question of the Deputy Leader of the Council:

Could the Portfolio Holder detail what action the Council is taking to counter disinformation about the effectiveness and side effects of the Covid-19 vaccine and whether she shares my disappointment and concern about the effect this may be having on vaccine take up amongst the more clinically vulnerable groups in our communities?

Councillor Sally Longford replied as follows:

Thank you Lord Mayor and thank you for your second question about Covid-related disinformation in as many meetings Councillor Rule. Recent published figures show that more than 75% of Nottingham citizens have received their first vaccine dose and we have been encouraging everyone who has been eligible to get an appointment. I was glad to be able to take the opportunity myself quite recently. It is vitally important that we continue to maximise the number of people in our communities who take the vaccine because it will save lives. As Chair of the Outbreak Control Engagement Board for the City, I have been working with the NHS and other partners and share your concerns about the potential impact of disinformation about the effectiveness and side effects of the vaccine. Nationally we have seen the vaccine uptake is lower amongst more deprived populations as well as amongst those from black and minority ethnic groups and this is a serious concern for us in a City proud of our diversity. We need to ensure that all of our citizens benefit from this opportunity to keep themselves safe. Local authorities have a unique understanding of the needs of their populations and we are well-placed to support activity targeted at our local communities and have been eager to help our colleagues in the NHS who have been rolling out the vaccine programme. I am pleased to outline for you some of the key actions already taken by the City Council: Our Communications Team has been working with the NHS to actively counter disinformation and promote the key messages regarding the vaccination programme and we have created a range of bespoke content for Nottingham including producing and promoting video case studies. In these videos a diverse group of councillors, local celebrities, community leaders and citizens have pleaded to local people to take up the vaccination and

address some of the common myths and misunderstandings. I would like to take this opportunity to thank all those who have taken part including Robin Hood, Sheku Kanneh-Mason, Sat Bains, John McGovern and Vicky McClure. Graphics that challenge fake news have also been shared on social media and point people towards credible official sources of information. Working with community groups, videos in different languages have been made for them to share and a toolkit of messages and translations for faith and other community groups has been created as we know that people are often more likely to listen to their peers. We have shared key messages at our weekly media briefings and provided guest spokespeople for local community media channels. I am particularly proud of the support that we have been able to provide from our Customer Hub to our partners in the NHS. The Hub has been calling eligible people who have not yet received their vaccination to offer support. This means that not only are they able to make bookings on behalf of the citizens but they are also able to address queries and can refer citizens with particular anxieties for professional advice, for example from their GP. As we move through the priority cohorts this approach taken to tackling disinformation and removing barriers to uptake will need to be flexible. We will continue to work closely with the NHS but importantly we will continue to seek the views of those who represent the communities we need to target, whether this be people of particular ethnicities, those with learning disabilities, clinically extremely vulnerable or homeless individuals. Their understanding of the issues and disinformation that is circulating, as well as their knowledge of the best way to counter this, is crucial. We are very much committed to ensuring that no-one is left behind and you can feel assured that we will continue to challenge those insidious anti-vax messages which are circulating that will undermine efforts to control the spread of the virus and threaten us all. I urge everyone with family and friends eligible for the vaccine to encourage them to grasp the opportunity as soon as they can.

Community Protection Officers budget savings

Councillor Kevin Clarke asked the following question of the Portfolio Holder for Employment and Community Protection:

In 2019 the Labour Group won a majority in this Council on the back of its 2019-2023 Manifesto. In this Manifesto they committed to “maintain 100 CPOs (Community Protection Officers) to work across all areas of the City” and to protect that number from cuts of any kind. The Portfolio Holder should be reassured that we in the Independents agree wholeheartedly with the Manifesto’s alleged belief that Community Protection Officers have made important contributions to achieving a fall in anti-social behaviour across the City. It is therefore with sadness that we note that less than two years into that Manifesto, the Council is proposing to cut the number of CPOs by a full 20%, from 100 to 80. Can the Portfolio Holder inform us what impact these reductions are predicted to have on how the CPOs currently operate and what actions are being taken to mitigate this impact?

Councillor Neghat Khan replied as follows:

Thank you Lord Mayor and thank you Councillor Clarke for your question. As we all know, the whole world continues to feel the devastating impact of the Covid pandemic and as we, as a City, respond to the significant challenges, we must reconsider what our priorities are, it is what the people in our City expect and

deserve. Unfortunately, that means having to look again at the services we deliver and having to make difficult choices about which services to safeguard in these challenging times. It means having to make hard choices because we know if we make these now, not only will we secure financial stability in Nottingham but in years to come we will be better able to build back our services in new and creative ways. In 2019 I was one of those Labour councillors who stood in the Council Chamber and proudly adopted the Labour Manifesto as the basis of Council policy and endorsed the Council Plan as our commitment to the people of this City. It was the right thing at the time for this Council and I am proud to have endorsed that. However, as many before me have said, we are custodians of this great City we serve and represent our communities with great pride, and in doing so we are not just here to lead in the good times. I know how valuable our Community Protection Officers are and I would like to thank every single one of them for the amazing work they do. Labour colleagues take every opportunity to tell me how grateful they are for the work Community Protection Officers do in their areas. During the pandemic Community Protection Officers have gone above and beyond: they have carried out important welfare checks on our most vulnerable; have delivered essential food parcels to people in our City; as well as investigating flytipping and all the other important jobs they do to protect our City. As Councillor Clarke will be aware, even if he is often silent on the issue, the Conservative Government continues to unfairly fund local authorities like Nottingham which has consequences for local services. Councillor Webster and other colleagues will be talking in more detail about this later in the meeting. I am pleased that we have still managed to protect 80% of the Service and have more Community Protection Officers than most other local authorities in the country. Believe me when I say we would not want to lose any of our brilliant Community Protection Officers, believe me when I say that Nottingham Labour has done everything in the last 11 years to avoid cutting Community Protection Officer numbers. As part of the budget proposal we will discuss later this afternoon, a transformation programme has been developed to ensure that all our communities in Nottingham continue to be served by Community Protection Officers and ensure all of our communities are ultimately kept safe and clean. This remains our vision and one that we intend to deliver. Work is taking place to review Community Protection Officer workstreams by threat, risk and harm to ensure that the right tasks are continuing to be prioritised. As part of the programme specialist training will be delivered to Community Protection Officers by identified trainers ahead of moving to the new model. As we move forward we will also make the most of technology to help with performance management and service delivery. The Service remains completely committed to offering the City the best service possible and I am confident that this new operating model will see us fulfil our statutory and regulatory functions while keeping the City safe and clean and protecting our most vulnerable citizens. This will also be helped by weekly meetings with both universities, monthly anti-social behaviour meetings with a range of partners, monthly transport-hub meetings and regular updates to the Crime and Drugs Partnership Board. Nottinghamshire Police will be a key partner in continuing to tackle crime and anti-social behaviour across the City. Their officers work very closely with our Community Protection Officers and are very important in keeping Nottingham communities safe. I am pleased that our Police and Crime Commissioner will have recruited 260 new more officers by April and I will be making the case for the City's fair share of those in order to keep our streets safe. I do not wish to prejudge the decision of the Council but should we endorse the proposal before you this afternoon we will seek to ensure that our Community Protection Officers are allocated in a way that covers our statutory and

regulatory functions as well as the operational level through distinct geographical hubs. Finally, I would like to say that, as the Government continues to diminish resources to this City Council, it is crucial we work with other partners to keep communities in our City safe. I hope this reassures you and answers your question.

Area Committees

Councillor Kirsty Jones asked the following question of the Portfolio Holder for Energy, Environment and Democratic Services:

We register that this Council is in a financial situation that requires firm and immediate action, and we further register that some of those actions are going to be difficult for everyone involved. With this in mind however, we feel that the Council could be doing a better job of communicating these actions and why the decisions were made to the stakeholders involved. Precisely, we would like to have seen the proposal for the reduction in area committee meetings individually communicated to those involved in those area committees and those individuals given an opportunity to contribute their opinions beyond resorting to the general public consultation. In the last year this Council has been accused of a worrying lack of accountability. Considering that this specific proposal could be regarded as undermining the democratic process in local communities, would the Portfolio Holder not agree that individual consultations with Wards would have been appropriate?

Councillor Sally Longford replied as follows:

Thank you Lord Mayor and thank you Councillor Jones for this question. In January 2021 the Council's Executive Board agreed to consult on a number of budget proposals which we will consider for approval later on this agenda today. This was a considerable and comprehensive consultation process with internal staff, the business community, the voluntary and community sector as well as hosting a number of online consultation events for members of the public. Over 600 people have chosen to engage with our consultation in one way or another so I would like to take the opportunity to thank them all for making their views known. We have a duty to set a legal budget within a legal deadline and we do our best to engage those affected, as well as members of the public in as many ways as possible.

I take no pleasure in having to present proposals such as these to Council but, as we have discussed here before and will no doubt do so again, local government finances across the country are in a parlous state, having been slashed and burned by successive Conservative governments over the last ten years, and with the added impact of Covid for which we still have not been wholly reimbursed. We have to use what resources we have wisely and in considering all the options area committees were considered to be one of the least worst. Removing area committee meetings will do two things: reduce the work load and save money. For far too long staff across the Council have been asked to continually add duties to their already burgeoning workload while seeing a reduction in their staffing levels. This includes the team in Constitutional Services who are responsible for the administration and minuting of all our formal meetings. Several new committees and boards have been added to the schedule in recent times, from our Companies Governance Executive Sub Committee to the City Outbreak Control Engagement Board. In order to continue to deliver services effectively we have to consider how their workload could

be managed and therefore agreed, as a non-statutory function, we could propose to stop the area committees which account for 28 meetings a year. The financial saving linked to this comes in the deletion the Special Responsibility Allowance of £6,763 which has been paid to each of the seven councillors who chair area committees saving £47,000 a year in total. As members will know as part of the Recovery and Improvement Plan we are reviewing our Constitution, and the various specific delegations which form part of area committees will be included in that comprehensive review. I wouldn't want to prejudice the discussion on the budget this afternoon but should we proceed with the proposal we would also embark on a comprehensive review of how we currently engage with our communities on a ward level, on a partnership level and on a City wide level. This will enable us to consult with councillors and communities to see how best to engage with people in the future. We will also be writing to all of our community representatives as part of this process thanking them for their commitment and encouraging them to continue to be involved. Since the Covid pandemic we have all been operating in a very different way and a positive outcome of that has been the development of the area partnerships. We have actually been reaching more groups of people and individuals than before through our wider engagement. So while online meetings do have their benefits I am sure we are all looking forward to the day when we can meet face to face again, but I expect a blended approach to engagement to be needed for some time to come. Area committees often attract a small range of regular attenders and they may not be representative of the communities we serve. I think each area and ward will come to their own decisions about how they will continue to engage with their citizens and there is nothing at all to stop councillors meeting with citizens on a regular basis but it will be outside the very formal process of the area committees in future, which I believe often puts some people off participating. So no, I don't agree that this will dilute local democracy in our wards. We councillors have a duty to keep our constituents informed and consult with them and I am sure we will all find ways to continue to do so in a variety of methods.

Covid-19

Councillor Maria Watson asked the following question of the Leader of the Council:

I'm sure I speak for everyone here when I say how disappointing it was to see the Police forced to break up crowds in Nottingham's parks last week. After nearly a full year of lockdowns and restrictions, to still see people unable to follow the rules intended to keep us all safe is frankly disheartening. With the weather getting warmer, does the Leader consider it necessary for the Council to take extra steps to ensure we don't see the kind of behaviour that could lead to further Lockdowns?

Councillor David Mellen replied as follows:

Thank you Lord Mayor and can I thank Councillor Watson for her question. The Police are the enforcers with regard to social Covid gatherings. Nottinghamshire Police, under the current Police and Crime Commissioner, has seen an increase in Police numbers deployed across our City, for which we are very grateful. So while I am disappointed that some behaviour in our parks showed little regard for the fact that we are still in lockdown with declining but still high levels of Covid infections in our City, I am pleased to see that our partners in the Police responded to complaints in the way that they did. As part of their duties Council Community Protection

Officers will continue to attend parks and open spaces to provide hi-vis patrols and an engagement presence. Community Protection Officers will enforce legislation with regards to leaving litter, breaches of the alcohol related public spaces protection orders and other associated offences. If Community Protection Officers witness social gatherings they will engage with the group and will escalate to the Police when required via the Police Control Room. This is now part of the Community Protection Officer order for the roadmap to reopening. In addition, Street Scene and Grounds Maintenance staff will also provide additional bins and litter picks during the weekends. The Services will also increase communications on social media to inform park users regarding distancing rules and asking them to keep the parks tidy. I reported an overflowing bin just yesterday and was very pleased to get an almost instant response to clear up the mess, even on a Sunday afternoon.

International Women's Day

Councillor Chantal Lee asked the following question of the Portfolio Holder for Communities, Highways and Strategic Transport:

How will Nottingham be marking International Women's Day given people are unable to get together in person?

Councillor Rebecca Langton replied as follows:

Thank you Lord Mayor and thank you to Councillor Lee for her question. I would like to wish everybody a very happy International Women's Day. It is a strange time to be thinking back one year, on this exact day one year ago we were in the middle of hosting the first ever International Women's Day at the Council House. More than 500 Nottingham women came along to an open house, enjoying stalls, discussion, friendship, connection and cake. The event was put on by a diverse group of women. We got together because we wanted to do something, made it inclusive, accessible and it was brilliant. It was the last big event many of us were part of before Covid and the strength that I took from our City being full of inspiring women has kept me going at times during this challenging year. We also unveiled a plaque on the side of the Council House which celebrates the first women, and first ethnic minority women to hold certain elected positions in the City. We themed our events around celebrating Nottingham women. We wanted the events to be for all Nottingham women, so whether in person or online, they were able to recognise the achievements of ordinary Nottingham women.

For obvious reasons we can't repeat last year's celebration but we are still marking International Women's Day and there is loads going on across the City. For the first time we have an International Women's Day banner across the Council House. The banner was designed in partnership with different organisations and community groups to ensure diverse representation in the design. Community cohesion and community equalities colleagues at Nottingham City Council have been part of a working group established with partners across the City to plan for International Women's Day. The group has created a website which holds an online events calendar, full of activities happening virtually in Nottingham on and around International Women's Day. It aims to keep people campaigning, celebrating and inspired. Some of the online events include free yoga and Zumba classes, employability workshops, poetry sessions and panel discussions and difficult

conversations led by the Community Cohesion Hate Crime Team on misogyny and sexism. Nottingham libraries have organised workshops on forgotten voices of women's literature, whilst the Sports and Leisure Team have been involved in the This Girl Can week, highlighting events for women. Events will continue throughout this week and the full programme is online at www.iwdnottingham.com.

The national theme for International Women's Day this year is 'Choose to Challenge'. We have invited women to share how they have persevered through the pandemic, challenged stereotypes and stigma. We have invited women to share videos and photos which we will be posting online this week. We also encourage everyone here to post a pledge of what they choose to challenge on this International Women's Day because, whilst today is a day to celebrate women, it is also a day to recognise the ongoing challenges, under-representation and discrimination that women face in society. Covid has exacerbated this problem. We have seen this throughout the last year. We have talked about health inequalities more than ever before but, on the whole, Covid hasn't created inequality. What it has done is entrenched it wherever it existed and exposed it for all to see. Of course this is not only true for women. We have seen a consistent disproportionate impact of the pandemic on black, Asian and ethnic minority communities and six in ten of those who have died from Covid have been disabled – a huge over-representation and massively disproportionate. But as it is International Women's Day I will focus on the disproportionate impact on women, remembering of course that women are also black, Asian and ethnic minority, disabled, LGBT, pregnant, of all ages and religions. So how has Covid challenged women? Well the answer is: massively. According to the Office of National Statistics, women did two thirds of additional childcare duties during the initial lockdown as well as spending more time on unpaid work; women picked up more non-development care than men, household jobs like cooking and washing; women were more likely to be furloughed than men meaning more women experienced the 20% loss of income that came with this; unemployment has risen more for women than men, a trend that is replicated across Europe and North America, some of this was due to a lack of childcare. The Trades Union Congress found that two in five working mothers struggled to do their work due a lack of formal or informal childcare, forcing one in six to reduce their hours and, with it, their pay. Single parent families were amongst the worst affected – nine in ten single parents are women and of them, one in ten lost their job and one in three was furloughed leading to a dramatic rise of children in single parent households experiencing poverty. Let's not forget that frontline healthcare is massively gendered, with 77% of the NHS workforce women, on the frontline exposed most to the dangers of Covid. It's not just about work or money, women's experiences have been damaged in many ways due to Covid, for example Covid has worsened access to the maternity care. For much of the last year pregnant women have had to attend ante-natal appointments completely alone and some experienced the vast majority of childbirth without the support of their partners. This left partners out of the excitement of the experience and at the other end of the spectrum left women to deal with the trauma of pregnancy loss alone. This has had a long term and lasting impact on too many women and I remain convinced that if more women had been making decisions something would have been done to address this much sooner. Calls to domestic violence helplines in Nottingham have risen by 50% during Covid and we have seen a huge rise in referrals to the Sanctuary Scheme. Young girls and women are amongst those worst affected by worsening mental health in Covid. All of these things don't just go away if and when Covid does. They illustrate existing and structural inequality that was there before

and so a commitment to challenge and change these things will be needed to improve them. International Women's Day is a day for women but that doesn't mean that it is a day for men to be silent. It remains a fact that men still dominate board rooms, cabinet rooms, rooms where the decisions are made and whilst that is true we need allies that elevate the voices of women and stand alongside us. I hope that on this International Women's Day, many men around us will commit to choosing to challenge discrimination, under-representation and inequality wherever it still exists for women. We only need to think of the Covid response to be reminded that this is true. Women's voices have been overwhelming missing from the narrative, you can see that from the Government press conferences, at Cabinet briefings. The impact on decision making at a national level is clear. We need more women's voices in our decisions. That means men and women choosing to challenge the status quo.

There is a lot to feel angry about when it comes to the disadvantage that still affects women in society but International Women's Day is also about celebrating women who overcome this everyday and it is not about the names you read in the history books, although they are amazing too, it is about celebrating every woman. I would like to recognise the women who work for Nottingham City Council. We are lucky as a Council to have committed women who make up our workforce. I know it has been said before but we must never take for granted our female majority Council and Cabinet. On International Women's Day I would like to recognise the women of this Council, from all walks of life and all backgrounds, being in local politics as a woman is a challenge and I am proud to sit amongst you all. As a young woman on this Council I sometimes forget how unusual this is, but when I go to meetings outside the City that remain predominantly old, white and male I am reminded quite how far we have come and quite how far there still is to go in representation in politics.

I asked a few colleagues and local residents to tell me women in the local community who deserve celebrating this International Women's Day. The response was overwhelming and, although I would love to, I would certainly exceed my time if I told you every story that was shared with me and I don't want to single out some people for fear of missing others but, suffice to say, the women of Nottingham's communities have stepped up in Covid, doing amazing things for their families, communities and City. They make a huge difference, not because they hold power or status but because they are the heart and the spirit of Nottingham. Our City and community wouldn't be what it is without you and today we celebrate you. So this International Women's Day, we have an exciting programme of virtual events but let's mark the day by celebrating the women of our City and by committing ourselves to choosing to challenge injustice, disadvantage, prejudice and misogyny wherever we see it not just on International Women's Day, but everyday.

Police and Crime Commissioner elections

Councillor Toby Neal asked the following question of the Portfolio Holder for Energy, Environment and Democratic Services:

Can the Portfolio Holder for Energy, Environment and Democratic Services explain what work is taking place to ensure safety of voters and staff for the forthcoming Police and Crime Commissioner Elections?

Councillor Sally Longford replied as follows:

Thank you Lord Mayor and can I thank Councillor Neal for this question which raises an important issue as we approach the election for Police and Crime Commissioner on 6 May. At the last meeting of Council I referred to the preparations being made and can confirm that they are well underway. As this will be our first election conducted during a pandemic additional safety measures are being introduced to ensure that the voters, staff, candidates and agents are able to participate safely and with confidence whether attending the polling stations, postal vote opening or the count. Although the election will be similar to previous polls in many ways, as everyone will expect, to reduce the risk of transmission of Covid, safety measures will be implemented at polling stations and other election venues. These include social distancing, hand sanitising and wearing face coverings unless medically exempt. Personal protective equipment is being procured for staff, and voters will be encouraged to bring and wear their own mask as well as a pen or pencil to mark their ballot paper, although both will be provided if not. It is widely recognised that some people may not be able to, or prefer not to attend the polling station in person at this election. Therefore, the option of voting by post or by proxy may be a more appropriate way to vote this time. A press release has been issued and the Council has publicised through social media and on the website encouragement to register to vote and to apply for a postal or proxy vote if necessary. I myself have been a bit die hard when it comes to attending the polling station previously but have this year applied for a postal vote. To ensure that no elector is disenfranchised due to the pandemic, changes are being made to the proxy voting procedure to ensure that those who become ill at short notice or are told to self-isolate can apply for a proxy vote up until 5pm on polling day. This also extends to an appointable proxy so that a replacement proxy can be appointed instead. Officers have also been assessing the suitability of polling stations and appropriate staffing. Amendments to polling places is a delegated responsibility of the Returning Officer and a thorough review has been carried out to reassess their suitability for this election. This has been particularly difficult while premises have remained closed and with uncertainty over the availability of some venues. Also, as part of this review, it has been a priority not to use premises used for educational purposes or located within sheltered housing accommodation in order to ensure that schools can remain open for teaching and to protect some of our most vulnerable citizens. The outcome of the review is that a total of sixteen polling stations require a change of location and due to a lack of suitable venues in most of these districts there has been no alternative but to merge these stations with those in adjacent districts. A list of changes to polling stations will be published on the Council's website soon and I will share this information when it is available with councillors. I would like to thank the Elections Team for their hard work in preparing for the election in these difficult circumstances and I hope that our citizens will feel reassured and will take the opportunity to vote on 6 May. Register to vote and apply for a postal or proxy vote now please.

Adult social care

Councillor Carole McCulloch asked the following question of the Portfolio Holder for Adult Care and Local Transport:

On 13 December 2019, Boris Johnson said, "And so I am announcing now – on the steps of Downing Street – that we will fix the crisis in social care once and for all, and with a clear plan we have prepared to give every older person the dignity and security

they deserve.” Could the Portfolio Holder for Adult Care and Local Transport Council explain what progress the Prime Minister has made in bringing forward his plan and fulfilling his promise?

Councillor Adele Williams replied as follows:

Thank you Lord Mayor and thank you Councillor McCulloch for the question which I could answer very quickly by saying: not very much it appears. I think, however, that there has been some recent briefing that it will be out by the end of the year but we will wait and see whether that will go the way of previous promises. It was disappointing after a year in which the Conservative Members of Parliament stood and clapped for carers, we have seen no progress at all with this. As Angela Rayner MP said ‘claps don’t pay the bills and when it came to showing how valued carers were in the budget carers will have seen how it is’. We know that adult social care is a sector which has been in crisis and in need of reform for years as a result of continued reductions to local authority budgets, increasing needs of older disabled people and their families and increasing cost pressures. The pandemic has further highlighted this, where residential care homes in particular have been disproportionately affected by Covid and it has really shone a light on this sector in caring for the most vulnerable citizens in our society and ensuring they continue to receive the care and support they need. Whilst there has been some additional investment into adult social care during Covid this has only been temporary and will do nothing to address the underlying problem. Whilst there is a lot of work to be done, the White Paper is welcome in that there is a focus on integration and innovation and the impetus to work together across health and social care and that is welcome in acknowledging the need for change and improving that integration. However, the Association of Directors of Adult Social Services has calculated social care needs investment of £1.3bn just to cover demographic and inflationary pressures nationally in this year to remain sustainable in 2021/22. Without this funding and recognition of the need for parity of esteem with the NHS and parity of funding none of us can feel reassured that a sustainable future for adult social care is there in terms of funding. We can get a better deal for citizens with a more integrated way of working where we are jointly working to get better outcomes for people in the City but we really need sustainable arrangements to fund social care to do that. The costs of increasing pressures due to an older population and some areas which have markedly different health and wellbeing outcomes are being put on the backs of local taxpayers. Adult social care funding which is a hotch potch of short term injections with no real long term plan and is well overdue the systemic overhaul that practitioners and politicians of all stripes know it needs. The Conservatives have been holding this ball for many many years now so it is really not good enough to be shaking their heads and saying how difficult it is. In the Budget we were told they were waiting for a cross-party consensus to be built and there already is one: we all know that what we have now is not working and there is a growing consensus that the current strategy of pushing the problem onto hard pressed local taxpayers isn’t the fix that the country needs. I would ask the Opposition to join us in asking the Government to put adult social care on a sustainable footing and I will share a letter with them that I would ask them to sign and stand with us and with politicians of all stripes to say we need better funding for adult social care, we need this to be sustainable and we need a better deal for our citizens and a better deal for the carers who have put their health on the line looking after vulnerable people in our City.

Key worker pay

Councillor Nick Raine asked the following question of the Leader of the Council:

Does the Leader agree that Nottingham's key workers, the true heroes of the Covid pandemic deserve much, much better than a pay cut from the Chancellor?

Councillor David Mellen replied as follows:

Thank you Lord Mayor and can I thank Councillor Raine for his question. On Wednesday Rishi Sunak delivered the long awaited 2021 Budget and in doing so announced the temporary extension of the £20 per week Universal Credit uplift via a one off payment and confirmed that the furlough scheme with support for the self-employed will continue until the end of September. Everyone on this Council will know that in January I wrote to the Chancellor urging him to extend the £20 per week uplift and this will, in the short term at least, give the people of Nottingham some reassurance although it falls way short of making it permanent. Like many at Council I have stood on my doorstep or outside the gates of a local care home and applauded the efforts of key workers who have given absolutely everything and, in some cases, their lives over the past year to keep the public safe. At the start of the pandemic people across the country gained a renewed sense of appreciation for the workers who kept the world going. Customers thanked supermarket staff, applauded the delivery vans and painted rainbows in their windows to thank the NHS. Our gratitude for their efforts is not enough however, so when the Government announced a 1% pay increase for NHS staff, slipping the news out the day after the Budget signalling it as a sign of the Government's gratitude for their service during the pandemic their efforts were met with an insult from their Government. The Chancellor pledged to give the NHS whatever it takes to fight Covid-19 yet there was no sign of an increase to core funding in Wednesday's Budget. Yet more broken promises. None of the recognition has translated into pay rises, no extra holidays, no extended sick pay. Let me be clear, a 1% increase for NHS staff is expected to be a real terms pay cut after inflation. For all other public sector workers who have worked tirelessly across our City, keeping people safe no increase at all in fact a pay freeze. What is clear is that the heroic efforts of keyworkers up and down the country and here in Nottingham streets and parks and care homes, bin lorries, telephone lines, food parcel delivery services they have been rewarded with a cut in their income in real terms by this Government. They have been left with the bill for the costs of the pandemic. Clapping on the steps of Downing Street is easy and cheap, failure to reward those heroes of our nation is apparently too expensive for Mr Sunak and Mr Johnson.

In November last year the Chancellor said that there would be no return to austerity in his upcoming Spending Review but let me take a moment to describe how this Government is driving public services into further austerity, particularly in relation to day to day departmental spending which is the money spent on employing staff and delivering routine services like social care and policing. On Wednesday the Chancellor announced that departmental spending is rising but not as fast as was planned before the pandemic. What he didn't mention in his speech, just like the paltry NHS pay rise, was that his budget plans included a roughly £4m a year cut in departmental spending starting in 2022/23. This follows a £13bn reduction in those departmental budgets in last year's Spending Review. The implication is that by

2023/24 those departmental budgets will be some £16bn lower than they were projected to be before the pandemic. As we know that £16bn cuts hit unprotected departments, such as the Ministry of Housing, Communities and Local Government (MHCLG). Having reviewed the Chancellor's announcement on Wednesday the Office for Budget Responsibility has said that all unprotected departments such as MHCLG are facing a cut in this autumn Spending Review for 2022/23 which comes on the back of a decade long series of cuts to local government. For us in local government we are now faced with 77% less departmental day to day spending than we had in 2010. The pandemic has led many of us to think in a new way about what is essential and, more importantly, about the risks those essential workers took to keep us fed, cared for, taught and protected. The pandemic is a reminder that our lives are in the hands of so many people whose work has for so long been underpaid. Economic recovery and ensuring public services are sustainable should go hand in hand. Both are essential to the kind of society we want to live in. When we rebuild, public services should be at the heart of that recovery. It is a kick in the teeth for all of our key workers who are now expected to tighten their belts as a reward for serving our nation.

The meeting adjourned at 15:35 and reconvened at 15:45.

78 Decisions taken under Urgency Procedures

Councillor David Mellen, Leader of the Council, presented the report detailing urgent decisions that the Council is required to note, which have been taken under provisions within the Overview and Scrutiny Procedure Rules and Access to Information Rules. The report was seconded by Councillor Sally Longford.

Resolved to note:

(1) the following urgent decisions (exempt from call in) taken:

Decision Reference Number	Date of Decision	Subject	Value of Decision	Reason for Urgency
4098	21/01/2021	To approve receipt of funding and allocation of match funding for energy efficiency improvements	£5,466,869.95	A tight timescale was imposed on the Council by the funders. Acceptance of funding was required by 21 January. If the funding had not been accepted by this deadline, the funding would have been lost.
4109	05/02/2021	Adult social care workforce	£383,000	Given the rapidly worsening Covid-19 situation, the

Decision Reference Number	Date of Decision	Subject	Value of Decision	Reason for Urgency
		requirements due to the Covid-19 pandemic		provision of reablement support needed to be extended. In order to extend staff contracts, notice had to be given to staff within a specific timescale. If notice had not been given to staff within that time period there would have been a risk that staff may have been lost and a recruitment exercise would have been required, involving time delays and additional cost; and some or all of the reablement support would not have been provided causing potential risks to the health of citizens.
4116	10/02/2021	Green Home Grants Local Authority Delivery Phase 2	£60.95m	Details of the grant funding conditions from the Department for Business, Energy and Industrial Strategy were delayed but the Department did not revise the timescales to take this into account and therefore the decision making and project timescales were compressed.

Decision Reference Number	Date of Decision	Subject	Value of Decision	Reason for Urgency
				Delay in the decision could have jeopardised the funding and delivery of the programme.
4125	22/02/2021	Adult Social Care Workforce Capacity Fund	£775,014	There was short notice of the grant award and a tight timescale for delivery, so any delay would have created a risk that the allocation and spend would not have been completed by the deadline, resulting in funding being returned to the Department for Health and Social Care.
4126	22/02/2021	Allocation of Adult Social Care Rapid Testing Funding	£639,400	There was short notice of the grant award and a tight timescale for delivery, so any delay would have created a risk that the allocation and spend would not have been completed by the deadline, resulting in funding being returned to the Department for Health and Social Care.
Executive Board Minute Ref:83	23/02/2021	Budget 2021/22 and Medium Term Financial Outlook <ul style="list-style-type: none"> Housing Revenue Account 	£1.1m	In order to meet requirements of the Housing Act 1985 to give tenants 28 days notice of rent increases.

Decision Reference Number	Date of Decision	Subject	Value of Decision	Reason for Urgency
		budget 2021/22 element		

(2) that there were no decisions taken under the Special Urgency Procedure during this period.

79 Treasury Management Strategy 2021/22 and Capital Strategy 2021/22

Councillor Sam Webster, Portfolio Holder for Finance, Growth and the City Centre, presented the report seeking approval of strategies relating to treasury management and capital investment in 2021/22. The strategies had been endorsed by Executive Board at its meeting on 23 February 2021. The report was seconded by Councillor David Mellen.

Resolved to:

- (1) approve the 2021/22 Treasury Management Strategy, including the Strategy for Debt Repayment and the Investment Strategy, as detailed in Appendix 1 to the report;**
- (2) approve the prudential indicators and limits from 2021/22 to 2023/24, as detailed in Appendix 1, section 5.1 to the report;**
- (3) adopt the current Treasury Management Policy Statement, as detailed in Appendix 1, section 5.3 to the report; and**
- (4) approve the 2021/22 Capital Strategy including the Voluntary Debt Reduction Policy Statement, as detailed in Appendix 2 to the report.**

80 Budget 2021/22

In the interests of transparency, Councillors Steve Battlemuch and Anne Peach declared that they were trustees of the Nottingham Playhouse Board. This did not prevent them from remaining in the room during consideration of the proposals and voting on this item.

Councillor Sam Webster, Portfolio Holder for Finance, Growth and the City Centre, presented the report setting out proposals for the revenue budget 2021/22, capital programme to 2025/26 and level of council tax for 2021/22. The report was seconded by Councillor David Mellen.

Councillor David Mellen, seconded by Councillor Sam Webster, proposed an amendment to the proposals, as set out below:

In recommendation 2.1(1) add after “the revenue budget for 2021/22”

“subject to the following:

	Net 2021/22 £
Reduce the amount of workforce and other savings that do not require public consultation from £4.659m to £4.577m, removing a Children and Young People proposal in relation to the Missing Children's Team	81,715
Remove the Leisure, Culture and IT consultation proposal to introduce a Charge for use of city centre toilets	45,000
Reduce the Leisure, Culture and IT consultation proposal in relation to external grants to cultural partners from £107,000 to £50,370	56,630
Use an additional £183,345 of the earmarked Resilience Reserve in order to balance the 2021/22 budget, in light of the proposed amendments above	-183,345
Total Net Financial Impact	0"

And amend the following recommendations as indicated:

- In recommendation 2.1(3)(a) replace £990,599,900 with £990,738,245;
- In recommendation 2.1(3)(b) replace £864,543,774 with £864,682,119

Councillors voted on the proposed amendment.

Resolved to approve the amendment proposed by Councillor Mellen.

Councillor Andrew Rule, seconded by Councillor Kevin Clarke, proposed a further amendment, as set out below:

In recommendation 2.1(1) add after "the revenue budget for 2021/22"

"subject to the following:

	Net 2021/22 £
Section 1	
Reduction in the number of Special Responsibility Positions for Executive Assistants	-34,740
Voluntary Garden Waste (4 extra garden waste collections a year charged at £10, for those residents who wish to subscribe)	-196,100
Reduction in payments to Trade Unions specifically for facility time (based on a 25% budget reduction, partial year)	-52,940
Bulky Waste – Citizens offered one free collection per annum, charges of £15 apply for further collections to fund council tax reductions for all citizens (based on 50% take up)	-219,110

Release uncommitted Area Capital reserves (one off)	-952,500
Total Net Financial Impact	-1,455,390

Section 2

It is recommended that reviews of the following areas be undertaken:

- Review of impact on the City Council in the event the Tram Operator fails
- Review of alternative financing methods to Work Place Parking Levy
- Audit of availability payments made to operator accurately reflect operational performance
- Urgent review of waste disposal strategy post 2030
- Review of parking and traffic enforcement exemptions – NHS City Care Staff, Council employed carers, first responders and on duty emergency personnel
- Assessment of inefficiencies arising from Internal Charging within City Council
- Urgent review of parking charges on economy of City Centre
- Review of asset transfer and use of community trusts for safeguard community assets – specifically and immediately for Summerwood Adult Day Centre in Clifton, in order to prevent the imminent threat of closure
- Review of voluntary and third sector access to Youth Centres to improve utilisation
- Review of membership of Companies Governance Committee
- Review of commercialisation opportunities within Tree Services
- Area Capital allocation formula
- Develop a strategy for increasing the mix of affordable homes as a means of increasing the City Council's Council Tax Base
- Identify and pursue commercialisation opportunities with other local authorities"

In recommendation 2.1 (2) add after "the capital programme to 2025/26"

"subject to the following:

It is recommended that a review of the existing capital programme be undertaken to:

- Reprioritise resources to create additional funds to improve pavements. Councillors who use Area Capital Fund to improve pavements on main thoroughfares could seek match funding from this fund.
- Reprioritise to fund repairs to roads across the City"

And amend the following recommendations as indicated:

- In recommendation 2.1 (3) replace £126,056,126 with £124,600,736;
- In recommendation 2.1 (3) (a) replace amended £990,738,245 with £989,794,510;
- In recommendation 2.1 (3) (b) replace amended £864,682,119 with £865,193,774;
- In recommendation 2.1 (3) (c) replace £126,056,126 with £124,600,736;
- In recommendation 2.1 (4) replace £1,898.55 with £1,876.63

And amend the following sections as indicated:

- In section 5.2 replace £126,056,126 with £124,600,736 and £1,898.55 with £1,876.63
- In section 5.3 and 5.6 substitute the following basic amounts of council tax for the ones shown in the report:

Band	Basic Amount of Council Tax
A	£1,251.09
B	£1,459.60
C	£1,668.12
D	£1,876.63
E	£2,293.66
F	£2,710.69
G	£3,127.72
H	£3,753.26

- In section 5.6 substitute the following aggregate council taxes for those shown in the report:

Band	Aggregate
A	£1,458.21
B	£1,701.24
C	£1,944.28
D	£2,187.31
E	£2,673.38
F	£3,159.45
G	£3,645.52
H	£4,374.62

The meeting was adjourned at 17:25 to allow time for councillors to consider the proposed amendment. The meeting resumed at 17:45.

Councillors voted on the proposed amendment.

Resolved to reject the amendment proposed by Councillor Rule.

Councillors debated the budget report, as amended by Councillor Mellen.

Councillors voted on the recommendations in the amended budget report as follows:

	For	Against	Abstain
Councillor Leslie Ayoola	✓		
Councillor Cheryl Barnard	✓		
Councillor Steve Battlemuch	✓		
Councillor Merlita Bryan	✓		
Councillor Graham Chapman	✓		
Councillor Azad Choudhry	✓		
Councillor Kevin Clarke		✓	
Councillor Michael Edwards	✓		
Councillor Sam Gardiner	✓		
Councillor Jay Hayes	✓		

Councillor Rosemary Healy	✓		
Councillor Nicola Heaton	✓		
Councillor Patience Ifediora	✓		
Councillor Kirsty Jones		✓	
Councillor Angela Kandola	✓		
Councillor Jawaaid Khalil	✓		
Councillor Gul Nawaz Khan	✓		
Councillor Neghat Nawaz Khan	✓		
Councillor Zafran Nawaz Khan	✓		
Councillor Pavlos Kotsonis	✓		
Councillor Jane Lakey	✓		
Councillor Rebecca Langton	✓		
Councillor Dave Liversidge	✓		
Councillor Sally Longford	✓		
Councillor AJ Matsiko	✓		
Councillor Carole McCulloch	✓		
Councillor David Mellen	✓		
Councillor Sajid Mohammed	✓		
Councillor Salma Mumtaz	✓		
Councillor Toby Neal	✓		
Councillor Anne Peach	✓		
Councillor Georgia Power	✓		
Councillor Shuguftah Quddoos	✓		
Councillor Ethan Radford	✓		
Councillor Nick Raine	✓		
Councillor Angharad Roberts	✓		
Councillor Andrew Rule		✓	
Councillor Mohammed Saghir	✓		
Councillor Wendy Smith	✓		
Councillor Dave Trimble	✓		
Councillor Maria Watson		✓	
Councillor Sam Webster	✓		
Councillor Adele Williams	✓		
Councillor Linda Woodings	✓		
Councillor Cate Woodward	✓		
Councillor Audra Wynter	✓		

Resolved to

(1) approve the revenue budget for 2021/22,

subject to the following

Reduce the amount of workforce and other savings that do not require public consultation from £4.659m to £4.577m, removing a Children and Young People proposal in relation to the Missing Children's Team

**Net
2021/22
£
81,715**

Remove the Leisure, Culture and IT consultation proposal to introduce a charge for use of city centre toilets	45,000
Reduce the Leisure, Culture and IT consultation proposal in relation to external grants to cultural partners from £107,000 to £50,370	56,630
Use an additional £183,345 of the earmarked Resilience Reserve in order to balance the 2021/22 budget, in light of the proposed amendments above	-183,345
Total Net Financial Impact	0

including:

- a. the recommendations of the Strategic Director of Finance/ Chief Finance Officer in respect of the robustness of the estimates made for the purpose of the budget calculations and the adequacy of reserves;**
- b. the delegation of authority to the Strategic Director of Finance/ Chief Finance Officer, in consultation with the Portfolio Holder for Finance, Growth and the City Centre, to finalise the 2021/22 budget for publication;**
- c. the delegation of authority to the Corporate Leadership Team to implement savings after undertaking the appropriate consultation; and**
- d. the retention of the Council Tax Support Scheme, currently in operation, for the financial year 2021/22**

(2) approve the capital programme to 2025/26;

(3) approve a council tax requirement of £126,056,126 including the calculations required by Sections 30 to 36 of the Local Government Finance Act 1992 (“the Act”), as set out below:

- a. £990,738,245 being the aggregate of the expenditure, allowances, reserves and amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act;**
- b. £864,682,119 being the aggregate of the income and amounts which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act;**
- c. £126,056,126 being the amount by which the aggregate at (3)(a) above exceeds the aggregate at (3)(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year**

(4) approve a City Council Band D basic amount of council tax for 2021/22 of £1,898.55 being the amount at (3)(c) divided by the amount at (9) below, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year (as set out in section 5 of the report)

- (5) approve the setting of the amounts of council tax for 2021/22 at the levels described in the report**
- (6) approve the making of the Members Allowances Scheme for 2021/22 in the terms of the previously adopted and amended Scheme, save for adjustments to mirror nationally determined rates of pay awards and travel and subsistence (as applicable to officers) and for carers allowances**
- (7) note a Nottinghamshire and City of Nottingham Fire and Rescue Authority precept at Band D for 2021/22 of £82.95**
- (8) note a Nottinghamshire Police and Crime Commissioner precept at Band D for 2021/22 of £244.26**
- (9) note that in January 2021 the City Council calculated the amount of 66,396 as its council tax base for the year 2021/22 in accordance with the Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012**

The meeting adjourned at 19:07 and resumed at 19:17.

81 One Nottingham and the Nottingham Plan to 2020 Final Report

Councillor Rebecca Langton, Portfolio Holder for Communities, Highways and Strategic Transport, presented the report asking Council to note the One Nottingham and Nottingham Plan to 2020 Final Report. The report was seconded by Councillor David Mellen.

Resolved to note the One Nottingham and Nottingham Plan to 2020 Final Report, as detailed in Appendix 1 to the report.

82 Amendments to the Constitution

Councillor Audra Wynter, Chair of Audit Committee, presented the report proposing amendments to non-executive aspects of the Council's Constitution, including the terms of reference for the Audit Committee and Councillor Code of Conduct. The report was seconded by Councillor Neghat Khan, Chair of Standards Committee.

Resolved to

- (1) adopt a revised Councillor Code of Conduct, as set out in Appendix A to the report, to replace the current Councillor's Code of Conduct and Co-opted Members' Code of Conduct, and to amend the Constitution accordingly;**
- (2) adopt a revised Terms of Reference for the Audit Committee, as set out in Appendix B to the report, and to amend the Constitution accordingly; and**

- (3) re-designate the statutory responsibility of the Director of Adult Social Services to the post of Corporate Director for People, and to amend the Constitution accordingly.**

83 Pay Policy Statement 2021-22

Councillor Dave Liversidge, Chair of the Appointments and Conditions of Service Committee, presented the report proposing approval of the Council's Pay Policy Statement for 2021/22. The report was seconded by Councillor David Mellen.

Resolved to

- (1) approve and endorse the Council's Pay Policy Statement for 2021/22; and**
- (2) note that the Statement may need to be amended in-year for any necessary changes the Council may wish to adopt. Any such changes will be presented to Full Council for approval.**

84 Committee membership changes

The following committee membership changes were noted:

- (1) Councillor Sajid Mohammed had resigned as a member of the Regulatory and Appeals Committee;
- (2) Councillor Angela Kandola had resigned as a member of the Health Scrutiny Committee;
- (3) Councillor Angela Kandola had been appointed to a vacant seat on the Health and Wellbeing Board; and
- (4) Councillor Lauren O'Grady had been appointed as a member of the Health Scrutiny Committee.

85 Dates of future meetings

Resolved to

- (1) hold the Annual General Meeting on Monday 26 April at 2pm remotely on Zoom and livestreamed on the Council's YouTube Channel; and**
- (2) note the proposal to meet at 2pm on the following Mondays:**
 - a. 12 July 2021**
 - b. 13 September 2021**
 - c. 8 November 2021**
 - d. 10 January 2022**
 - e. 7 March 2022**

The Meeting concluded at 7.34 pm

Responses to questions from Councillors requiring a written response

WQ1

Written question to be asked by Councillor Andrew Rule of the Portfolio Holder for Regeneration, Schools and Communications at the meeting of the City Council to be held on 8 March 2021

Can the Portfolio Holder provide a breakdown of Council owned property (excluding housing stock) sold since November 2020, on a property by property basis and provide the sale consideration received against the last recorded book value?

Councillor David Mellen replied as follows:

In response the table below provides the detail requested: Assets sold between 01.11.2020 and 09.03.2021

As you will note the book value in some cases cannot be provided, the reason for this is that often assets which are located adjacent or in close proximity to each other are grouped together to be valued for accounting purposes, purely for reasons of efficiency. This means that we would not always have individual asset values.

In addition, not every asset is valued every year as they are valued on a 5 year rolling programme hence why the date of the book valuation has been provided.

Address	Book Value £ (date of valuation)	Sale Price £	Comments
14 Gervase Gardens, Clifton	Valuation for 1, 2 & 4-40 Gervase Gardens (unable to split), value £0.023m (31-Mar-20)	2,000	Book Value forms part of a larger asset group, no individual asset value
15 Gervase Gardens, Clifton	Valuation for 1, 2 & 4-40 Gervase Gardens (unable to split), value £0.023m (31-Mar-20)	3,000	Book Value forms part of a larger asset group, no individual asset value
112 to 128 Derby Road, Nottingham	Unable to split 62-82, 88-94 & 106-128 Derby Road assets grouped, combined value £1.509m (31-Mar-20)	1,300,000	Book Value forms part of a larger asset group, no individual asset value
106 Derby Road, Nottingham	Unable to split 62-82, 88-94 & 106-128 Derby Road assets grouped, combined value £1.509m (31-Mar-20)	48,000	Book Value forms part of a larger asset group, no individual asset value
Trent Farm, Long Eaton (paddock)	£0.243m (31-Mar-20)	40,000	Book Value forms part of a larger asset group, no individual asset value
Glaisdale Dr East, Nottingham	£0.290m (31-Mar-17)	570,000	Market has moved significantly in last 3 yrs since Book Value set
Land at Crocus Street, Nottingham	£0.162m (31-Mar-20)	140,000	Further overage receipt anticipated
60 Carlton Road, Nottingham	Unable to split 60, 62 & 64 Carlton Road assets	202,000	Book Value forms part of a larger asset group, no

	grouped, combined value £1.000m (31-Mar-20)		individual asset value
5 Holgate, Clifton	£0.082m (31-Mar-20)	202,000	Very strong bidding in auction
289 Main Street, Bulwell	£0.082m (31-Mar-20)	100,000	
293 Main Street, Bulwell	£0.030m (31-Mar-20)	50,000	
308a Colwick Low Rd, Nottingham	£0.092m (31-Mar-20)	390,000	Very strong bidding in auction
Part of former Denewood Centre, Denewood Crescent, Nottingham	£0.770m (31-Mar-20)	760,000	

WQ2

Written question to be asked by Councillor Andrew Rule of the Portfolio Holder for Regeneration, Schools and Communications at the meeting of the City Council to be held on 8 March 2021

The Portfolio Holder will be aware of the Portfolio Holder for Finance, Growth and the City Centre's repeated statements about the freezing of non-essential Council spend. Could he therefore provide a breakdown of the top 10 items of non-essential spend cut from his Portfolio since the emergency budget last year?

Councillor David Mellen replied as follows:

In 2017/18 the Council implemented a range of management actions and spending controls to mitigate potential overspends and these remain in place today. These have included a range of measures such as reducing contingency balances, reviews of earmarked reserves, reduced revenue contribution to the capital programme, vacancy controls, stop to non-essential spend, reductions to maintenance spend and restrictions on hospitality, training, travel and conferences.

Budget Managers are accountable for delivering their services within budget and are responsible for ensuring that the spending controls are adhered to.

Expenditure within the Finance system records type of expenditure but the categorisation between essential or non-essential spend will be different depending on the service, examples are, training for one area may be non-essential but for another service essential in a particular circumstance and the holding of vacancies aligned to grant funded services would impact on the maximisation in the use of grants and the impact on the outcomes associated with the grant conditions.

Budget Managers continue to forecast monthly capturing any underspends from the controls that are applicable to the service they are providing.

WQ3

Written question to be asked by Councillor Andrew Rule of the Portfolio Holder for Finance, Growth and the City Centre at the meeting of the City Council to be held on 8 March 2021

Could the Portfolio Holder provide a breakdown of the number of empty commercial properties in the City Centre on a month by month basis from March 2020 to February 2021 and what this equates to in terms of lost rates revenue?

Councillor Sam Webster replied as follows:

We do not measure vacancies in the city centre on a month by month basis. The most recent reliable data is just before the pandemic, which showed a vacancy rate in the city as follows: Total Retail Units Surveyed 1311, 200 vacant which is a 15.26% vacancy rate. However, these figures include Broadmarsh. If we remove Broadmarsh units which are 'under development' a more accurate figure is 1311 – minus 69 units under = 1242 total surveyed, with 131 vacant so a rate of 10.55% vacancy.

We know that there have been many businesses choosing to give up their leases or cease trading during the global pandemic. It must be noted however, that until shops reopen as part of the Government's Roadmap, we are unable to provide an accurate figure.

With regards to business rates, the owner of the property is still liable for rates, so the rates income base line will not have changed unless there is a change of use and a re-valuation. This is unlikely due to the valuation office being constrained in their working.

It is worth noting however that all retail, leisure and hospitality businesses had zero rated rates bills for April 2020 -March 2021, as a result of Government policy related to the pandemic.

WQ4

Written question to be asked by Councillor Andrew Rule of the Portfolio Holder for Leisure, Culture and IT at the meeting of the City Council to be held on 8 March 2021

The Portfolio Holder will be aware of the Portfolio Holder for Finance, Growth and the City Centre's repeated statements about the freezing of non-essential Council spend. Could he therefore provide a breakdown of the top 10 items of non-essential spend cut from this Portfolio since the emergency budget last year?

Councillor Dave Trimble replied as follows:

In 2017/18 the Council implemented a range of management actions and spending controls to mitigate potential overspends and these remain in place today. These have included a range of measures such as reducing contingency balances, reviews of earmarked reserves, reduced revenue contribution to the capital programme,

vacancy controls, stop to non-essential spend, reductions to maintenance spend and training, travel and conferences.

Budget Managers are accountable for delivering their services within budget and are responsible for ensuring that the spending controls are adhered to.

Following the emergency budget set and ahead of the budgets agreed for 2021/22, in addition to the measures highlighted above, the following temporary spending mitigations were also implemented which included:

- reduction in cleaning and chemical supplies purchased due to the continued lock down of leisure centres;
- reduction across buildings of internal cleaning whilst not operational;
- deferment of inspections where these were not health and safety critical;
- cancellation of events and associated marketing spend;
- reduction of horticultural work on park sites or for detailed floral bed planting schemes;
- reduction in book purchases during the lockdown for libraries;
- deferment where possible of any other discretionary expenditure items across the service that were not contractual.

Expenditure within the Finance system records type of expenditure but the categorisation between essential or non-essential spend will be different depending on the service, examples are, training for one area may be non-essential but for another service essential in a particular circumstance and spend associated with income generation where there is a positive budget impact.

Budget Managers continue to forecast monthly capturing any underspends from the controls that are applicable to the service they are providing.

City Council – 26 April 2021

Report of the Lord Mayor/ Chairman of Council

Appointments, remits and first meetings of committees and joint bodies 2021/22

1 Summary

- 1.1 The report sets out the proposed terms of reference and first meeting dates of Council committees, along with proposed memberships, substitutes and chairing arrangements (where applicable). The report also sets out the terms of reference, first meeting dates and proposed City Council membership of joint bodies.
- 1.2 Appendix 1 sets out the proposed terms of reference of Council committees and joint bodies for 2021/22.
- 1.3 Appendix 2 sets out the proposed first meeting dates of Council committees and joint bodies in 2021/22.
- 1.4 Appendix 3 sets out the proposed membership and, where applicable, substitutes of Council committees and the proposed City Council membership and, where applicable, substitutes of joint bodies for 2021/22. (to follow)

2 Recommendations

- 2.1 To agree the terms of reference for Council committees and joint bodies for 2021/22, as set out in Appendix 1.
- 2.2 To agree the first meeting dates for Council committees and joint bodies for 2021/22, as set out in Appendix 2.
- 2.3 To agree the membership and substitutes, where applicable, for Council committees and the City Council membership and substitutes, where applicable, for joint bodies for 2021/22, as set out in Appendix 3.
- 2.4 To appoint the committee chairs and vice chairs for 2021/22 for committees that Council is responsible for appointing, as set out in Appendix 3.
- 2.4 To amend the Constitution to reflect the agreed terms of reference and membership of Council committees and joint bodies for 2021/22.

3 Reasons for recommendations

- 3.1 To ensure that the terms of reference for, appointments to and first meeting dates of Council committees and joint bodies are agreed for municipal year 2021/22.

4 Other options considered in making recommendations

- 4.1 No other options have been considered. Council is responsible for agreeing the terms of reference and appointing the membership for Council committees. Updating the Constitution to ensure clarity of rights and duties enabling the Council to conduct its business lawfully is required by the Local Government Act 2000.

5 Background (including outcomes of consultation)

- 5.1 The Council establishes non-executive committees and agrees and amends their terms of reference, determines their composition and makes appointments to them. Council also appoints the chairs of the committees that it has established, with the exception of those committees that are responsible for appointing their own chair.
- 5.2 After Council has established the committee structure and membership for the year, the Constitution enables the Corporate Director for Strategy and Resources (currently sub-delegated to Director of Legal and Governance) to approve in-year changes to committee memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership. Such changes are reported to the next meeting of Council.
- 6 Finance colleague comments (including implications and value for money)**
- 6.1 None
- 7 Legal and Procurement colleague comments (including risk management issues, and legal, Crime and Disorder Act and procurement implications)**
- 7.1 The proposed terms of reference and appointments are in line with Council's Constitution.
- 8 Equality Impact Assessment (EIA)**
- 8.1 Has the equality impact of the proposals in this report been assessed?
- No ☒
- An EIA is not required because the proposals do not relate to new or changing policies or services.
- 9 List of background papers other than published works or those disclosing confidential or exempt information**
- 9.1 None
- 10 Published documents referred to in compiling this report**
- 10.1 Nottingham City Council Constitution
- 10.2 Local Government Act 2000

Lord Mayor/ Chairman of Council

Non-Executive Committees 2021/22 – Terms of Reference

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 Officers (as referred to in paragraph 1(a) of the Officer Employment Procedure Rules (Standing Orders on Employment Matters), subject to having ascertained the views of the Executive Board in accordance with Standing Orders;
- b) to approve the appointment of Chief Officers (as referred to in paragraph 1(a) of the Officer Employment Procedure Rules (Standing Orders on Employment Matters));
- c) to determine the terms and conditions of City Council employees and procedures for disciplinary action and dismissal;
- d) to designate Proper Officers;
- e) 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;
- f) to exercise any other personnel functions which cannot be the responsibility of the Executive;
- g) 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;
- h) 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 pension and award additional LGPS pension 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);
- i) 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 pension and award additional LGPS pension 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;

- 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;
- l) to consider any grievances relating to or raised by the Chief Executive. Members involved in considering these will not be able to participate in any further consideration of the matter at other committees.

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 8 members and is politically balanced. One place is reserved for the relevant Portfolio Holder with a remit covering Resources (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.

Where practical, members of this committee should not also be members of Audit Committee, Investigating and Disciplinary Committee, or Appeals Committee.

Audit Committee

Description

Balance requirements: The members of the committee drawn from the Council will be non-executive and numbers will be politically balanced

Status: Audit Committee is a Non-Executive Committee

Overview of purpose: Audit committees in local authorities are necessary to satisfy the requirements of the Accounts and Audit (England) Regulations 2015, which state that a local authority is responsible

“for a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives; ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”.

Also, in England, Section 151 of the Local Government Act 1972 requires every local authority to “make arrangements for the proper administration of its financial affairs”.

CIPFA’s ‘Audit Committees - Practical Guidance for Local Authorities and Police 2018’ is recognised best practice for audit committees in local authorities throughout the UK.

Best practice also encompasses the relevant sections of

- Delivering Good Governance in Local Government (CIPFA)
- the Public Sector Internal Audit Standards 2017 (IIA & CIPFA)
- the Local Government Application Note 2019 on PSIAS (CIPFA)
- the Code of Practice on Managing the Risk of Fraud and Corruption 2014 (CIPFA)

Accountable to: Full Council

Reporting arrangements: Annually, the Chair will present to Full Council, a report on the work of the committee.

Purpose

1. The Audit Committee is a key component of Nottingham City Council’s corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. Provide independent assurance to those charged with governance of the adequacy of the risk management framework and the internal control environment.
3. Provide independent review of the Council’s governance, risk management and control frameworks.
4. Oversee the financial reporting and annual governance processes.
5. Oversee internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.
6. Consider assurance of 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 including emphasis on
 - Governance risks around high level financial strategy and reserves

- Governance risks connected to asset realisation
- Governance of Capital Programme and projects
- Value for Money and Delivering Objectives
- Governance of linked incorporated bodies

The Council has already established an Overview & Scrutiny Committee and Companies Governance Executive Sub-Committee which are responsible for detailed scrutiny. Work programmes should be coordinated.

7. Oversee proposed and actual changes to the Council's policies and procedures pertaining to governance, including making recommendations to Council on non-executive amendments to the Constitution.

Objectives

The Committee will achieve its purpose by carrying out the following functions:

Governance, Risk & Control

1. Review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
2. Review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account Internal Audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
3. Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
4. Consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
5. Receive and consider the results of reports from external inspectors, ombudsman and similar bodies and from statutory officers.
6. Monitor the effective development and operation of risk management in the Council.
7. Monitor progress in addressing risk-related issues reported to the committee.
8. Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
9. Review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
10. Monitor the counter-fraud strategy, actions and resources.
11. Review the governance and assurance arrangements for Council owned companies, significant partnerships or other collaborations, including reports of companies assurance.
12. Commission work from internal and external audit.
13. Consider arrangements for and the merits of operating quality assurance and performance management processes.
14. Consider the exercise of officers' statutory responsibilities and of functions delegated to officers.
15. Effectively scrutinise, review and monitor treasury management strategies and policies in accordance with guidance issued to local authorities, and make appropriate recommendations to the responsible body.
16. Consider any appeals made by an employee against decisions made by the Appointments and Conditions of Service Committee relating to a grievance made against the Chief Executive. Members involved in considering these will not be able to participate in any further consideration of the matter at other committees.

Financial Reporting

17. Review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
18. Consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
19. Approve the Council's Statement of Accounts and associated governance and accounting policy documents

External Audit

20. Support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by PSAA or the authority's auditor panel as appropriate.
21. Consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
22. Consider specific reports as agreed with the external auditor.
23. Comment on the scope and depth of external audit work and to ensure it gives value for money.
24. Advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Internal Audit

25. Undertake the duties of the Board mandated by PSIAS (as identified in Table 1 below).
26. Consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services.
27. Consider the Head of Internal Audit's annual report.
28. Consider summaries of specific internal audit reports as requested.

Accountability Arrangements

29. Report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
30. Report to Full Council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
31. Publish an annual report on the work of the committee.

Table 1: Duties Of The Board (Audit Committee) Mandated By PSIAS	
PSIAS ref	Duty of the Board
1000	Approve the Internal Audit charter
1110	Approve the risk-based internal audit plan, including internal audit's resource requirements, including any significant changes, the approach to using other sources of assurance and any work required to place reliance upon those other sources.

Table 1: Duties Of The Board (Audit Committee) Mandated By PSIAS	
PSIAS ref	Duty of the Board
1110	Approve decisions relating to the appointment and removal of the Chief Audit Executive
1110	Receive an annual confirmation from the Chief Audit Executive with regard to the organisational independence of the internal audit activity
1110	Make appropriate enquiries of the management and the Chief Audit Executive to determine whether there are inappropriate scope or resource limitations
1110	The chair to provide feedback for the Chief Audit Executive's performance appraisal
1111	Provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee.
1112	Consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the head of internal audit. To approve and periodically review safeguards to limit such impairments.
1130	Approve significant additional consulting services agreed during the year and not already included in the audit plan, before the engagement is accepted
1312	Contribute to the QAIP and in particular, to oversee the external quality assessment of internal audit that takes place at least once every five years.
1320	Receive the results of the Quality Assurance and Improvement Programme from the Chief Audit Executive
2020 & 2030	Receive communications from the Chief Audit Executive on internal audit's audit plan and resource requirements including the approach to using other sources of assurance, the impact of any resource limitations and other matters
2060	Receive communications from the Chief Audit Executive on the internal audit activity's purpose, authority, responsibility and performance relative to its plan. Reporting must also include significant risk exposures and control issues, including fraud risks, governance issues and other matters needed or requested by senior management and the board.
2600	Receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

Membership and Chairing

The membership will consist of 9 non-executive members (politically balanced) and up to 2 external independent members.

Make-up of membership

- Councillors may not be a member of the Executive
- The Chair cannot be a Chair of the Board of any of the Council's Group of companies.
- From March 2022 an additional exclusion to membership for any Councillor or external independent member serving as a director of any of the Council's Group of companies
- External independent members will have full voting rights

Substitutes

Councillor member substitutes are permitted

No substitutes will be accepted for independent members

Quorum

The standard quorum will apply

Frequency of Meetings

There will normally be six meetings per year. Additional meetings may be called at the discretion of the Chair.

Duration

The committee will meet as set out above unless and until the constitution determines otherwise.

Governance Improvement Board

Description

The Improvement Board is a politically balanced committee of Council, established to oversee the delivery of the Action Plan responding to the Report in the Public Interest concerning the Council's Governance Arrangements for Robin Hood Energy Ltd (the PIR) and to review wider governance issues at Nottingham City Council. The committee is accountable to Council and will provide progress reports to Council every six months.

Purpose

The purpose of the Improvement Board is to:

- (a) deliver and drive progress against the PIR Action Plan
- (b) support improvement in the Council's wider governance arrangements
- (c) ensure that a range of voices, including those independent of the Council, contribute to the development of governance at Nottingham City Council.

Objectives

The Board's objectives are to:

- (a) steer the implementation of the PIR Action Plan and wider governance improvements
- (b) monitor progress on the implementation of the PIR Action Plan
- (c) assess Nottingham City Council's current governance arrangements and identify and make recommendations to Council on areas for improvement
- (d) review the Constitution in relation to governance improvement and recommend amendments to the Leader in relation to executive matters and to Council for non-executive matters
- (e) identify best practice and gather views on matters within the Board's remit from relevant internal and external sources, including the appointed co-opted members and members of the Executive, Overview and Scrutiny Committees and the Audit Committee
- (f) make decisions, including spending decisions relating to non-executive areas of the governance improvement programme
- (g) make recommendations to the Executive on executive areas of the governance improvement programme.

Membership and Chairing

The Board will consist of ten members, including two co-opted independent members who have full voting rights. The membership will consist of:

- The Leader of the Council
- Chair of Overview and Scrutiny Committee
- Chair of Audit Committee
- Representative of minority political groups (nominated by the leader of the largest minority political group)
- Four other Councillors
- Two independent members

The Board will be chaired by one of the Councillor members but cannot be chaired by the Leader, or by the Chair of Overview and Scrutiny Committee or the Chair of the Audit Committee.

The Vice-Chair will be taken by one of the two independent members.

Substitutes

Substitute members can be appointed to this Board. Up to three named substitutes can be appointed for each of the following members:

- The Leader: to be substituted by a member of the Executive.
- Chair of Overview and Scrutiny: to be substituted by one of the two Vice Chairs of Overview and Scrutiny or, if not available, another member of the Overview and Scrutiny committee.
- Chair of Audit: to be substituted by the vice chair of the Audit Committee or, if not available, another member of the Audit Committee.

For all other Councillor members up to six named substitutes may be appointed.

No substitutes may be appointed for independent members.

Quorum

The quorum for this Board is five, which must include at least one independent member.

Frequency of Meetings

The Board will meet as required for the period covered by the PIR Action Plan.

Duration

The Board will initially meet for the duration of the Action Plan. After that period, every six months, it will review its need to meet.

Licensing Committee

To undertake those functions of the Licensing Authority prescribed by the Licensing Act 2003 (and any Regulations or Orders made under that Act), the Gambling Act 2005 (including the power to prescribe fees under section 212), and powers and functions relating to late night levy requirements under Chapter 2 Part 2 of the Police Reform and Social Responsibility Act 2011 (and any Regulations made under that Chapter) other than matters which are specifically reserved to full Council.

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.

Licensing Panels

To determine contested applications under the Licensing Act 2003 and Gambling Act 2005.

Licensing Panels are accountable to the Licensing Committee, have 3 members (derived from the Licensing Committee and not politically balanced), are chaired by the Chair and Vice-Chair of the Licensing Committee, and meet as they are required.

Special Licensing Panel

Comprises the Chair and Vice-Chair of the Licensing Committee, and one other member to be drawn from the membership of the full Committee.

Meets as required to determine complex or contentious licensing applications and to determine reviews of licences in accordance with the allocation procedure agreed by the Licensing Committee.

Note: The Licensing Officer/Manager is responsible for the referral of applications and reviews to the Special Licensing Panel following consultation with the Chair and Vice-Chair of the Licensing Committee.

Licensing Decision Making – List of Delegated Functions

The Authority, in the majority of cases, follows the table of delegated functions set out below. However, in circumstances where it seems appropriate to the Authority, any

particular matter may be dealt with otherwise than is indicated in this table whilst having due regard to statutory requirements. For example, an officer may choose not to exercise their delegated power and refer the matter to the Panel or a Panel itself may choose to refer the matter to the Committee.

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
<u>Licensing Act 2003</u>			
Application for personal licence with unspent convictions or immigration penalty		All cases where an objection or immigration objection notice is served	No objection made
Review of personal licence where the holder has been convicted of a relevant offence, foreign offence, or been required to pay an immigration penalty		All Cases	
Application for premises licence/club premises certificate	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
Application for provisional statement	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
Application to vary premises licence/club premises certificate (<i>other than an application for a Minor Variation</i>)	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
Application for Minor variation			All cases
Application to vary designated premises supervisor		Police representation made	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		Police representation made	All other cases
Application for interim authority		Police representation made	All other cases
Application to review premises licence/club premises certificate		All cases	

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
(including summary reviews)			
Decision on whether a complaint or objection is irrelevant, repetitious, frivolous, vexatious, etc			All cases
Decision to object where Local Authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a representation to a temporary event notice		All cases	
<u>Gambling Act 2005</u>			
Application for premises licence including applications for reinstatement under S195 Gambling Act		<ol style="list-style-type: none"> 1. Representation made and not withdrawn (S154 (4)(a)) and/or 2. Where the Licensing Authority considers that a condition should be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b) 	All other cases
Application to vary premises licence		<ol style="list-style-type: none"> 1. Representation made and not withdrawn (S154 (4)(b)) and/or 2. Where the Licensing Authority considers that a condition should be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b) 	All other cases

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
Application for transfer of premises licence		Representation made and not withdrawn (S154(4)(c))	All other cases
Application for provisional statement		<ol style="list-style-type: none"> 1. Representation made and not withdrawn (S154(4)(d)) and/or 2. Where the Licensing Authority considers that a condition should be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b) 	All other cases
Review of premises licence		All cases	
Consideration of Temporary Use Notices (including notices modified under section 223)		<ol style="list-style-type: none"> 1. All cases where an objection notice has been received 2. All cases where a counter notice may be required 	All other cases
Application for Club Gaming/Club Machine Permits, renewals and variations (including those leading to cancellation of permit) under Sch12 para 15		<ol style="list-style-type: none"> 1. Objection made and not withdrawn (Sch12 para 28 (2)) 2. Refusal of a permit proposed on the grounds listed in Sch 12 para 6(1)(a)-(d), or para 10(3) as applicable 	All other cases
Cancellation of Club Gaming/Club Machine Permits under Sch 12 para 21		Where a permit holder requests a hearing under para 21(2) or makes representations	All other cases
Cancellation of Club Gaming/Club Machine Permits under Sch 12 para 22 (non payment of annual			All Cases

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
fee)			
Applications for other permits registrations and notifications			All cases
Cancellation and variation of Licensed Premises Gaming Machine permits under Sch 13 para 16		Where permit holder requests a hearing under para 16 (2) or makes representations	All other cases
Cancellation of Licensed Premises Gaming Machine permits under Sch 13 para 17 (non payment of annual fee)			All Cases

*These powers are delegated to the Regional Licensing and Policy Manager, the Principal Licensing Officers, the Chief Licensing Trading Standards and ASB Officer, Director for Community Protection and Corporate Director for Community Services.

Planning Committee

- (a) All non-executive 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 be consulted, and provide comments to Executive Board, on draft Local Development Documents;
- (d) 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 16 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.

Ward Councillor Speaking Rights

- (1) Subject to prior arrangement with the Chair of the Committee, Ward Councillors may address the Committee on Planning Applications which are within their ward and being considered by the Committee. Ward Councillors will not however be permitted to take part in any debate on that application;
- (2) where the Councillor concerned is a member of the Planning Committee, they shall withdraw from the Committee room immediately after speaking and prior to any debate on the application. The Councillor will not take part in any consideration of that application at either that or any other meeting of the Planning Committee;
- (3) any such address shall last no more than 5 minutes per Ward Councillor;
- (4) subject to the approval of the Chair, more than one ward Councillor may address the Committee on the same application.

Regulatory and Appeals Committee

- (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 Corporate Director for Strategy and Resources and the Chief Finance Officer 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) to exercise all powers and duties conferred on Nottingham City Council by the Nottingham City Council Act 2013;
- (e) 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 14 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.

Standards Committee

- (a) To promote and maintain high standards of conduct by Councillors and co-opted members;
- (b) to advise the Council on the adoption or revisions of its Code of Conduct, to monitor its operation and to assist Councillors and co-opted members in observing it;
- (c) to agree the local arrangements for the investigation of allegations that the Code of Conduct has been breached, and arrangements under which decisions on allegations can be made;
- (d) to arrange training and advice for Councillors and co-opted members on matters relating to the Council's Code of Conduct, and related probity issues;
- (e) to receive annual reports from the Monitoring Officer relating to complaints under the Code of Conduct, the Confidential Reporting Code and any other matters relating to conduct and propriety;
- (f) to consider reports and recommendations from the External Auditor relevant to the Code of Conduct and related probity issues;
- (g) to hear cases under the Council's procedure for dealing with complaints about Councillors' and co-opted members' conduct;
- (h) to make recommendations regarding the settlement of cases of maladministration;
- (i) to keep under review and make recommendations on the content of the Code of Conduct for colleagues and protocols in connection with Councillor/colleague relations;
- (j) granting dispensations to Councillors and co-opted members in relation to the Code of Conduct, as permitted by legislation;
- (k) to review the operation of the Council's Confidential Reporting Code and make recommendations for any changes to it;
- (l) to respond to consultation exercises carried out by government and other agencies on issues related to the work of the Committee;
- (m) to consider any other matters referred to it by the Monitoring Officer;
- (n) granting and supervising exemptions from political restriction.

The Committee is accountable to Council and has 8 members (politically balanced).

The Committee meets as and when required.

Standards Hearings Sub Committee

- (a) To hear cases in accordance with the Council's procedure for dealing with complaints about Councillors' and co-opted members' conduct;
- (b) to decide whether to uphold complaints made against Councillors and Co-opted Members having first considered the views of the Council's Appointed Independent Person;
- (c) to determine what action to take based upon the outcome of the hearing.

The Sub Committee is accountable to the Standards Committee.

The Sub Committee has 5 members (politically balanced) who must be members of the Standards Committee.

The quorum for the Sub Committee is 3.

If a single case is heard over more than one meeting, the same Sub Committee members must be present at all meetings. If exceptional circumstances mean this is not possible the Monitoring Officer will decide how to proceed.

The Committee meets as and when required.

Overview and Scrutiny Committee

Description

The Overview and Scrutiny Committee (the Committee) is a politically balanced Non-Executive Committee of Council. While the Council operates an Executive form of governance the establishment of an Overview and Scrutiny Committee is a statutory requirement in order to discharge the functions conferred by the Localism Act 2011 and other relevant legislation. The Committee is accountable to Council and will report annually to Council on its activities during the previous year.

The Committee will offer constructive review, feedback and challenge to the Council's Executive and other relevant local decision makers on their decisions, actions, policy, strategy and performance.

Purpose

The purpose of the Overview and Scrutiny Committee is to:

- (a) hold local decision-makers, including the Council's Executive and the Boards of the Council's group of companies, to account for their decisions, actions, performance and management of risk
- (b) review existing policies and strategies of the Council and other local decision-makers where they impact on Nottingham citizens
- (c) contribute to the development of new policies and strategies of the Council and other local decision-makers where they impact on Nottingham citizens
- (d) explore any matters affecting Nottingham and/ or its citizens
- (e) make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive
- (f) review decisions made but not yet implemented by the Council's Executive in accordance with the Call-in Procedure.

Objectives

The Overview and Scrutiny Committee will:

- (a) develop and manage a work programme to ensure all statutory and other roles and responsibilities are fulfilled to the required standard and which covers review and development of key strategic issues, policies and strategies relevant to Nottingham and its residents, and which adds value through the examination of issues of local importance and concern, in accordance with the scope and approach set out in the Overview and Scrutiny Procedure Rules in Part 4 of this Constitution
- (b) monitor the effectiveness of that work programme and the impact of outcomes from overview and scrutiny activity
- (c) regularly review the decisions, actions and performance of the Council's Executive and other relevant local decision makers, including the Council's group of companies, in order to fulfil its role in holding those decision makers to account. This role will be co-ordinated with those of the Audit Committee and the Companies Governance Executive Sub-Committee.
- (d) receive petitions in accordance with the Council's Petitions Scheme
- (e) consider any relevant matter referred to it by any of its members and consider any relevant local government matter referred to it by any Nottingham City Councillor.

The Overview and Scrutiny Committee has no decision making powers but has the power to:

- (a) require members of the Council's Executive, and certain other local decision makers, to: provide information to the Committee, to attend meetings, and answer questions posed by the Committee in relation to their Executive role
- (b) invite other persons to attend meetings of the Committee to provide information and/ or answer questions
- (c) make recommendations and provide reports to relevant decision makers, and in particular the Council's Executive, on matters within their remits. The Council's Executive and other relevant decision makers have a duty to respond in writing to such recommendations within two months of receipt.

The Overview and Scrutiny is required to consider Crime and Disorder matters at least once every Municipal Year:

Further detail on the rules and procedures relating to Overview and Scrutiny, including the Call-in Procedure, can be found in the Overview and Scrutiny Procedure Rules contained within Part Four of this Constitution.

Sub-Committees

The Overview and Scrutiny Committee may choose to establish sub-committees to discharge any of its functions.

A standing Overview and Scrutiny Call-in Sub-Committee will be established to review decisions taken but not yet implemented by the Council's Executive in accordance with the Call-in procedure outlined in the Overview and Scrutiny Procedure Rules in Part Four of this Constitution.

Note: Separate Committees will be established by Council for the scrutiny of health and social care and the scrutiny of issues related to children and young people. These are not sub-committees this Committee.

Membership and Chairing

The Overview and Scrutiny Committee has 12 members.

Members of the Executive are excluded from membership of the Committee

Executive Assistants responsible for assisting on a Portfolio within the remit of this Committee are excluded from membership of the Committee.

The Chair of the Committee will be appointed by Full Council at its Annual General Meeting. If the Chair changes in year, the Committee will appoint a Chair for the remainder of the Municipal Year at its next available meeting.

The Chair cannot be a Chair of the Board of any of the Council's Group of companies.

The role of Vice Chair will be held jointly by the Chair of the Health Scrutiny Committee and the Chair of the Children and Young People Scrutiny Committee.

The Overview and Scrutiny Committee may choose to appoint non-Councillor members to the Committee or its sub-committees. Voting arrangements for co-optees will be in accordance with Paragraph 12 of Schedule 1 to the Local Government Act 2000 (as amended by section 115 of the Local Government Act 2003) as outlined in a procedure approved by Council and included in the Overview and Scrutiny Procedure Rules.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee.

Frequency of Meetings

The Overview and Scrutiny Committee will meet a minimum of three times per year. The usual frequency of meetings will be once a month, with the exception of August.

Duration

There is no limit on the lifespan of the Overview and Scrutiny Committee.

Scheme of voting rights for co-opted members of overview and scrutiny

In accordance with Paragraph 12 of Schedule 1 to the Local Government Act 2000 (as amended by section 115 of the Local Government Act 2003) Nottingham City Council has agreed that non-statutory co-opted members of overview and scrutiny committees/panels may be given voting rights at the discretion of the relevant scrutiny committee.

1. The Scheme

- 1.1 The Council would like to draw on the experience and knowledge of people within Nottingham when undertaking its scrutiny function. While there will be occasions where non-voting co-opted members will add value to the scrutiny process, there are benefits to giving the co-opted members voting rights, including:
 - giving a more active voice on behalf of the public in scrutiny;
 - improving the quality of decision making by including broader based views;
 - giving co-opted members the same status as the rest of committee and therefore encouraging an equal sense of ownership and involvement;
 - promoting a partnership approach to scrutiny.
- 1.2 This scheme enables the committees to give voting rights to non-statutory co-opted members of an overview and scrutiny committee/panel, if it so wishes. It does not mean that all non-statutory co-opted members will automatically be given voting rights.

2 Appointments

- 2.1 The committee will agree the process for selecting and appointing the non-statutory co-opted members.

3 When a Co-optee may vote

- 3.1 Where co-optees have been appointed as voting co-optees they may exercise a vote in considering items of business on agendas for the overview and scrutiny committee/panel to which they have been appointed.

4 General Principles

- 4.1 This Scheme and arrangements made in accordance with its terms shall be subject to review by Council, including upon recommendation from the Overview and Scrutiny Committee.
- 4.2 Co-opted members will be subject to the Members' Code of Conduct and must sign a declaration of office and complete a Register entry of any relevant interests.
- 4.3 Co-opted members will be entitled to allowances to assist with expenses in accordance with the Council's Members' Allowances Scheme.

Overview and Scrutiny Call-in Panel

The Call-in Panel is a sub-committee of the Overview and Scrutiny Committee set up to determine the validity of call-in of Executive decisions and whether a decision should be referred back to the decision maker or, in certain cases, to Council, in accordance with the Constitution and Call-in Procedure.

The Call-in Panel comprises 9 Councillors.

The Chair of the Overview and Scrutiny Committee will chair the Call-in Panel. The Scrutiny Vice-Chairs will be Vice-Chairs of the Call-in Panel

Health Scrutiny Committee

- a) To set and manage its work programme to fulfil the overview and scrutiny roles and responsibilities for health and social care matters, 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 policies and strategies of the Council and other local decision-makers where they impact on Nottingham residents;
 - (iii) explore any matters affecting Nottingham and/ or its residents;
 - (iv) make reports and recommendations to relevant local agencies in relation 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 Nottingham City in accordance with the 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 the other scrutiny committees, 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) to commission time-limited panels (no more than 1 panel at any one time) to carry out a review of a matter within its remit. Commissioning includes setting the remit, initial timescale and size of membership to meet the needs of the review to be carried out. Such review panels will be chaired by the Chair of the Health Scrutiny Committee;
- 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 Committee or any review panels it commissions to support effective delivery of the work programme.

Membership

The Committee has 12 members. Membership must not include members of the Executive Board. The Committee is politically balanced.

Chairing

The Chair will be one of the Vice-Chairs of Overview and Scrutiny Committee and is appointed by Full Council. The Vice-Chair will be appointed at the first meeting of the Health Scrutiny Committee from the membership of the Committee.

Children and Young People Scrutiny Committee

Purpose

To provide robust scrutiny of issues and services relevant to the wellbeing and safeguarding of children and young people, in the light of recommendations from the Council's Ofsted Inspection April 2014, and the Jay and Casey Reports (Child Sexual Exploitation in Rotherham). The work of the Committee should aim to drive and support services to find solutions to problems and/ or set aspirational targets and instil public confidence.

Remit

- a) To set and manage a work programme to fulfil overview and scrutiny responsibilities in relation to children and young people to:
 - (i) provide an appropriate and robust level of challenge to those in authority and 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 policies and strategies of the Council and other local decision-makers where they impact on Nottingham's children and young people;
 - (iii) explore any matters affecting Nottingham's children and young people;
 - (iv) make reports and recommendations to relevant local agencies in relation to the delivery of their functions, including the Council and its Executive, and monitor implementation of all accepted recommendations;
- b) to work with the other scrutiny committees, to support effective delivery of a co-ordinated overview and scrutiny work programme;
- c) to consider referrals from partners and citizens to support effective delivery of a co-ordinated work programme;
- d) to invite, take account of and respond to the views of local people (including children and young people) about their concerns and the delivery of services in relation to children and young people;
- e) to be required to consider the following issues / topics when developing the work programme, though the Committee's scrutiny activity need not be limited to these matters:
 - (i) safeguarding;
 - (ii) Looked After Children;
 - (iii) vulnerable children and young people (eg in relation to disability, domestic violence, missing);
 - (iv) Child Sexual Exploitation;
 - (v) Early Intervention;
 - (vi) educational attainment;
 - (vii) commissioning of services for children and young people;
 - (viii) performance of services for children and young people;

- f) to consider potential risks to children and young people, how they are being managed and to report concerns as soon as possible to the appropriate individuals/ bodies if risk is identified;
- g) to monitor the progress made by, and effectiveness of the Council and its partners, in addressing the areas of concern and specific recommendations for actions made by Ofsted and any other relevant inspection/ assessment bodies;
- h) to have regard to the work of other committees/panels/boards, such as the Corporate Parenting Board and the Local Safeguarding Board, to avoid duplication, but to ensure that such bodies are held to account when appropriate;
- i) to commission time-limited panels (no more than 1 panel at any one time) to carry out a review of a matter within its remit. Commissioning includes setting the remit, initial timescale and size of membership to meet the needs of the review to be carried out. Such review panels will be chaired by the Chair of the Children and Young People Scrutiny Committee;
- i) to co-opt people from outside the Council to sit on the Committee or any review panels it commission to support effective delivery of the work programme.

Membership

The Committee has 9 members. Membership must not include members of the Executive Board. The Committee is politically balanced.

When the Committee plans to consider an education issue, the statutory education cooptees* must be invited to be full and equal members of the Committee with voting rights for that specific item.

*Church of England Diocese representative/Roman Catholic Diocese representative/Parent Governors representatives.

Chairing

The Chair will be one of the Vice-Chairs of Overview and Scrutiny Committee and is appointed by Full Council. The Vice-Chair will be appointed at the first meeting of the Children and Young People Scrutiny Committee from the membership of the Committee.

Corporate Parenting Board

- (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 its 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 Corporate Parenting has 10 members, and is politically balanced. The membership will include the Portfolio Holder with a remit covering Children or Early Years.

The Corporate Parenting Board usually meets 6 times per year.

Greater Nottingham Light Rapid Transit Advisory Committee

The Committee, established under the powers of The Nottingham Express Transit System Order 2009, advises Nottingham City Council ('the promoter') on the operation of the Nottingham Express Transit (NET) system.

- (a) To be consulted by, and advise the promoter on the operation of the NET system;
- (b) to consider representations made to the Committee by members of the public in relation to the NET system; and
- (c) to make representations or recommendations to the promoter in relation to the operation of the NET system.

The members of the Committee are appointed by the Council and shall include 5 Nottingham City Councillors, 5 Nottinghamshire County Councillors and 1 person appointed by each of the following groups representing users of the NET system:

- East Midlands Chamber of Commerce
- Nottingham Federation of Small Businesses
- Nottingham Trent University
- Nottinghamshire Better Transport
- Pedals
- RideWise
- Travel Watch East Midlands
- Nottingham City Disability Involvement Group

Members from the groups representing users of the NET system are appointed for a three-year term.

The Chair is appointed by the Committee on an annual basis, at the first meeting of the municipal year.

A quorum is 3 members of the Committee.

The Committee is accountable to Nottingham City Council and usually has 4 meetings per year.

Health and Wellbeing Board

The Nottingham City Health and Wellbeing Board brings together key local leaders to improve the health and wellbeing of the population of Nottingham and reduce health inequalities through:

- developing a shared understanding of the health and wellbeing needs of its communities from pre-birth to end of life including the health inequalities within and between communities;
 - providing system leadership to secure collaboration to meet these needs more effectively;
 - having strategic influence over commissioning decisions across health, public health and social care encouraging integration where appropriate;
 - recognising the impact of the wider determinants of health on health and wellbeing;
 - involving patient and service user representatives and councillors in commissioning decisions.
- a) Publish and refresh the Joint Strategic Needs Assessment, including the Pharmaceutical Needs Assessment to provide an evidence base for future policy and commissioning decisions;
 - b) produce a Joint Health and Wellbeing Strategy to identify priorities and provide a strategic framework for future commissioning;
 - c) consider local commissioning plans to ensure that they are in line with the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy; and specifically to consider the NHS Nottingham City Clinical Commissioning Group's commissioning plans to ensure that they are in line with the Joint Health and Wellbeing Strategy and to provide an opinion for publication;
 - d) liaise with NHS England as necessary on the NHS Nottingham City Clinical Commissioning Group's annual assessment;
 - e) encourage integrated working between health and social care commissioners including, where appropriate, supporting the development of arrangements for pooled budgets, joint commissioning and integrated delivery under Section 75 of the National Health Service Act 2006;
 - f) oversee the Better Care Fund¹;
 - g) encourage close working between health and social care commissioners and the Board itself;
 - h) encourage close working between health and social care commissioners and those responsible for the commissioning and delivery of services related to the wider determinants of health;

¹ Given that some members of the Board represent provider organisations, strategic funding decisions relating to the Better Care Fund are delegated to the Health and Wellbeing Board Commissioning Sub-Committee which is a commissioner-only body

- i) establish one or more sub-committees to carry out any functions delegated to it by the Board;
- j) delegate any of its functions to an officer;
- k) establish one or more time limited task and finish groups to carry out work on behalf of the Board;
- l) carry out any other functions delegated to it by Nottingham City Council under Section 196(2) of the Health and Social Care Act 2012.

In the interests of public accountability and transparency the Board is subject to the statutory overview and scrutiny function of Nottingham City Council. All Board partner organisations agree to provide information to; attend meetings of; and answer questions from the relevant City Council overview and scrutiny committee about the planning, provision and operation of services within their area as required by the committee to carry out its statutory 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.

The committee will give reasonable notice of the request for information and/or attendance at a meeting.

Membership

Voting members

Nottingham City Council Portfolio Holder with a remit covering health
 Nottingham City Council Portfolio Holder with a remit covering children's services
 Two further City Councillors
 Four representatives from Greater Nottingham Clinical Commissioning Partnership
 Nottingham City Council Corporate Director for People
 Nottingham City Council Director of Adult Social Care
 Nottingham City Council Director of Public Health
 One representative of the Healthwatch Nottingham Board
 One representative of NHS England

Non-voting members

One representative of Nottingham University Hospitals NHS Trust
 One representative of Nottinghamshire Healthcare NHS Foundation Trust
 One representative of Nottingham CityCare Partnership
 One representative of Nottingham City Homes
 One representative of Nottinghamshire Police
 One representative of Department for Work and Pensions
 One representative of Nottingham Universities

One representative of Nottinghamshire Fire and Rescue Service
Up to two individuals representing the interests of the Third Sector
Nottingham City Council Chief Executive

Political proportionality does not apply to membership of the Board.

All members of the Board are accountable to the organisation/ sector which appointed them. Each member has a responsibility to communicate the Board's business through their respective organisation/ sector's own communication mechanisms.

Each Board member can nominate up to 3 substitutes and any one of those named substitutes can attend a Board meeting in their place. Substitutes must be from the same organisation/ sector as the Board member and be of sufficient seniority and empowered by the relevant organisation/ sector to represent its views; to contribute to decision making in line with the Board's Terms of Reference and to commit resources to the Board's business.

If a member of the Board misses 3 consecutive meetings without giving apologies, their continued membership of the Board will be reviewed with the organisation that they represent.

The Board may, with agreement of Nottingham City Council's Full Council, add additional voting or non-voting members to support effective delivery of its responsibilities.

Chairing

The Chair of the Board will be the Nottingham City Council Portfolio Holder with a remit covering health.

The Vice Chair of the Board is appointed by the Board and shall be one of the Greater Nottingham Clinical Commissioning Partnership members.

Voting arrangements

It is expected that most decisions will be agreed by consensus but, where this is not the case, then only those members listed as voting members may vote. Voting on all issues will be by show of hands.

The Chair of the Board shall have a second or casting vote.

Meeting arrangements

The Board meets every other month. The Chair of the Board, in consultation with the Vice Chair, can convene special meetings of the Board as appropriate.

All business of the Board shall be conducted in public in accordance with Section 100A of the Local Government Act 1972 (as amended). When the Board considers exempt information and/or confidential information is provided to Board members in

their capacity as members of the Board all Board members agree to respect the confidentiality of the information received and not disclose it to third parties unless required to do so by law or where there is a clear and over-riding public interest in doing so.

The quorum for meetings shall be three voting members and must include at least one Nottingham City Council councillor and one representative of the Clinical Commissioning Group.

Where a decision is required before the next Board meeting, 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.

All voting members of the Board are governed by the Nottingham City Council Code of Conduct. In addition, all Board members may also be bound by a code of conduct/professional standards of the organisation/sector that they represent.

Health and Wellbeing Board Commissioning Sub Committee

The role of the Health and Wellbeing Board Commissioning Sub Committee is:

- (a) to provide advice and guidance to the Health and Wellbeing Board in relation to strategic priorities, joint commissioning and subsequent action plans and commissioned spend and strategic direction;
- (b) to accept delegated actions from the Health and Wellbeing Board and report back on progress and outcomes;
- (c) to performance manage the Health and Wellbeing Board commissioning plan and to agree changes to that plan based on monitoring and performance management considerations. This includes the ability to request deep dives to enable greater focus on specific areas;
- (d) to provide collective oversight, support and performance management to areas of work identified by the Sub Committee as being of highest priority. Areas of focus will be jointly commissioned activity or where there is significant system impact;
- (e) for every Section 75 Agreement, where responsibility has been delegated to the Sub Committee, to carry out the following roles in line with requirements of the relevant Agreement:
 - i. take funding decisions, including Key Decisions, on pooled budgets;

- ii. take decisions on commissioning arrangements for jointly commissioned services; and
- iii. have oversight to ensure that arrangements are properly managed with, as a minimum, annual reports from the relevant Agreement lead(s)

A record of which Section 75 Agreements have been delegated to the Sub-Committee and reporting arrangements can be found in the 'Health and Wellbeing Board Commissioning Sub Committee role in relation to Section 75 Agreements' document

- (f) to have oversight of any other Nottingham City Council/ Greater Nottingham Clinical Commissioning Partnership joint funding and joint commissioning arrangements either in place now or in development for the future;
- (g) establish one or more time limited task and finish groups to carry out work on behalf of the Sub Committee;
- (h) delegate any of its functions to an officer;
- (i) carry out any other functions delegated to it by the Health and Wellbeing Board.

Meeting Arrangements

The Health and Wellbeing Board Commissioning Sub Committee will meet on a bi-monthly basis following directly on from Health and Wellbeing Board meetings.

Extraordinary meetings of the Health and Wellbeing Board Commissioning Sub Committee may be called by the agreement of 2 voting members (one of whom must represent Nottingham City Council and one of whom must represent Greater Nottingham Clinical Commissioning Partnership) if a decision is required urgently.

If an urgent decision is required that cannot wait for an extraordinary meeting to be called then the Director for Commissioning and Procurement (Nottingham City Council) and the Associate Director of Joint Commissioning and Planning (Greater Nottingham City Clinical Commissioning Partnership), as the two Sub-Committee Chairs, can act through the following process:

- circulation of details of the proposed decision to all Sub-Committee members for consultation; and
- there being clear reasons why the decision could not have waited until a full Sub Committee meeting.

The decision will be recorded and reported, along with the reasons for urgency, to the next full Sub Committee meeting.

Executive decisions are subject to the Nottingham City Council call-in procedure in accordance with the Overview and Scrutiny Procedure Rules. In accordance with those rules, the call-in procedure does not apply where a decision is urgent and the Chair of the Overview and Scrutiny Committee agrees both that the decision proposed is reasonable in all the circumstances and that it must be treated as a matter of urgency. The reasons for urgency will be reported alongside the decision.

The quorum for the meeting is 2 voting members, one of whom must represent Nottingham City Council and one of whom must represent Greater Nottingham Clinical Commissioning Partnership.

The meeting will be chaired in rotation by the Director for Commissioning and Procurement (Nottingham City Council) and the Associate Director of Joint Commissioning and Planning (Greater Nottingham City Clinical Commissioning Partnership). In the absence of both of these members, the Chair will pass to the voting member present from the body due to chair the meeting.

Nottingham City Council and Greater Nottingham Clinical Commissioning Partnership have one vote each, shared between its voting members.

The chair of the meeting will not have a casting vote. In the event that agreement cannot be reached on a decision to be taken by the Sub-Committee, the matter will be referred to a meeting of the Sub-Committee which will be convened within the next 10 working days for this purpose by the Corporate Director of Strategy and Resources (Nottingham City Council).

Membership

Voting Members	Organisation
Portfolio Holder with a remit covering health	Nottingham City Council
Portfolio Holder with a remit covering adult social care	Nottingham City Council
Director of Commissioning and Procurement	Nottingham City Council
Associate Director of Joint Commissioning and Planning	Greater Nottingham Clinical Commissioning Partnership
GP Lead	Greater Nottingham Clinical Commissioning Partnership

Substitution for voting members is permissible provided that the Chair is notified of the substitution in advance of the meeting and the substitution is to a named substitute. Substitutes must be of sufficient seniority and empowered by their organisation to represent its views and to contribute to decision making in line with Sub Committee's terms of reference.

Non-Voting Members	Organisation
Director of Public Health	Nottingham City Council
Director of Adult Social Care	Nottingham City Council
Head of Commissioning	Nottingham City Council
Head of Commercial Finance	Nottingham City Council
Director of Children's Integrated Services	Nottingham City Council
Assistant Director of Commissioning – Mental Health, Children and Families	Greater Nottingham Clinical Commissioning Partnership
Representative	Healthwatch Nottingham

All voting members are required to comply with the requirements of the Nottingham City Council Code of Conduct and, as a matter of best practice, it is also expected that all non-voting members will also observe the principles contained in the Code and comply with its requirements.

Minutes of Sub Committee Meetings

The Health and Wellbeing Board will be informed of the Sub Committee's decisions by the inclusion on its agenda of the minutes of the Sub Committee's meetings.

Joint Committee for Strategic Planning and Transport

1. 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 in April 1998.
2. This protocol agreed between the two Authorities on the establishment and operation of the Joint Committee requires a two yearly review, to ensure it remains relevant to the needs of the Joint Committee.

Role

3. The role of the Joint Committee is to advise the County Council and City Council on strategic planning and transport matters of mutual concern in order to facilitate the sustainable development and growth of Greater Nottingham and to assist in meeting the Duty to Cooperate (S110 of the Localism Act).

Responsibilities

4. The Joint Committee will be responsible for providing advice on strategic planning and transport matters, including advice in relation to the following:
 - (a) The preparation of coordinated and aligned Local Plans to provide a coherent and consistent planning framework across Greater Nottingham, including consideration of significant evidence base studies, such as Strategic Housing Market Assessments and Economic/Employment Land reports;
 - (b) Local Plans/Development Plan Documents and Strategies prepared by other Local Planning Authorities;
 - (c) The approach to, and use of, planning contributions arising from development in Greater Nottingham where this is of strategic importance;
 - (d) Liaison with statutory bodies;
 - (e) Liaison with the D2N2 Local Enterprise Partnership and Local Nature Partnership;
 - (f) Co-ordination of policies and management for minerals and waste matters, including the Local Aggregates Assessment and the joint Replacement Waste Local Plan ;
 - (g) The provision of infrastructure, including transport, social and green infrastructure, to support future growth, particularly where this has cross boundary implications;
 - (h) Nottinghamshire Local Transport Plan (2011 – 2026);
 - (i) Nottingham Local Transport Plan (2011 – 2016);

- (j) Strategic issues arising from the management of the Traffic Control Centre;
 - (k) Strategic issues arising from public transport operations, including rail services and High Speed 2, Bus Quality Partnerships and the development of the Nottingham Express Transit;
 - (l) Strategic issues arising from air quality reviews and assessments within or impacting on Greater Nottingham.
5. To assist the Joint Committee in carrying out the responsibilities in paragraph 4 above, they shall be entitled to receive information and to comment where they deem appropriate on other relevant matters including:
- (a) Planning applications within and adjacent to Greater Nottingham subject to the statutory timetable;
 - (b) Major development proposals in areas within and surrounding Greater Nottingham;
 - (c) Significant developments in the highway and transport networks;
 - (d) Major strategic initiatives of either Authority in Greater Nottingham e.g. tackling climate change.
 - (e) Economic strategies for Greater Nottingham;
 - (f) Government legislation, regulations, guidance and initiatives affecting strategic planning and transport matters.
6. The Joint Committee will have regard to the views and resolutions of the Greater Nottingham Joint Planning Advisory Board.

Area of Responsibility

7. The Joint Committee will be responsible for advising on strategic planning and transport matters across the whole area known as Greater Nottingham. Greater Nottingham is defined as the Nottingham Core Housing Market Area and Hucknall. It comprises the local authority areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe, plus the Hucknall part of Ashfield and the relevant parts of Derbyshire and Nottinghamshire County Councils, however, the remit of this Committee excludes Erewash Borough in Derbyshire.

Relationship to Parent Authorities

8. The views of the Joint Committee will be communicated to the appropriate Executive or other body or bodies of the County and City Councils as soon as possible following a resolution by the Joint Committee. Where the Joint

Committee has expressed a view on particular matters that is the subject of a report to any of the parent executive bodies, the recommendation of the Joint Committee will be included in the report.

Membership

9. The Joint Committee will be composed of four members from each authority. Member substitutes are allowed.
10. With the agreement of the Chair and Vice Chair, advisory members may be invited to the Committee from time to time to assist the Joint Committee in carrying out the responsibilities in paragraphs 4 to 7 above. Such members will not have voting rights.
11. The appropriateness of advisory members will be reviewed in accordance with paragraph 12.

Chair and Vice Chair

12. The Chair and Vice Chair will be appointed every two years and alternate between each Authority. The Vice Chair will always be appointed by the Authority not holding the Chair.

Frequency of Meetings

13. The Joint Committee will meet at least 4 times a year.

Organisation and Conduct of Meetings

14. 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 members of the public.

Officer Support

15. The secretariat of the Joint Committee will alternate every two years 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

16. 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.
17. 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 any consultation stage in the development plan making process or at an Examination in Public will not in any way be curtailed by membership of the Joint Committee.

Review

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

Police and Crime Panel

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;

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.

Trusts and Charities Committee

- (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) to approve expenditure for urgent or necessary works, repairs or other actions, up to the value of the maximum threshold for an Officer Decision, by the Chair and Vice- Chair, in consultation with an Opposition Councillor, with such approvals reported to the next meeting of the Trusts and Charities Committee.
- (h) day to day management of any City Trust or Charity with assistance from the Director for Strategic Finance, Director for Legal and Governance and/or Director for Strategic Asset and Property Management and/or other relevant colleagues, as appropriate;
- (i) to act as manager for the Trusts and Charities, and be authorised to take all necessary administrative decisions;
- (j) to compile and maintain a comprehensive and up to date list of all City Trusts and Charities;
- (k) to take any other action deemed appropriate or necessary to ensure the proper management and administration of all City Trusts and Charities.

The Trusts and Charities Committee is accountable to Council, has 9 members (politically balanced) and normally has 4 meetings per annum.

Investigating and Disciplinary Committee

- (a) To consider allegations against the Chief Executive, Section 151 Officer or Monitoring Officer (Statutory Officers) which may ultimately lead to his/ her dismissal, in accordance with the procedures agreed by Council;
- (b) to determine whether an allegation made against a Statutory Officer requires further investigation or other appropriate action;
- (c) to give informal, unrecorded oral warnings in appropriate cases where no further formal action is required;
- (d) to appoint an Independent Investigator, agree the terms of remuneration, provide the investigator with their terms of reference and working methods;
- (e) to take decisions on the suspension of the Chief Executive, Section 151 Officer or Monitoring Officer while investigations are undertaken (suspensions to be reviewed after two months in conjunction with the Independent Investigator);
- (f) to consider the recommendations of the Independent Investigator;
- (g) to determine whether action(s) short of dismissal should be imposed;
- (h) where dismissal is recommended, to refer matters to the Independent Panel for consideration, and;
- (i) to recommend dismissal to Full Council following the completion of the Executive Objections Procedure.

The Committee is accountable to Council, has 5 members and is politically balanced. One place is reserved for a member of the Executive.

Members of this Committee cannot also be members of the Appeals Committee.

The quorum for the Committee is 3, one of whom must be an Executive Member.

Substitute members are permitted for this committee.

Appeals Committee

- (a) To hear appeals by the Chief Executive, Section 151 Officer or Monitoring Officer against actions short of dismissal imposed by the Investigation and Disciplinary Committee in accordance with the procedures agreed by Council;
- (b) to consider the report of the Independent investigator and the findings of the Investigation and Disciplinary Committee;
- (c) to conduct further investigation where necessary;

- (d) to consider which of the following options to follow:
 - i. confirm the decision of the Investigation and Disciplinary Committee;
 - ii. impose lesser sanctions than those imposed by the Investigation and Disciplinary Committee;
 - iii. remove all sanctions imposed by the Investigation and Disciplinary Committee.

The decision of the Appeals Committee is final.

The Committee is accountable to Council, has 5 members and is politically balanced. One place is reserved for a member of the Executive.

Members of this Committee cannot also be members of the Investigation and Disciplinary Committee.

The quorum for the Committee is 3, one of whom must be an Executive Member.

Substitute members are permitted for this committee.

Independent Panel

- (a) To consider proposals for dismissal of the Chief Executive, Section 151 Officer or Monitoring Officer;
- (b) to offer advice, views or recommendations to Council on the proposal to dismiss.

The Committee is accountable to Council, and its membership comprises two independent persons who have been appointed under section 28(7) of the Localism Act 2011. Invitations for membership of the Panel will be issued in accordance with the following priority order:

- i. an independent person who has been appointed by Nottingham City Council and is a local government elector within Nottingham City;
- ii. any other Independent Person appointed by the Council;
- iii. an independent person who has been appointed by another council.

Both Panel Members must be present for the meeting to be quorate.

Non-Executive Committees First Meeting Dates

Committee	Date and time of first meeting
Appeals Committee	As and when required
Appointments and Conditions of Service Committee	4 May 2021 2pm
Audit Committee	28 May 2021 10:30am
Children and Young People Scrutiny Committee	27 May 2021 10am
Corporate Parenting Board	17 May 2021 2pm
Governance Improvement Board	As and when required
Greater Nottingham Light Rapid Transit Advisory Committee	13 July 2021 2pm
Health and Wellbeing Board	26 May 2021 1:30pm
Health and Wellbeing Board Commissioning Sub Committee	26 May 2021 at the rising of the Health and Wellbeing Board
Health Scrutiny Committee	13 May 2021 10am
Independent Panel	As and when required
Investigatory and Disciplinary Committee	As and when required
Joint Committee for Strategic Planning and Transport	11 June 2021 10:30am
Licensing Committee	As and when required
Licensing Panels	As and when required
Nottinghamshire and City of Nottingham Fire and Rescue Authority	28 May 2021 10:30am
Nottinghamshire Police and Crime Panel	7 June 2021 2pm
Overview and Scrutiny Committee	5 May 2021 2pm
Overview and Scrutiny Call In Panel	As and when required
Planning Committee	25 May 2021 2:30pm
Regulatory and Appeals Committee	As and when required
Standards Committee	As and when required
Trusts and Charities Committee	7 June 2021 1pm

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City Council – 26 April 2021

Report of the Leader of the Council

Executive Appointments, Responsibilities and Remits and First Meetings

1 Summary

- 1.1 This report sets out the Leader of the Council's appointment of Portfolio Holders and Executive Assistants, and establishment of Executive Committees for 2021/22.
- 1.2 Appendix 1 sets out the list of councillors appointed to the Executive and the delegation of roles and responsibilities to those Portfolio Holders.
- 1.3 Appendix 2 sets out the appointment of Executive Assistants and the remit of those roles.
- 1.3 Appendix 3 sets out the terms of reference and first meeting dates of Executive Committees for 2021/22: Executive Board, Commissioning and Procurement Sub Committee, Companies Governance Sub Committee, East Midlands Shared Services Joint Committee and City of Nottingham and Nottinghamshire Economic Prosperity Committee. Appendix 4 sets out the City Council membership of these committees.
- 1.4 All other executive delegations as set out in the Scheme of Delegation in the Council's Constitution are confirmed.

2 Recommendations

- 2.1 To note the appointment of Portfolio Holders and their areas of responsibility as set out in Appendix 1.
- 2.2 To note the appointment of Executive Assistants and the remit of those roles as set out in Appendix 2.
- 2.3 To note the terms of reference and first meeting dates for the following Executive Committees: Executive Board, Commissioning and Procurement Sub Committee, Companies Governance Sub Committee, East Midlands Shared Services Joint Committee and City of Nottingham and Nottinghamshire Economic Prosperity Committee (Appendix 3).
- 2.4 To note the appointments (including substitutions where applicable) to, chairing arrangements and first meeting dates of the following Executive Committees: Executive Board, Commissioning and Procurement Sub Committee, Companies Governance Sub Committee, East Midlands Shared Services Joint Committee and City of Nottingham and Nottinghamshire Economic Prosperity Committee (Appendix 4)
- 2.5 To note that the Constitution will be amended to reflect these appointments, delegations of responsibility and roles.
- 2.6 To note that other executive delegations as set out in the Scheme of Delegation in the Constitution are confirmed.

3 Reasons for recommendations

- 3.1 The Leader of the Council is responsible for making executive appointments and delegations and the Constitution is updated to reflect such appointments and delegations. Council is required to note when such amendments to the Constitution have been/ are being made.

4 Other options considered in making recommendations

- 4.1 None. The appointments and delegations of responsibility have been made by the Leader of the Council, and Council is required to note that the Constitution will be amended to reflect these changes.

5 Background (including outcomes of consultation)

- 5.1 In accordance with the Council's Constitution, the Leader of the Council can delegate authority to take executive decisions to committees, individual councillors and officers, and is responsible for setting the parameters within which those executive decisions can be taken.
- 5.2 Details of the establishment of executive committees, executive appointments and the responsibilities and remits of those appointments for 2021/22 are set out in the appendices to this report. Details of the Executive Scheme of Delegation, which remains unchanged, can be found in the Council's Constitution.
- 5.3 The appointments and delegations of responsibility detailed in this report are effective from the point at which they are noted by Council at its Annual General Meeting on 26 April 2021.

6 Finance colleague comments (including implications and value for money)

- 6.1 None

7 Legal and Procurement colleague comments (including risk management issues, and legal, Crime and Disorder Act and procurement implications)

- 7.1 The appointments and delegations of responsibility are in accordance with the Council's Constitution.

8 Equality Impact Assessment (EIA)

- 8.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because the report does not relate to a new or changing policy or service.

9 List of background papers other than published works or those disclosing confidential or exempt information

- 9.1 None

10 Published documents referred to in compiling this report

- 10.1 Nottingham City Council Constitution

Councillor David Mellen
Leader of the Council

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Appointment of Portfolio Holders and delegation of roles and responsibilities 2021/22

The following Councillors have been appointed as members of the Executive:

- Councillor David Mellen (Leader)
- Councillor Sally Longford (Deputy Leader)
- Councillor Cheryl Barnard
- Councillor Eunice-Campbell Clark
- Councillor Rosemary Healy
- Councillor Neghat Khan
- Councillor Rebecca Langton
- Councillor Sam Webster
- Councillor Adele Williams
- Councillor Linda Woodings

In addition to their specific portfolio responsibilities all Portfolio Holders also have the following common responsibilities:

1. sharing responsibility with the Leader, Deputy Leader and other members of the Executive for the Executive business of the Council;
2. promoting and being accountable for the services in their portfolio within the Council and the City as a whole, and nationally and internationally as required, representing the Council's views on matters of corporate or strategic policy within their portfolio;
3. ensuring that the executive functions within their portfolio are performed in accordance with approved Council policies and strategies, and to the highest ethical standards;
4. below the level of Key Decisions, and where not otherwise delegated, taking executive decisions in relation to executive functions within their portfolio, and in accordance with constitutional requirements. A Portfolio Holder may delegate decisions in respect of matters within their portfolio to an officer (subject to the financial limits set out in the Constitution).
5. reporting to the Leader, Executive Board and Overview and Scrutiny bodies on the performance of their portfolio, as reasonably required;
6. directing, encouraging and developing Executive Assistants working on behalf of the Executive, and other Councillors and, generally, acting as a role model;
7. approving capital expenditure in accordance with Financial Regulations on schemes within the remit of their portfolio which form part of the approved capital programme;
8. speaking and issuing statements on behalf of their area of responsibility, in line with policy agreed by the Leader;

9. supporting open and transparent scrutiny and working constructively with scrutiny in developing policies and strategies for the future and in improving Council services, and working collaboratively with scrutiny Councillors (including attendance at scrutiny meetings, as required);
10. any Portfolio Holder may give notice to the Director of Legal and Governance that s/he requires a report or portfolio holder decision to be prepared for consideration by themselves or the appropriate decision making board/committee in relation to functions within their remit of portfolio responsibility. On receipt of this notice the Director of Legal and Governance will ensure that a report or portfolio decision form is produced for consideration within 14 working days or will provide reasons to the Portfolio Holder as to why it cannot be produced within that timescale.

The key responsibilities for each Portfolio Holder are as follows:

Portfolio	Broad responsibilities
Councillor David Mellen Leader of the Council Strategic Regeneration and Communications	Strategic Regeneration and Development Communications and Marketing Political leadership and development of the city Overview of all regeneration across the city Strategic and Operational Property Regeneration Land and Property Improvement and Assurance Board Core Cities Devolution One Nottingham International Links Promote Vision of the Council Overseeing strategic use of resources and strategic planning cycle of the Council Partnerships – Voluntary Sector and Faith Strategic partnerships Support to portfolio Holders
Councillor Sally Longford Deputy Leader of the Council Energy, Environment and Waste Services	Deputise for Leader Customer Care and Customer Services across the Council Climate Change, Carbon Reduction and Sustainability Waste Collection and Disposal Carbon Neutral 2028 Clean Air and Air Quality Biodiversity and Conservation Energy – Fuel Poverty Energy from Waste EnviroEnergy Nottingham Energy Partnerships Flooding Council Plan Monitoring
Councillor Cheryl Barnard Children and Young People	Children's Services Performing the Lead Role for Children's Services in accordance with statutory requirements and guidance. Children's Safeguarding, children's social care

Portfolio	Broad responsibilities
	<p>Children in Care and Care Leavers Early Intervention Children's Partnership and Young People's Plan Youth and Play teams, Youth justice services Children's Centres Children's Mental Health Lead on commissioning of Children's Services Early Years</p>
<p>Councillor Neghat Khan Neighbourhoods, Safety and Inclusion</p>	<p>Community Safety Crime and Drugs Partnership Overview of the Council's Section 17 responsibilities. Community Safety and Respect for Nottingham Domestic Violence Lead Licensing Environmental Health Trading Standards Taxi Strategy Equalities and Inclusion Lead on refugees and asylum seekers Community Sector and Volunteering Community Centres Community Cohesion Area Based Grant</p>
<p>Councillor Campbell-Clark Leisure, Culture and Schools</p>	<p>Leisure and Culture Leisure Centres and Sport Museums and Heritage Sites Libraries Arts and Events Theatres and concert venues Cemeteries and Crematoriums Armed Forces Champion Schools School re-organisation and governance Attendance Educational provision 3 – 16 including Academies and Free Special Educational Needs – Special Education Schools Pupil Referral Units Virtual School for Children in Care Services to schools School Catering Education Improvement Board</p>
<p>Councillor Adele Williams Adults and Health</p>	<p>Adults: Corporate Strategies for Older People and Vulnerable Adults Championing Independent Living - telecare - catering Adult Safeguarding Lead on commissioning of Adults Services</p>

Portfolio	Broad responsibilities
	Meals at Home Adult Passenger Transport All age disability services Health: Public Health and Wellbeing Health inequalities Smoking and avoidable injuries Chair of the Health and Well Being Board Mental Health and Well-being Teenage Conception Oral/Dental health Wider Health Links
Councillor Rosemary Healy Highways, Transport and Cleansing Services	Local and Public Transport Strategic Transport NET phase 1, 2 and 3 HS2 Corporate Transport Fleet Parking Parking Enforcement Cycling Traffic Management Highways Design Highways Maintenance Road repairs and resurfacing Street Lighting Cleansing and Streetscene Parks and Open Spaces Playgrounds Allotments
Councillor Rebecca Langton Skills, Growth and Economic Development	Jobs and Skills Lead on skills and employment Post 16 Training, FE and HE Apprenticeships Develop opportunities for young people and adults ‘Local Jobs for Local People’ and ‘Making the Connections’ Investment initiatives Nottingham and Notts Futures Advice, Skills and Employment Employability in Schools City Centre Management City Centre Retail Management Tourism Place Marketing Organisation Markets, Fairs and Toilets Business & Growth Growth Plan Delivery Neighbourhood Regeneration Business Support, Development and Liaison Inward Investment Social Enterprise and Enterprise Development Creative Quarter

Portfolio	Broad responsibilities
	Smart Cities
Councillor Sam Webster Finance and Resources	Finance Value for Money across the council Collection of Council Tax and NNDR Housing and Council Tax Benefits East Midlands Shared Services Income Generation and Commercialisation Commissioning and Procurement Welfare Rights Health and Safety Risk Management Legal and Democratic Services and Elections IT Digital Inclusion HR Facility and Building Services
Councillor Linda Woodings Housing, Planning and Heritage	Planning Planning Policy and Development Management Housing Physical neighbourhood transformation and regeneration. Estate Management – Council and private Estates Private Housing and Private Rented Sector Performance of NCH and Housing Associations Student Housing Housing with care and support. Strategic and Retained Housing functions Temporary Accommodation commissioning HiMOs Heritage Homelessness and Housing Aid Policy and Operational

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Appointment of Executive Assistants 2021/22

The following Councillors have been appointed as Executive Assistants:

- Councillor Leslie Ayoola
- Councillor Jay Hayes
- Councillor Zafran Khan
- Councillor Angela Kandola
- Councillor Salma Mumtaz

(Details of roles to follow)

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Executive Committees Terms of Reference and First Meeting Dates 2021/22

Executive Board

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

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

Accordingly the role of the Executive Board is to:

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

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

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

Election of Leader

The Leader is elected by full Council at its post-election annual meeting (or if the Council fails to elect a Leader at that meeting, at a subsequent meeting of the Council). The term of office of the Leader starts on the day of his/her election as Leader and ends on the day of the next post-election annual meeting (under whole elections) unless he/she before that day:

- is removed from office or resigns;
- ceases to be a Councillor;
- is disqualified from being a Councillor.

Appointment of Executive and Scheme of Delegation

The Leader determines the size of the cabinet (Executive Board) and appoints between 2

and 9 members of the Council to be the Executive Board in addition to himself/herself, allocates any areas of responsibility (portfolios) to them, and may remove them from the Executive Board at any time. The Leader determines the responsibility for the discharge of the executive functions of the Council. The Leader will report to the Council on all appointments to and changes to the Executive Board.

There can be no co-optees or substitutes, nor can the Lord Mayor or Sheriff be members. Representation for the minority groups is provided by giving Leaders of groups the right to attend and speak at Executive Board meetings, including when exempt items are being considered.

Executive Board members hold office until:

- (a) they resign from office;
- (b) they are no longer Councillors; or
- (c) they are removed from office by the Leader.

There are Executive Assistants to Portfolio Holders and their role is to support Executive Councillors in fulfilling their responsibilities, but **ONLY** Executive Councillors can formally make decisions and take part in Executive Board decision-making. Assistants can work with officers, represent Executive Councillors at meetings and offer advice and support.

Absent Leader

If for any reason the Leader is unable to act or the office of Leader is vacant, the Deputy Leader must act in his/her place. If the Deputy Leader is unable to act or the office is vacant, the Executive Board must act in the Leader's place or arrange for a member of the Executive Board to do so.

Removal of Leader

Full Council has the power to remove the Leader by way of resolution by a simple majority. If the Council passes a resolution to remove the Leader, a new Leader is to be elected:

- (a) at the meeting at which the Leader is removed from office; or
- (b) at a subsequent meeting.

2021/22 First meeting date: 18 May 2021 2pm

Commissioning and Procurement Sub Committee

Purpose

To approve and oversee the delivery of the Council's commissioning and procurement work programme.

Responsibilities

- (a) To review the implementation of the Commissioning Framework and Procurement Strategy across the City Council;
- (b) to evaluate the impact of the Commissioning Framework;
- (c) to evaluate the impact of the Procurement Strategy;
- (d) to approve the Council's annual commissioning work programme;
- (e) to approve the Council's annual procurement plan;
- (f) to approve procurement, commissioning and de-commissioning proposals, including at key decision level, identified for review in the annual work programme, and occasional urgent decisions not included in the work programme;
- (g) to review, by exception, outcomes achieved and delivery against the Nottingham City Council Commissioning Framework's Guiding Principles;
- (h) to review, by exception, outcomes achieved and delivery against the Nottingham City Council Procurement Strategy Guiding Principles;
- (i) to approve and oversee the commissioning and implementation of the third sector Area Based Grant programme and any other voluntary sector grants of £25,000 and above.

The Committee is accountable to the Executive Board.

The Committee meets monthly and the membership comprises five Portfolio Holders.

If the Chair of the Health and Wellbeing Board is not a member, s/he will be a non-voting co-opted member.

Standing invitations, with speaking but not voting rights, are made to representatives of the Voluntary Sector, namely Nottingham Community and Voluntary Service.

The quorum for this Committee has been fixed at 2.

2021/22 First meeting date: 11 May 2021 10am

Companies Governance Executive Sub Committee

Purpose

To approve and oversee the Council's strategic objectives across the Nottingham City Council group of companies and to support the development of the Group in line with the Council's regulations and ambitions.

Responsibilities

- (a) To give direction to the Authority on the vision and ambition of the Council with reference to its commercial activities;
- (b) to review the implementation of the Council's commercial approach including its group companies in relation to the development of the companies and the group;
- (c) to evaluate the impact of group companies and commercial activities on the achievement of the Council's strategic objectives;
- (d) to approve group company structure proposals and other formal structures to protect the legal and commercial interests of the Council as shareholder, as identified for review in the annual work programme, and occasional urgent decisions not included in the work programme;
- (e) to review, by exception, outcomes achieved and delivery against the Nottingham City Council company governance principles and approve measures taken to enable any deficiencies identified to be remedied; and
- (f) to take Key Decisions within its remit where appropriate.

The Sub Committee is accountable to Executive Board.

The Sub-Committee will normally meet six times a year or at such other frequency as is determined.

The membership comprises the Leader of the Council (who will act as chair), the Portfolio Holder with responsibility for finance and three other Executive Councillors. Standing invitations with speaking, but not voting, rights are made to the Chief Executive, the Monitoring Officer, the Strategic Director of Finance and representatives of the group companies. The Sub-Committee may invite any person it considers able to support its work to participate on a non-voting basis, either generally or in relation to specific strategies, projects and/or initiatives.

The quorum for this Committee has been fixed at 3.

2021/22 First meeting date: 18 May 2021 3pm or at the rising of Executive Board if that is later

East Midlands Shared Services Joint Committee

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

- (a) oversee and provide strategic direction for the development, implementation and on-going operation of EMSS;
- (b) ensure the effective delivery of the shared service functions in accordance with the terms of the agreement;
- (c) monitor the effectiveness of those arrangements and make recommendations to the Member Authorities e.g. in the event of any changes to legislation, developments in best practice or the requirements imposed on Member Authorities;
- (d) on an annual basis, agree a three year business plan for EMSS including:
 - service delivery, service development and financial objectives;
 - performance improvement & efficiency targets;
 - staffing;
 - business continuity planning;
 - risk management.
- (e) set annual capital, revenue and staffing budgets for EMSS and no later than 1st December in each year submit these to the Member Authorities for approval as part of the business plan;
- (f) monitor the operational performance of EMSS on a quarterly basis;
- (g) ensure service delivery is in accordance with the key performance indicators and agreed national, regional and local priorities;
- (h) ensure effective action is taken to remedy any under-performance in the delivery of services;
- (i) monitor the financial performance of EMSS – quarterly report and monthly updates;
- (j) determine the arrangements for support services in agreement with the Host Authority and in consultation with the Head of Shared Service;
- (k) produce an annual report to the member Authorities by no later than 30th June in each year covering the performance of EMSS in the 12 month period ending on the preceding 31st March;
- (l) co-operate with and participate in overview and scrutiny exercises of the Member Authorities into the activities of EMSS;

- (m) review the operation and effectiveness of the shared service arrangements at least every two years, consider ways in which the Shared Services partnership can be expanded and make recommendations to the Member Authorities as appropriate.

Rules for Conduct of Meetings and Proceedings of the Joint Committee

Preamble: the Joint Committee shall follow the normal arrangements which apply to the proceedings of local government committees with the following additional provisions applying:

1. Annual Meeting

- 1.1 The Joint Committee shall in every year hold an Annual Meeting.
- 1.2 The first meeting held after the Annual Meeting of all the Member Authorities in any year shall be the Annual Meeting.
- 1.3 The Joint Committee may in every year hold in addition to the Annual Meeting such other meetings as they may determine.

2. Membership

- 2.1 The membership of the Joint Committee to comprise four elected members, two being drawn from each Council's Executive.
- 2.2 Each Authority will have the right to appoint a substitute elected member drawn from their Executive to attend any meeting of the Joint Committee in place of an appointed elected member provided that the Secretary shall be given at least 24 hours notice of any such appointment.

3. Appointment of Chairman, Vice Chairman, Secretary and Treasurer

- 3.1 The Joint Committee shall appoint one of its Members to be Chairman of the Joint Committee who shall subject to paragraph 3.2 and, unless he resigns his office or ceases to be a member of the Joint Committee, continue in office for a period of 24 months or until his successor becomes entitled to act.
- 3.2 The first Chairman of the Joint Committee shall be a person nominated by Nottingham City and shall hold office for the period up to 31st May 2013.
- 3.3 The Chairmanship of the Joint Committee following the initial appointment by Nottingham City shall rotate between Leicestershire and Nottingham City on a two year cycle.
- 3.4 The Joint Committee shall appoint one of its Members to be Vice Chairman of the Joint Committee who shall subject to paragraph 3.5 and, unless he resigns his office or ceases to be a member of the Joint Committee, continue in office for a period of 24 months or until his successor becomes entitled to act.

- 3.5 The first Vice Chairman of the Joint Committee shall be a person nominated by Leicestershire and shall hold office for the period up to 31st May 2013.
- 3.6 The Vice Chairmanship of the Joint Committee following the initial appointment by Leicestershire shall rotate between Nottingham City and Leicestershire on a two year cycle.
- 3.7 The role of Secretary and Treasurer to the Joint Committee will be provided by Nottingham City Council.
4. Casual Vacancies
 - 4.1 On a casual vacancy occurring in the office of Chairman or Vice Chairman of the Joint Committee the vacancy shall be filled by the appointment by the Joint Committee of one of their members at the next meeting and the person so appointed shall hold office until the date upon which the person in whose place he is appointed would regularly have retired.
5. Calling of Meetings
 - 5.1 The Secretary of the Joint Committee shall summon the members to such meetings as may:
 - 5.1.1 have been agreed in accordance with paragraph 1.3;
 - 5.1.2 be called by the Chairman of the Joint Committee or, if the office of Chairman is vacant, the Vice Chairman of the Joint Committee at any time;
 - 5.1.3 be requisitioned by any two members of the Joint Committee giving notice in writing signed by them to the Secretary of the Joint Committee specifying the nature of the business to be transacted; or
 - 5.1.4 be requisitioned by any Member Authority giving notice in writing to the Secretary of the Joint Committee specifying the nature of the business to be transacted and signed by the Chief Executive or proper officer of the Member Authority.
 - 5.2 Unless the persons giving notice requisitioning a meeting in accordance with paragraph 5.1.3 or paragraph 5.1.4 agree otherwise any meeting consequent upon such a requisition shall so far as practicable be held within 10 working days of the date of the receipt of the requisition by the Secretary to the Joint Committee.
 - 5.3 At least five clear working days before a meeting of the Joint Committee:
 - 5.3.1 notice of the time and place of the intended meeting shall be published at the offices of both Leicestershire and Nottingham City: and

- 5.3.2 a summons to attend the meeting, specifying the agenda for that meeting and signed by the Secretary to the Joint Committee shall be sent to:
 - 5.3.2.1 every member of the Joint Committee; and
 - 5.3.2.2 the proper officer of every Member Authority by sending by first class mail to the principal office address of the Member Authority or by sending an electronic copy by e-mail to any e-mail address notified to the Secretary of the Joint Committee for that purpose.
- 5.4 The Secretary will draw up the agenda in consultation with both the Chairman and Vice Chairman.
- 5.5 No business shall be transacted at a meeting requisitioned by the members of the Joint Committee other than that specified in the agenda.
- 6. Nominated Officers To Attend
 - 6.1 The Head of Paid Service, the Monitoring Officer and the s151 Officer of each Member Authority or their respective nominees shall be entitled to attend every meeting of the Joint Committee in the capacity of observer.
- 7. Quorum
 - 7.1 The number of Members constituting a quorum shall be one quarter of the membership of the Joint Committee provided that in no case shall a quorum be less than three members and further provided that no item of business shall be transacted at a meeting of the Joint Committee unless at least one member from each Founding Member Authority ** is present and entitled to vote thereon.
- 8. Standing Orders
 - 8.1 Subject to anything expressly provided herein the Standing Orders (Meeting Procedure Rules) of the Authority providing the Secretariat will apply to the Joint Committee.
- 9. Voting
 - 9.1 Given the composition of the Joint Committee, decisions shall normally be taken on the basis of consensus.
- 10. Sub-Committees
 - 10.1 The provisions of these Terms of Reference shall apply mutatis mutandis to meetings of subcommittees as they do to meetings of the Joint Committee.

** Nottingham City Council and Leicestershire County Council

2021/22 First meeting date: 21 June 10:30am

City of Nottingham and Nottinghamshire Economic Prosperity Committee

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Section 1	Purpose
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Section 14	Application to Sub-Committees
Section 15	Scrutiny of decisions
Section 16	Winding up of the EPC
Section 17	Amendment of this Constitution

1. Purpose

- 1.1 To bring together local authorities in Nottingham and Nottinghamshire to agree and promote the key aspects of economic prosperity across the area, with a specific focus on shared priorities and securing investment.

2. Governance

- 2.1 The Economic Prosperity Committee ("EPC") will act as a Joint Committee under Section 20(2)(E) of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 2.2 The EPC will comprise the local authorities within the Nottinghamshire area: Ashfield District Council, Bassetlaw District Council, Broxtowe Borough Council, Gedling Borough Council, Mansfield District Council, Newark and Sherwood District Council, Nottingham City Council, Nottinghamshire County Council and Rushcliffe Borough Council ("constituent authorities").
- 2.3 Political Proportionality rules will not apply to the EPC as so constituted.
- 2.4 The EPC will be a legally constituted body with powers delegated to it by the constituent authorities in the following areas:

- a) to prioritise and make decisions on the use of the funding that the EPC may influence or control;
- b) to review future governance requirements and delivery arrangements and how these can be best achieved in Nottingham and Nottinghamshire;
- c) to have direct oversight of key economic growth focused projects and initiatives that the EPC has influence over the funding of or contributes to;
- d) to have strategic oversight of other key growth focused projects and initiatives in Nottingham and Nottinghamshire.

The EPC will not hold funds or monies on behalf of the constituent authorities.

2.5 The EPC's work plan and the outcome of any wider review into alternative governance may require a change in the delegated powers and terms of reference of the EPC and any such change would require the approval of all the constituent authorities.

2.6 These terms of reference should be reviewed two years after their adoption or after any amendments.

3. Remit

3.1 The remit of the EPC will be:

- a) to act as a local public sector decision making body for strategic economic growth;
- b) to act as a conduit to other sub-regional and regional bodies such as the D2N2 Local Enterprise Partnership and the Midlands Engine;
- c) to oversee the alignment of relevant local authority plans for economic prosperity;
- d) to agree shared priorities and bids for funding, where appropriate, to existing and new funding sources such as Local Growth Funds, European Funds (until the end of the Brexit transition period) and the Shared Prosperity Fund (at the end of the Brexit transition period);
- e) to monitor and evaluate projects and programmes of activity commissioned directly by the EPC;
- f) to agree, monitor and evaluate spending priorities for the Nottinghamshire Business Rates Pool. (Only those constituent authorities that are members of the Pool would participate in this);
- g) to communicate and, where unanimously agreed, to align activity across Nottingham and Nottinghamshire on a range of other key public priorities that affect citizens.

4. Membership

4.1 One member from each constituent authority (such member to be the Leader/Elected Mayor or other executive member or committee chair from each constituent authority) and for the purposes of these terms of reference this member will be known as the principal member.

- 4.2 Each constituent authority to have a named substitute member who must be an executive member where the authority operates executive governance arrangements. In those constituent authorities where governance is by committee, that alternate member shall be as per that authority's rules of substitution. All constituent authorities must provide no less than twenty four hours' notice to either the Chair or the Secretary where a substitute member will be attending in place of the principal member. Regardless of any such notification, where both the principal member and the substitute member attends a meeting of the EPC the principal member shall be deemed as representing their authority by the Chair or Vice Chair.
- 4.3 In the event of any voting member of the EPC ceasing to be a member of the constituent authority which appointed him/her, the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.
- 4.4 Where a member of the EPC ceases to be a Leader / Elected Mayor of the constituent authority which appointed him/her or ceases to be a member of the Executive or Committee Chair of the constituent authority which appointed him/her, he/she shall also cease to be a member of the EPC and the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.
- 4.5 Each constituent authority may remove its principal member or substitute member and appoint a different member or substitute as per that authority's rules of substitution, and by providing twenty-four hours' notice to the Chair or the Secretary. Co-options onto the Committee are not permitted.
- 4.6 Each constituent authority may individually terminate its membership of the EPC by providing twelve months written notice of its intent to leave the EPC to the Chair or the Secretary. At the end of these twelve months, but not before, the authority will be deemed to no longer be a member of the EPC.
- 4.7 Where an authority has previously terminated its membership of the EPC it may rejoin the EPC with immediate effect on the same terms as existed prior to its departure, where the EPC agrees to that authority rejoining via a majority vote.

5. Quorum

- 5.1 The quorum shall be 5 members. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chair or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.

6. Chair and Vice Chair

6.1 The Chair of the EPC will rotate annually between the principal member of the City of Nottingham and the principal member of Nottinghamshire County Council. The position of Vice Chair shall be filled by the principal member of one of the district/borough council members of the EPC and this role will rotate annually between district/borough councils. The Chair or in their absence the Vice Chair or in their absence the member of the EPC elected for this purpose, shall preside at any meeting of the EPC.

6.2 Appointments will be made in May of each year.

6.3 Where, at any meeting or part of a meeting of the EPC both the Chair and Vice Chair are either absent or unable to act as Chair or Vice Chair, the EPC shall elect one of the members of the EPC present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate. For the avoidance of doubt, the role of Chair and Vice Chair vests in the principal member concerned and in their absence the role of Chair or Vice Chair will not automatically fall to the relevant constituent authority's substitute member.

7. Voting

7.1 One member, one vote for each constituent authority.

7.2 All questions shall be decided by a majority of the votes of the members present, the Chair having the casting vote in addition to their vote as a member of the Committee. Voting at meetings shall be by show of hands.

7.3 On the requisition of any two Members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each Member voted and there shall also be recorded the name of any Member present who abstained from voting.

8. Sub-Committees and Advisory Groups

8.1 The EPC may appoint sub-committees from its membership as required to enable it to execute its responsibilities effectively and may delegate tasks and powers to the sub-committee as it sees fit.

8.2 The EPC may set up advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks as it sees fit to these bodies, which may be formed of officers or members of the constituent authorities or such third parties as the EPC considers appropriate.

9. Hosting and Administration

9.1 The EPC will be hosted by the same authority as the Chair. The Director of Legal and Democratic Services from that authority shall be Secretary to the Committee ("the Secretary"). The Host Authority will also provide s151 and Monitoring

Officer roles and legal advice to the EPC. The administrative costs of supporting the committee will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members.

9.2 The functions of the Secretary shall be:

- a) to maintain a record of membership of the EPC and any sub-committees or advisory groups appointed;
- b) to publish and notify the proper officers of each constituent authority of any anticipated “key decisions” to be taken by the EPC to enable the requirements as to formal notice of key decisions as given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to be met;
- c) to carry out such notification to and consultation with members of any appointing constituent authority as may be necessary to enable the EPC to take urgent “key decisions” in accordance with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;
- d) to summon meetings of the EPC or any sub-committees or advisory groups;
- e) to prepare and send out the agenda for meetings of the EPC or any sub-committees or advisory groups; in consultation with the Chair and the Vice Chair of the Committee (or sub-committee/ advisory group);
- f) to keep a record of the proceedings of the EPC or any sub-committees or advisory groups, including those in attendance, declarations of interests, and to publish the minutes;
- g) to take such administrative action as may be necessary to give effect to decisions of the EPC or any sub-committees or advisory groups;
- h) to perform such other functions as may be determined by the EPC from time to time.

10. Meetings

10.1 The EPC will meet no less than quarterly and meetings will be aligned where necessary with deadlines for decisions on resources and investment plans.

10.2 Meetings will be held at such times, dates and places as may be notified to the members of the EPC by the Secretary, being such time, place and location as the EPC shall from time to time resolve. Meeting papers will be circulated five clear working days in advance of any meeting. The Chair may choose to accept or reject urgent items that are tabled at any meeting.

10.3 Additional ad hoc meetings may be called by the Secretary, in consultation, where practicable, with the Chair and Vice Chair of the Committee, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the EPC, addressed to the Secretary:

- a) from and signed by two members of the EPC, or
- b) from the Chief Executive of any of the constituent authorities.

10.4 Urgent, virtual meetings facilitated via teleconference, video conferencing or other remote working methodologies may be called by the Secretary, in consultation, where practicable, with the Chair and Vice Chair of the EPC, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the EPC, addressed to the Secretary:

- a) from and signed by two members of the EPC; or
- b) from the Chief Executive of any of the constituent authorities.

Any such virtual meeting must comply with the access to information provisions and enable public access to proceedings.

10.5 The Secretary shall settle the agenda for any meeting of the EPC after consulting, where practicable, the Chair or in their absence the Vice Chair; and shall incorporate in the agenda any items of business and any reports submitted by:

- a) the Chief Executive of any of the constituent authorities;
- b) the Chief Finance Officer to any of the constituent authorities;
- c) the Monitoring Officer to any of the constituent authorities;
- d) the officer responsible for economic development at any of the constituent authorities; or
- e) any two Members of the EPC.

10.6 The EPC shall, unless the person presiding at the meeting or the EPC determines otherwise in respect of that meeting, conduct its business in accordance with the procedure rules set out in paragraph 13 below.

11. Access to Information

11.1 Meetings of the EPC will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.

11.2 These rules do not affect any more specific rights to information contained elsewhere under the law.

11.3 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each constituent authority is to co-operate with the Secretary in fulfilling any requirements.

11.4 Any Freedom of Information or Subject Access Requests received by the EPC should be directed to the relevant constituent authority(s) for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.

12. Attendance at meetings

12.1 The Chair may invite any person, whether a member or officer of one of the constituent authorities or a third party, to attend the meeting and speak on any matter before the EPC.

12.2 Third parties may be invited to attend the EPC on a standing basis following a unanimous vote of those present and voting.

12.3 Where agenda items require independent experts or speakers, the Officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in EPC meetings will be subject to the discretion of the Chair.

13. Procedure Rules

13.1 Attendance

13.1.1 At every meeting, it shall be the responsibility of each member to enter their name on an attendance record provided by the Secretary from which attendance at the meeting will be recorded.

13.2 Order of Business

13.2.1 Subject to paragraph 13.2.2, the order of business at each meeting of the EPC will be:

- i. Apologies for absence
- ii. Declarations of interests
- iii. Approve as a correct record and sign the minutes of the last meeting
- iv. Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not
- v. Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public

13.2.2 The person presiding at the meeting may vary the order of business at the meeting.

13.3 Disclosable Pecuniary Interests

13.3.1 If a Member is aware that he/she has a disclosable pecuniary interest in any matter to be considered at the meeting, the Member must withdraw from the room where the meeting considering the business is being held:

- a) in the case where paragraph 13.3.2 below applies, immediately after making representations, answering questions or giving evidence;
- b) in any other case, wherever it becomes apparent that the business is being considered at that meeting;

- c) unless the Member has obtained a dispensation from their own authority's Standards Committee or Monitoring Officer. Such dispensation to be notified to the Secretary prior to the commencement of the meeting.

13.3.2 Where a member has a disclosable pecuniary interest in any business of the EPC, the Member may attend the meeting (or a sub –committee or advisory group of the committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

13.4 Minutes

13.4.1 There will be no discussion or motion made in respect of the minutes other than except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

13.5 Rules of Debate

13.5.1 Respect for the Chair

A Member wishing to speak shall address the Chair and direct their comments to the question being discussed. The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. Their ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.

13.5.2 Motions / Amendments

A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:

- i. To amend the motion
- ii. To adjourn the meeting
- iii. To adjourn the debate or consideration of the item
- iv. To proceed to the next business
- v. That the question now be put
- vi. That a member be not further heard or do leave the meeting
- vii. To exclude the press and public under Section 100A of the Local Government Act 1972

13.6 Conduct of Members

13.6.1 Members of the EPC will be subject to their own authority's Code of Conduct.

14. Application to Sub-Committees

14.1 The procedure rules and also the Access to Information provisions set out at paragraph 11 shall apply to meetings of any sub-committees of the EPC.

15. Scrutiny of decisions

15.1 Each constituent authority which operates executive arrangements will be able to scrutinise the decisions of the EPC in accordance with that constituent authority's overview and scrutiny arrangements.

16. Winding up of the EPC

16.1 The EPC may be wound up immediately by a unanimous vote of all constituent authorities.

17. Amendment of this Constitution

17.1 This Constitution can only be amended by resolution of each of the constituent authorities.

2021/22 First meeting date: 1 June 2021 10am

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Executive Committees Membership 2021/22

Executive Board

1. Councillor David Mellen (Chair)
2. Councillor Sally Longford
3. Councillor Cheryl Barnard
4. Councillor Sam Webster
5. Councillor Linda Woodings
6. Councillor Neghat Khan
7. Councillor Rebecca Langton
8. Councillor Rosemary Healy
9. Councillor Adele Williams
10. Councillor Eunice Campbell-Clark

Commissioning and Procurement Sub Committee

1. Councillor Sam Webster (Chair)
2. Councillor Barnard
3. Councillor Williams
4. Councillor Campbell-Clark
5. Councillor Longford

Substitutes

1. Councillor David Mellen
2. Councillor Rebecca Langton
3. Councillor Neghat Khan
4. Councillor Linda Woodings
5. Councillor Rosemary Healy

Companies Governance Executive Sub Committee

1. Councillor David Mellen (Chair)
2. Councillor Sam Webster
3. Councillor Sally Longford
4. Councillor Linda Woodings
5. Councillor Neghat Khan

Substitutes

1. Councillor Adele Williams
2. Councillor Rebecca Langton
3. Councillor Cheryl Barnard
4. Councillor Rosemary Healy
5. Councillor Eunice Campbell-Clark

East Midlands Shared Services Joint Committee

1. Councillor Sam Webster (Vice Chair)
2. Councillor Eunice Campbell-Clark

Substitutes

1. Councillor Linda Woodings

2. Councillor Neghat Khan
3. Councillor Rebecca Langton
4. Councillor Sally Longford
5. Councillor Adele Williams
6. Councillor Rosemary Healy

City of Nottingham and Nottinghamshire Economic Prosperity Committee

1. Councillor David Mellen

Substitute

1. Councillor Sally Longford

City Council – 26 April 2021

Report of the Leader of the Council

Decisions Taken Under Urgency Procedures

1 Summary

- 1.1 As required by the Council's Constitution, this report informs Council of urgent decisions taken under provisions within both the Overview and Scrutiny Procedure Rules and Access to Information Procedure Rules.

2 Recommendations

- 2.1 To note the urgent decisions taken as detailed in the appendices.

3 Reasons for recommendations

- 3.1 To ensure compliance with the procedures detailed in the Council's Constitution.

4 Other options considered in making recommendations

- 4.1 None.

5 Background (including outcomes of consultation)

- 5.1 Call in and Urgency (Overview and Scrutiny) Procedure Rules

Councillors will be aware that the call in procedure does not apply where the decision taken is urgent. A decision is urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. Part 4 of the Constitution requires that where a decision is taken under the urgency procedure that decision needs to be reported to the next available meeting of Council, together with the reasons for urgency. The urgency procedure requires that the Chair of the Overview and Scrutiny Committee must agree that the decision proposed is reasonable in the circumstances and that it should be treated as a matter of urgency. In the absence of the Chair, one of the Vice Chairs' consent is required. Details of the decisions made where the call in procedure has not applied due to urgency are set out in Appendix 1.

- 5.2 Special Urgency – Access to Information Rules

The Local Authorities Executive Arrangements (Access to Information) (England) Regulations 2012 introduced a requirement for 28 clear days public notice to be given of all proposed key decisions. Where it is not possible to give the full 28 days' notice, but there is time to give at least 5 clear days notice, the General Exception procedure applies (see Access to Information Rules, Part 4 of the Constitution). Where 5 clear days notice is also not possible, the above Regulations provide for a Special Urgency Procedure.

- 5.3 An urgent key decision may only be taken under the Special Urgency Procedure if the decision taker has obtained agreement that the decision is urgent and cannot reasonably be deferred. Agreement must be obtained from (i) the Chair of the

Overview and Scrutiny Committee, or (ii) if there is no such person, or if the Chair of the Overview and Scrutiny Committee is unable to act, the Lord Mayor (as Chair of Council), or (iii) where there is no Chair of the Overview and Scrutiny Committee or Lord Mayor, or they are unable to act, the Sheriff (as Vice Chair of Council). Once agreement has been sought and as soon as is reasonably practicable, the decision maker must publish a notice at the Council's offices and on the Council's website to state that the decision is urgent and cannot reasonably be deferred.

- 5.4 In addition, the procedure requires that the Leader of the Council submits (at least quarterly) reports to Council containing details of each executive decision taken during the period since the last report where the making of the decision was agreed as a case of special urgency. Details of key decisions taken under the Special Urgency Procedure are set out in Appendix 2.

6 Finance colleague comments (including implications and value for money)

- 6.1 None

7 Legal and procurement colleague comments (including risk management issues, and legal, crime and disorder act and procurement implications)

- 7.1 None

8 Equality Impact Assessment (EIA)

- 8.1 An EIA is not required as the report does not relate to new or changing services or policies. Equality Impact Assessments were published alongside each decision referred to in the report, as required.

9 List of background papers other than published works or those disclosing confidential or exempt information

- 9.1 None.

10 Published documents referred to in compiling this report

- 10.1 Nottingham City Council Constitution
- 10.2 The delegated decisions and committee reports detailed in the appendices to the report, as published on the City Council's website.

Councillor David Mellen
Leader of the Council

Appendix 1 - Decisions Exempt from Call-In

Decision Reference Number	Date of Decision	Subject	Value of Decision	Decision Taker	Consultee on Urgency	Reason for Urgency
4150	09/03/2021	Private Rental Sector Enforcement Competition	£2,200,000	Leader of the Council	Chair of Overview and Scrutiny Committee	The Department of Business, Energy and Industrial Strategy provided the Memorandum of Understanding to the Council on 12 February and required it to be signed as soon as possible to enable the funds to be transferred within the deadline and not lost. Loss of funding would have meant that citizens would not have benefit from work to address issues in the private rented sector including fuel poverty, improved carbon efficiency and carbon emissions reduction.
Executive Board Minute Ref: 89	12/03/2021	Request to MHCLG to capitalise revenue costs	£20m	Executive Board	Chair of Overview and Scrutiny Committee	Council submitted a capitalisation request to MHCLG on 23 December 2020. On 5 March 2021 the Council received a response from MHCLG to this request and was required to respond by 12 March 2021.
Executive Board Minute Ref:	16/03/2021	District Heating	Exempt	Executive Board	Chair of Overview and Scrutiny Committee	Delay would have resulted in the decision not being implemented in time, thus undermining the decision's objective.

Appendix 2 - Key Decisions taken under the Special Urgency Procedure

Decision reference number	Date of Decision	Subject	Value of Decision	Decision Taker	Consultee on Urgency	Reason for Special Urgency
Executive Board Minute Ref: 89	12/03/2021	Request to MHCLG to capitalise revenue costs	£20m	Executive Board	Chair of Overview and Scrutiny Committee	Council submitted a capitalisation request to MHCLG on 23 December 2020. On 5 March 2021 the Council received a response from MHCLG to this request and was required to respond by 12 March 2021.