

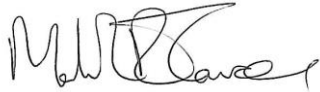


You are hereby summoned to attend a meeting of **City Council** at the Council Chamber, Council House on Monday, 22 May 2023 at 2.00 pm to transact the following business

Agenda	Pages
1 Apologies for Absence	
2 Declarations of Interests	
3 Election of Lord Mayor	
4 Appointment of Sheriff	
5 Election of Councillors - 4 May 2023 Report of the Chief Executive	3 - 6
6 Election of a Leader of the Council for a Four Year Term	
7 To confirm the Minutes of the last meeting of Council held on 6 March 2023	7 - 36
8 To receive official communications and announcements from the Leader of the Council and/or the Chief Executive	Verbal
9 Establishment of, and appointments to Committees and Joint Bodies 2023/24 Report of the Lord Mayor/ Chair of Council	37 - 98
10 Executive Appointments, Committees and Delegations Report of the Leader of the Council	99 - 122
11 Strategic Council Plan 2023-27 Refresh Report of the Leader of the Council	123 - 128
12 Decisions taken under Urgency Procedures Report of the Leader of the Council	129 - 134
13 Future Meeting Dates To agree to meet at 2pm on the following Mondays:	
• 10 July 2023	
• 11 September 2023	
• 13 November 2023	
• 15 January 2024	
• 26 February 2024	

If you need any advice on declaring an interest in any item on the agenda, please contact a Governance Officer, 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 a Governance Officer in advance.



Dated: 12 May 2023

Director for Legal and Governance

To: All Councillors of Nottingham City Council

City Council – 22 May 2023

Report of the Chief Executive/ Returning Officer

Corporate Director:
Melbourne Barrett, Chief Executive

Report Author and Contact Details:
Jane Garrard, Senior Governance Officer
Jane.garrard@nottinghamcity.gov.uk

Title: Election of Councillors – 4 May 2023

Does the report form part of the Budget or Policy Framework?

Yes No

Does this report contain any information that is exempt from publication?

No

Relevant Council Plan Key Outcome:

- Clean and Connected Communities
- Keeping Nottingham Working
- Carbon Neutral by 2028
- Safer Nottingham
- Child-Friendly Nottingham
- Healthy and Inclusive
- Keeping Nottingham Moving
- Improve the City Centre
- Better Housing
- Serving People Well

1. Summary

1.1 In the local elections held on 4 May 2023 the following councillors were elected to wards in Nottingham City, for a term of office ending in May 2027:

1.2 Aspley Ward	Councillor Graham Chapman Councillor Patience Ifediora Councillor Carole McCulloch
-----------------	--

1.3 Basford Ward	Councillor Salma Mumtaz Councillor Nick Raine Councillor Linda Woodings
------------------	---

1.4 Berridge Ward	Councillor Angela Kandola Councillor Sulcan Mahmood Councillor Shuguftah Quddoos
-------------------	--

1.5 Bestwood Ward	Councillor Jay Hayes Councillor Georgia Power Councillor Audra Wynter
-------------------	---

1.6	Bilborough Ward	Councillor Faith Gakanje-Ajala Councillor Sam Harris Councillor Helen Kalsi
1.7	Bulwell Ward	Councillor Maria Joannou Councillor Ethan Radford Councillor Michael Savage
1.8	Bulwell Forest Ward	Councillor Cheryl Barnard Councillor Samuel Gardiner Councillor Sarita-Marie Rehman-Wall
1.9	Castle Ward	Councillor Sam Lux Councillor Matt Shannon
1.10	Clifton East Ward	Councillor Kevin Clarke Councillor Kirsty Marie Jones Councillor Maria Watson
1.11	Clifton West Ward	Councillor Andrew Rule Councillor Hayley Spain
1.12	Dales Ward	Councillor Gul Nawaz Khan Councillor Neghat Khan Councillor David Mellen
1.13	Hyson Green and Arboretum Ward	Councillor Liaqat Ali Councillor Sana Nasir Councillor Naim Salim
1.14	Leen Valley Ward	Councillor Audrey Dinnall Councillor Nadia Farhat
1.15	Lenton and Wollaton East Ward	Councillor Imran Jalil Councillor Pavlos Kotsonis Councillor Samina Riaz
1.16	Mapperley Ward	Councillor Leslie Ayoola Councillor Kirsty Lemara Jones Councillor Sajid Mohammed
1.17	Meadows Ward	Councillor Michael Edwards Councillor Eunice Regan
1.18	Radford Ward	Councillor Farzanna Mahmood Councillor Fozia Mubashar
1.19	Sherwood Ward	Councillor AJ Matsiko Councillor Nayab Patel Councillor Adele Williams
1.20	St Anns Ward	Councillor Corall Jenkins Councillor Anwar Khan Councillor Devontay Okure

1.21 Wollaton West Ward

Councillor Saj Ahmad
Councillor Steve Battlemuch
Councillor Zafran Khan

2. Recommendations

2.1 To note the election of councillors to their wards.

3. Reasons for recommendations

3.1 To notify Council of councillors elected to wards in the City.

4. Other options considered in making recommendations

4.1 None

5. Consideration of Risk

5.1 Not applicable

6. Best Value Considerations

6.1 Not applicable

7. Background (including outcomes of consultation)

7.1 On 4 May 2023 local elections were held to elect councillors to all wards of Nottingham City Council.

8. Finance colleague comments (including implications and value for money)

8.1 2023/24 budget for Councillor Services is held within cost centre N-10021 within the Governance Service.

8.2 Any changes to current Councillor allowances may have a financial impact as set out in Governance Framework Document C – Member’s Allowance Scheme.

8.3 Any additional financial saving/pressure in 2023/24 is expected to be contained within current resource allocation within the wider Legal & Governance Directorate.

Tania Clayton Pérez – Senior Commercial Business Partner – May 2023

9. Legal colleague comments

9.1 The Local Elections undertaken in Nottingham on 4 May 2023 took place in accordance with all relevant legislation.

Beth Brown, Head of Legal, 12 May 2023

10. Other relevant comments

10.1 None

11. Crime and Disorder Implications (If Applicable)

11.1 Not applicable

12. Social value considerations (If Applicable)

12.1 Not applicable

13. Regard to the NHS Constitution (If Applicable)

13.1 Not applicable

14. Equality Impact Assessment (EIA)

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

No



An EIA is not required because the report does not contain any proposals for a new or changing policy or service

15. Data Protection Impact Assessment (DPIA)

15.1 Has the data protection impact of the proposals in this report been assessed?

No



A DPIA is not required because the report does not contain any proposals for a new or changing policy or service.

16. Carbon Impact Assessment (CIA)

16.1 Has the carbon impact of the proposals in this report been assessed?

No



A CIA is not required because the report does not contain any proposals for a new or changing policy or service.

17. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

17.1 None

18. Published documents referred to in this report

18.1 Election results 2023 published on the Nottingham City Council website

Melbourne Barrett
Chief Executive and Returning Officer

Public Document Pack Agenda Item 7

Minutes of the meeting of the City Council

held at the Council House, Old Market Square

on 6 March 2023 from 2.00 pm - 6.45 pm

Attendances:

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

✓ Indicates present at meeting

65 Apologies for absence

Councillor Sue Johnson – Leave

Councillor Gul Khan

Councillor Jane Lakey – Other Council business

Councillor Dave Liversidge – Personal

Councillor Sajid Mohammed – Leave

Councillor Shuguftah Quddoos – Leave

Councillor Maria Watson - Unwell

66 Declarations of Interests

None

67 Questions from Citizens

Victoria Market

The following question was asked on behalf of NC of the Portfolio Holder for Skills, Growth and Economic Development:

How much has the Council paid Bruton Knowles for their consultancy services regarding compensation for the Victoria Market traders, and would that have been better used to pay the said market traders?

Councillor Rebecca Langton replied as follows:

Thank you Lord Mayor, and can I thank the member of the public for their question. The Council has paid £25,000 to Bruton Knowles for their services, who have largely now concluded their work. The Council has used an external contractor for this work as we don't have the in-house resources to undertake this kind of negotiation, so we have had to rely on external resource. Allocating this budget to others, as the questioner asks, would not have secured the primary objective, which was the procurement of an expert adviser to the Council. In responding to this question, I would like to acknowledge that this is a difficult time for traders at the Victoria Centre Market and provide my personal reassurance we are doing all we can as quickly as we can to make our final decision, and we will keep traders informed and provide an update in the coming days. Thank you.

Nottingham Castle

The following question was asked on behalf of TU of the Portfolio Holder for Leisure, Culture and Planning:

Can you explain why Nottingham Castle remains closed and what you consider to be the public benefit of spending hundreds of thousands of pounds to keep it closed? Further, can you tell the people of Nottingham when they will be able to enter the grounds of their Castle and view the displays, exhibitions, and artwork?

Councillor Pavlos Kotsonis replied as follows:

Thank you Lord Mayor. Since the site was handed back to the Council from Nottingham Castle Trust liquidators at the end of November 2022, our initial focus has been to ensure that both the site and the collections are safe, secure and appropriately managed. I want to thank our officers who are working really hard to achieve that outcome. Following the site handover, we have been reviewing the full range of options for the future of the Castle and how that we best open the site. In doing so it is vital this is done in a way which ensures the future of the Castle that will be viable without creating risks to the Council and to the local taxpayers. The work is still ongoing and it is progressing really well. We're extremely keen to return public access to the site and to re-ignite its social and economic benefits, we are also aware that any proposals need to be agreed with our funders and partners who we are working to engage with and take advice from, to help ensure positive outcomes for our city. As previously stated seeking a resolution that enables the reopening of Nottingham Castle for Nottingham people and other visitors to our city remains a top priority and something I know our team of officers have been working on with both

rigor and pace, but we know in doing so it is vitally important that the decision we make is properly assessed to ensure the best outcomes for the people of Nottingham.

Concessionary Mobility Passes

The following question was asked on behalf of DC of the Portfolio Holder for Highways, Transport and Parks:

I welcome that 24/7 travel for citizens with a concessionary mobility pass will remain in place until at least March 2025. However, I believe that more can be done to ensure that all citizens with a mobility pass are aware of its full 24/7 scope. Therefore could the Portfolio Holder with responsibility for transport arrange a promotional and publicity campaign (including the use of the electronic display systems across the bus and tram network) as a matter of urgency enhancing the recent Council press release: ensure that the 24/7 benefits are detailed on the physical application form (they are not on the form reprinted in August 2021); and confirm whether the Medilink bus is part of the scheme and if so, ensure that publicity and systems are up to date to reflect this?

Councillor Audra Wynter replied as follows:

Thank you, Lord Mayor, and can I thank the citizen for their question. As the citizen states, the National Concessionary Travel Scheme does allow mobility pass holders to receive free travel from 9:30am until 11:00pm Monday to Friday and other times during weekends and bank holidays on local bus services. A similar level of concession is also valid on the tram service through local agreement. Alongside this, the Council secured £11.4million in funding from Government up to March 2025 following its successful bus service improvement plan bid. The funding will allow citizens to benefit from improved bus reliability and enhanced passenger experience with ticketing initiatives including a discount for travellers under 22 years and support for people leaving care to enable them to use public transport. One of the key benefits prioritised by the Council in its bid was to secure funding until at least March 2025 to allow Nottingham mobility pass holders to receive free travel before 9:30 in the morning and after 11pm in the evening Monday to Friday. This allows mobility pass holders to travel for free at all times on buses including the Medilink Service. The Council also successfully negotiated with Government for the funding to allow for concessions on the tram service as well. The Council has previously undertaken significant consultation on the extension of the mobility bus concession, and this recognises difficulty in helping people to get to medical appointments and to work, hardship issues due to increased travel costs, social exclusion, restriction on services and barriers to travel for those with certain disabilities. Extending the concession will be important for continuing to build an accessible and integrated public transport system, which removes barriers to travel, in particular to work, education, health and leisure facilities.

As noted in the question, the Council publicised the concession in its recent agreements for 2023/24 and there has been information on social media channels and the Council's and the Robin Hood Card's websites. Information on the concession is also available through the application process and the main operators also highlight its availability through their communications. As part of the bus improvement plan, Council is preparing a communication plan for all public transport to encourage further use of public transport network and assist in its recovery from the pandemic and in delivering its Carbon Neutral 28 objective. This will include

further publicity of the pre-9:30am concession to ensure there is good awareness in the community of the benefits it brings.

The Council is absolutely committed to providing excellent transport links across the city. We know first-hand the value it has in affordable transport links to communities. Whilst councils up and down the country parted ways with their municipally-owned bus company, Nottingham City Council retained ownership of Nottingham City Transport. We now benefit from the best integrated transport system outside London. Most of the bus networks in the UK are dominated by big companies but Nottingham City Transport is locally owned, meaning it cares about Nottingham and its transport network. We also care about helping drastically reduce our carbon footprint and our fleet of electric bio-gas buses. We are immensely proud of our award-winning bus company and its success in delivering an affordable and reliable means of getting around the city. It works because public ownership works. For this reason, Manchester and Merseyside, both under Labour mayors, are catching up with Nottingham in ending this disastrous 40 years of Conservative experiments on bus privatisation. Ambitious decisions taken by past and present Nottingham Labour councillors have ensured Nottingham continues to invest in its public transport system, the first of its kind in Europe. The Workplace Parking Levy has directly and indirectly contributed to £60million redevelopment of Nottingham Station, incorporating trains, trams, buses, taxis and e-scooters; £570million investment in Nottingham Express Transit Network to extend south and west to Clifton and Beeston; investment in 120 low and zero emission buses with 30% of buses operating in the city either bio or electric; lowering carbon emissions by 58% since 2005; and improving our air quality in Nottingham which has avoided a Government-imposed clear zone, while cities like Birmingham, Bath and Sheffield are now charging drivers. Labour will continue to defend and enhance Nottingham's reputation as having the best transport outside of London, continue to follow and promote our publicly owned bus company and expand existing tram networks.

68 Petitions from Councillors on behalf of Citizens

Councillor Andrew Rule submitted a petition on behalf of residents asking the Council to request that Avant Homes conduct a more thorough consultation exercise and hold a public meeting for residents of the Barton Green estate to outline their plans in detail, before submission of any planning application for a 265 housing development off Hawksley Gardens.

Councillor Sam Gardiner submitted a petition on behalf of residents asking the Council to put up cameras and lighting on the walkway between Rise Park Primary School and Park Vale Academy and install gated access on this walkway which is closed after school hours.

69 To confirm the minutes of the last meeting of Council held on 9 January 2023

The minutes of the meeting held on 9 January 2023 were confirmed as an accurate record and signed by the Chair.

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

The Chief Executive reported the following:

The Council has achieved Stonewall's Silver Award, which recognises employers who are committed to supporting their LGBTQ+ staff and customers. I would like to congratulate Councillor Angharad Roberts who was one of the recipients of their Changemaker of the Year award, as nominated by the Council's LGBT+ Network.

Frank Jordan, Corporate Director for Communities, Environment and Resident Services, will leave his post at the end of March, having joined the Council in September 2021. He has been in post as the Council implements a recovery and improvement plan to find fresh ways of delivering vital local services efficiently and effectively. Frank has played a vital role in the senior management team at the City Council at a time of significant change, challenge and improvement. He brought with him a wealth of experience of leading corporate transformational change programmes, which has been of enormous help in moving the Council forward. We wish him well in his new role in Cambridgeshire County Council.

Councillor David Mellen, Leader of the Council, spoke to acknowledge the contribution of those councillors not standing for re-election at local elections in May 2023.

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

None

72 Questions from Councillors - to a member of Executive Board, the Chair of a Committee and the Chair of any other City Council Body

Asset Management

Councillor Kevin Clarke asked the following question of the Portfolio Holder for Strategic Regeneration and Communications:

Could the Portfolio Holder explain to the residents of Nottingham just why they are selling the City's assets and land off?

Councillor David Mellen replied as follows:

Thank you Lord Mayor, and can I thank Councillor Clarke for his question. In accordance with the Council's Together for Nottingham Plan, we are implementing a corporate landlord model as part of our Transformation Programme. This involves a strategic review of all the Council's assets to assess the contribution that they make to the achievements of the Council's priorities. Where it is concluded that it is in the Council's best interests to dispose of these assets, their sale will generate much needed capital receipts that we will use to further the delivery of the Council's medium term plans. By developing a future pipeline of capital receipts from the sales of assets we are permitted to use them for three purposes: funding investment in transformation; and in accordance with regulations around the flexible use of capital receipts, we can use capital receipts in place of general fund revenue resources where our transformation projects deliver ongoing cost efficiencies and improve outcomes in future service delivery. We've prioritised the investment of £18million of existing capital receipts to fund the existing transformation programme over the

period of 2022/2023 to 2026/2027, that will in turn yield in the region of £60million in savings over that term. In the budget papers which I'm sure Councillor Clarke will have read, it is clear that our 4 year budget plan relies heavily on transformation, that process by where we look to operate in a different more efficient way in a way that gives good or better offers to our citizens, giving them the best possible value whilst saving money as a result of investing in the service. Generating capital receipts by selling property and land that is not fulfilling a useful purpose is a way of making that happen. The generation of a further pipeline of capital receipts will enable consideration of funding future transformation initiatives over and above of those set out in the Medium Term Financial Plan. A second reason for generating capital receipts is the repayment of existing borrowing. In line with our voluntary debt reduction policy, we are committed to reducing the levels of the Council's total debt at a sensible rate. A future pipeline of capital receipts will give us the opportunity to further accelerate the rate of reduction in our total levels of debt particularly those that are still subject to the level of borrowing from their purchase thereby reducing the annual revenue cost of borrowing in the future. Servicing debt is a significant part of our revenue budget, so reducing debt where we can will have a positive effect on that budget. The third reason why we have a considered programme of asset sales is to allow us to invest in new capital projects. The Council is required to set a fully financed capital programme over the period of the Medium Term Financial Plan. Permitted funding sources include attracting grants from Government and, although not nearly getting our fair share, we are quite good at that but we still need funding to fulfil our ambitions for Nottingham. In accordance with our Voluntary Debt Reduction Policy we will not borrow for new projects and our revenue position does not allow for significant contributions for capital investment. Therefore, there is an increased reliance on our ability to realise capital receipts to fund new capital investment in the future. So Councillor Clarke, this is not some reckless sale of the family silver but a carefully considered programme of reviewing everything that we own and making a judgement as to whether or not capital receipts for the sale of the property is more valuable to the Council at present time than retaining ownership which, of course, following some reviews we will chose to do.

Victoria Market

Councillor Kevin Clarke asked the following question of the Portfolio Holder for Skills, Growth and Economic Development:

Could the Portfolio Holder inform the Victoria Market traders when a decision about the future of the market will be finalised and, if it is closed, when relevant compensation will be completed?

Councillor Rebecca Langton replied as follows:

Thank you Lord Mayor and can I thank you Councillor Clarke for his question. As I said in my response to the citizen question, I acknowledge that this is a challenging time for traders at the Victoria Centre Market and I give my assurance that I will work with officers to conclude this as quickly as possible, keeping traders informed. A principle agreement has been reached with the vast majority of market traders. We are now reviewing the full cost of exiting from the market. Should the decision be made to close the market, a new timescale will be drawn up and relevant compensation will be completed in line with that timescale. We are reviewing the decision actively and will be able to update traders and councillors when we have concluded this assessment and confirm our next steps very shortly.

Nottingham Castle

Councillor Kirsty Jones asked the following question of the Portfolio Holder for Leisure, Culture and Planning:

Could the Portfolio Holder please tell the Chamber the weekly cost of keeping the Castle and the grounds closed?

Councillor Pavlos Kotsonis replied as follows:

Thank you Lord Mayor and may I thank Councillor Jones for the question. As I previously stated at Council on 9 January, since the Castle came back to our direct control and after the end of the liquidation process, a number of immediate actions have taken place. We have ensured adequate security arrangements are in place to safeguard the site, the buildings and the collections displayed in the Castle; we have worked with the Council's insurers to ensure suitable arrangements are in place for insurance cover whilst the site remains closed; we have worked with the Council's Energy Team to ensure we best manage the utility needs for the site and make sure it takes care of our collections in there, as it needs to be appropriate; we have obtained necessary advice to ensure assets purchased or owned by the Council on the site are safeguarded through the liquidation process; and we have asked for an allocation of staff for ongoing maintenance and conservation works if necessary. In governance terms, we have set up a Transition Board and everyone in the Department in the Council is working tirelessly to have everything in place for a reopening as soon as practically possible. Our work is progressing really well. In terms of your question, the holding costs are forecast at the moment to be £229,000 up until the end of the financial year, which is 31 March 2023. This figure includes all direct costs such as utilities and security. It doesn't cover finance, HR and legal costs. So, to answer your question Councillor Jones, the weekly cost based on anticipated outturn for 2022/23 is £12,722 a week and that is calculated over an 18 week period from 30 November 2022 to 31 March of this year. As previously publicly stated, we are seeking a resolution that enables the opening of Nottingham Castle for Nottingham people and this remains our top priority. Thank you.

Fly Tipping

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

Would the Portfolio Holder be able to supply us with the number of fly tips we are dealing with on a weekly basis, and whether the numbers have increased since the introduction of bulky waste charges?

Councillor Sally Longford replied as follows:

Thank you Lord Mayor and can I thank Councillor Jones for your question. The bulky waste charges were introduced at the beginning of this financial year. There is a cumulative pressure of 12 years of underfunding under this Tory Government. Introducing the charges is something I can confidently say no Labour Councillor will have wanted to do in a better situation. We did, however, manage to maintain one free collection for those on council tax benefits in order to soften the blow. We are one of the last councils in the country to introduce a charge and it is something we thought long and hard about because of the possible impacts on our streets. Since the introduction of the charge, we have been carefully monitoring the impact of fly-tipping on the city, as well as the changes in patterns of bulky waste requests. We record fly-tipping in two ways. Firstly, the number of reports and secondly the weight of fly-tips the Cleansing Team have been collecting, which will include unreported fly-

tips. I am glad to report we have seen a 10.3% reduction in the number of fly-tips this year, following the introduction of the charges. Since April 2022, there has been an average total of 162 reported fly-tips each week. I know it is a lot, but it is down. It amounts to 7934 this year to date. Last year in 2021/22 there was an average of 184 reported fly-tips each week totalling 8839 during the same period. So it is 905 less instances of fly-tipping in the city at this point. The weight of all the fly tips amongst the city has remained relatively constant and has not increased either. One of the possible reasons for this reduction in fly-tipping is that people are making better use of the household waste recycling centre in Lenton. There has been a recorded increase in weights taken there, showing that, where possible, residents have been using this free facility rather than requesting a bulky waste collection. We do know however that this has put a lot more pressure on the Household Waste Recycling Centre, and in the new Resources and Waste Strategy we are going to make sure we look at access to that in the future. On our website we also promote other ways to get rid of unwanted items for free, such as via the British Heart Foundation, FreeCycle and the Furniture Project Nottinghamshire. I hope a greater proportion of the reusable and repairable items are going to these destinations. As far as the bulky waste system is concerned, it is also clear from the ward data that people are using the bulky waste system more efficiently. Rather than requesting a collection for a small collection of items, they seem to be waiting until they have a full load in order to get best value for the collection. For example in Clifton East, since the introduction of the charge the number of collections of one item of bulky waste has gone down to 22% - 17% of the total. Whereas the percentage of collections of more than 4 items at a time has gone up from 48% to 55%. The pattern is the same for every single ward in the city. Since people have had to pay for their collection, they are obviously trying to minimise their charges and those who do not have to pay for the collection are maximising the benefits. It is much more cost effective to the Council to visit a property to collect several items at a time, although I am sure citizens are not entirely happy about saving up their items.

I hope this puts your mind at rest about the impact of the introduction of the bulky waste charge on fly-tipping, and that this positive pattern continues. Bearing in mind that we want people to reduce the stuff that goes to waste, to implement a new Resource and Waste Strategy we will be encouraging people to adopt a more sustainable approach to consumption and disposal of goods and hopefully this will also have a positive impact on the quantity of waste presented for collection, both at bulky waste and through fly-tipping.

Neighbourhood Cleanliness

Councillor Nayab Patel asked the following question of the Portfolio Holder for Energy, Environment and Waste Services:

Could the Portfolio Holder for Energy, Environment and Waste Services outline progress on making our neighbourhoods clean and attractive for all our citizens?

Councillor Sally Longford replied as follows:

Thank you Lord Mayor and thank you Councillor Patel for your question. Nottingham City Council remains absolutely committed to building a safer, cleaner city for all of its residents and, despite the ups and downs of Covid lockdowns changing patterns to work and huge pressure on our budgets, we have been striving to maintain our high standard of street cleansing and waste management across the city. As you know, we have a longstanding priority to clear graffiti quickly, particularly to remove

offensive material. During the Covid lockdown period huge pressure was put on the system and many people will have been aware of an increase in the visibility of graffiti in the city. That was a national problem. However, I feel that we are now really on top of the situation, with the number of incidents in terms of removal significantly improving in the last part of 2022. In the last quarter there has been a 15% reduction in graffiti incidents. This is the result of better joint partnership working with the Police leading to significant arrests, plus providing community education programmes, and working with local businesses and property owners to remove graffiti as soon as it appears. Other activities include using anti-graffiti coatings and the use of anti-graffiti wipes which has been expanded in the Council so that partners and, for example, our Community Protection Officers can take a proactive approach and remove small tags on things such as street furniture when they see them rather than having to call them in and wait for someone to come out and do it separately. I think this has been a very positive development. Opportunities are being created to work with artists to create street art as an alternative to traditional graffiti, which will hopefully lead to a decrease in graffiti in the city whilst also offering space for creativity. Another persistent and annoying issue is people dropping chewing gum, which is particularly noticeable in our city centre streets and takes particular effort to remove. I am glad to report that we have been working with 'Keep Britain Tidy' to trial new ways of awareness raising, coordinated with clean ups in order to try to change behaviours and hopefully this will start to have a real impact in the next few weeks. Colleagues in the Chamber will know that we fully investigate reports of fly-tipping which can be a blight in some of our neighbourhoods and we issue Fixed Penalty Notices where possible. However, as I said earlier, there has been a reduction of more than 900 fly tips in the city this year, which is a significant improvement. I'm sure we can thank activity like the 'Spring Clean' campaigns for helping to improve awareness and reduce these incidents and hope that it reflects a greater awareness amongst our citizens that fly-tipping is offensive and unnecessary. I am also pleased to report that our active community involvement through almost 8000 Clean Champions works and continues to grow, and our officers continue to work closely with them to support them in coordinating with our frontline staff to maximise the benefits of that commitment. The scheme continues to develop with area co-ordinators organising more group litter pickups, with more school and university students getting involved. I would like, once again, to take the opportunity to thank the outstanding Clean Champions for the work they do in supporting their communities. Many of our neighbourhood parks, playgrounds and open spaces have been improved over the last few years including new equipment, a huge number of trees planted and bee-friendly plants in every ward. Our teams are backed up by the enthusiasm of members of the Open Spaces Forum, which organises local activities, clean ups and holds us to account for our actions. Like the Clean Champions, these volunteers really enhance the experience of living in our city and support our Green Flag programme. Our Council has also been reducing the negative impact of our activities on our streets and neighbourhoods by protecting wildlife by not spraying herbicide in our parks, by working with volunteers in your ward Councillor Patel, to try ground-breaking non-spray management technique on the street, by switching to cleaner electric vehicles and tools and reducing carbon emissions and local air pollution. I know Council will join me in once again thanking our workforce for all they continue to do in meeting our ambitions and, although there is more to do, we will remain ambitious for our city and build on the good work in improving the cleanliness on all our neighbourhoods.

Big Reading Challenge

Councillor Carole McCulloch asked the following question of the Portfolio Holder for Children, Young People and Schools:

Could the Portfolio Holder for Children, Young People and Schools tell us how the recent Big Reading Challenge contributes to the Dolly Parton Imagination Library scheme in Nottingham and children's development?

Councillor Cheryl Barnard replied as follows:

Thank you Lord Mayor and thank you Councillor McCulloch for asking this question. The Dolly Parton Imagination Library is a fantastic scheme that has provided books for over 10,000 children in Nottingham. It sends a book every month for the first 5 years of a child's life to children in some of our most disadvantaged wards. However, it is a charity and is reliant on the generosity of partners, individuals, and businesses in our city. The Big Reading Challenge 2023 was a week-long fundraising campaign which took place in the week commencing 30 January. The Leader of the Council, myself, and other councillors visited schools in the city reading stories to as many children as possible. We read to children in Loxley House, school classes, assemblies, library sessions and held a 3-hour candlelight book reading session in the Council House to families attending Nottingham Light Night. We also held a business breakfast where we invited local business leaders to come along and find out more about the scheme. This was a great opportunity for us to explain how the Imagination Library links to our ambitions for Nottingham and its economy and gain their support. Children from Greenfield School attended and read individually to business leaders at their tables. The Big Reading Challenge aims to raise the profile and increase donations to the schemes. This supports us to register more children in Nottingham to the scheme and it's a scheme that's proven to improve a child's literacy skill, which promotes school readiness and better outcomes throughout their school journey. Early findings from research undertaken shows that the scheme has a significant impact on a child's development and that this begins as soon as the child joins the programme and remains after they have turned 5 and graduated. Local research has shown that the scheme narrows the gap between disadvantaged children in receipt of the books and their counterparts. School readiness is much improved, with children better able to express themselves, understand instructions, have good reading skills and a much broader vocabulary. Reading from an early age has also been seen to improve attachment leading to improved development and puts in place patterns of positive interactions between parents and their children. The cost of £2 a month per child, £125 for 5 years is excellent value. Donating the equivalent of a cup of coffee a week can fund a child for 5 years. I am also extremely pleased that our children will benefit from the new children's library that will open later this year and will provide a child-friendly environment with books, facilities and activities for children.

Anti-Social Behaviour

Councillor Angela Kandola asked the following question of the Portfolio Holder for Neighbourhoods, Safety, and Inclusion:

Residents regularly contact us about the lack of visible neighbourhood police officers in residential areas. Can the Portfolio Holder tell councillors what the Council has been doing since the 2019 local elections to tackle anti-social behaviour in our communities?

Councillor Neghat Khan replied as follows:

Thank you Lord Mayor and thank you Councillor Kandola for her question. I also get regularly contacted by residents who complain about the lack of visible neighbourhood police officers in our neighbourhoods and unfortunately this is a result of this Tory Government's decade of underfunding the Police, who have seen a massive reduction in police officer numbers. In 2020 the Tory Government pledged to recruit an additional 20,000 police officers through Operation Uplift. What they forgot to mention is that the figure is a real time cut to the previous numbers we had under the Labour Government. Population has increased so less officers per resident than in 2010 and, even with this uplift, it comes on the back of the cut of thousands of jobs in public sector services. Unfortunately, we don't see our neighbourhood police officers walking the beat to help prevent crime. They have moved to a reactive model and you are more likely to see police officers in flashing blue lights than walking the beat. That is a conscious decision of Tory austerity over the last 10 years, which has dramatically reduced the ability of public sector services to be proactive. Tackling antisocial behaviour has been and remains a commitment of Nottingham City Council. Members in this Chamber will know that the effects of repeated antisocial behaviour on both individuals and communities can be severely impactful and long-lasting. Which is why tackling antisocial behaviour remains a priority for us. All complaints of antisocial behaviour are recorded and an update is provided to the complainants within 48 hours. Nottingham City Council utilises a dedicated vehicle which is on duty every night of the week, with the sole purpose of responding to all calls of antisocial behaviour. Having said that, the Council is absolutely committed to working in partnership in its approach to tackling antisocial behaviour and will continue to drive this by leading monthly antisocial behaviour meetings, which are co-chaired with Nottinghamshire Police. This identifies repeat and high-level reporting of properties associated with antisocial behaviour and, through partnership working, aims to tackle these. This group is made up of partners from Nottingham City Homes, Nottinghamshire Police, Nottingham Fire and Rescue. Bi-weekly student issue meetings are also chaired by the Council aimed at bringing relevant partners, including both universities and their student unions, together to look at antisocial behaviour. This allows for future planning around key dates with known associated antisocial behaviour and also helps to identify emerging trends.

In response to the question about issues of antisocial behaviour from July 2021 until 1 March 2023, the Council has issued 2322 community protection notice warnings, 260 community protection notices and 86 fixed penalty notices. There is a clear correlation of intervention against repeat offending and that the early warning system resulting in low breach ratio. During this period, 11.2% of community protection notice warnings were breached. With all the work we have been doing to tackle antisocial behaviour since 2019 our antisocial behaviour figures have reduced by 7%. There were 1020 less recorded incidents. This figure would have been reduced earlier if it wasn't for the pandemic and the Police recording a lot of neighbourhood issues as antisocial behaviour. This Council remains absolutely committed to delivering its duties in relating to antisocial behaviour and will remain in partnership in order to address these issues as they emerge.

Employment

Councillor Nick Raine asked the following question of the Portfolio Holder for Skills, Growth and Economic Development:

Could the Portfolio Holder for Skills, Growth and Economic Development update Council on progress in creating jobs for Nottingham people and supporting Nottingham residents into work?

Councillor Rebecca Langton replied as follows:

Thank you Lord Mayor and can I thank Councillor Raine for his question. I welcome the opportunity to update Council on our work towards achieving our manifesto pledge of creating jobs for Nottingham people and supporting Nottingham residents into work. Nottingham is a great place to live and it is a great place to work. A thriving local economy benefits all of us and helping Nottingham people into good jobs is a big and important part of this. Since May 2019, Nottingham City Council has supported the creation of nearly 10,000 jobs in the city, and notable successes include: support for Invest in Nottingham has seen 4,000 new jobs as a result of inward investment activity, that means bringing new citizens to the city and supporting existing companies to grow e.g. the new HMRC building at Unity Square which has created 2,000 new jobs, 800 new jobs at Domestic and General and 200 new jobs as part Island Quarter development; the Growth Hub has supported the creation of employment opportunities particularly through the Business Investment Fund which has created 350 new jobs; regeneration projects such as Traffic Street, Huntington Street and Sneinton Market Avenue have created over 500 construction jobs for Nottingham people; and the Big House business support programme for the creative and digital sector has created 72 new jobs. The Council has also supported people starting small businesses through the Business and Intellectual Property Centre run by the library service. I visited the Centre in Bulwell Riverside and was inspired by their commitment to supporting people to turn good ideas and hobbies into business opportunities that pay. Of course, since we made this commitment in 2019, we as a city have faced the challenge of the Covid-19 pandemic, which has created huge challenges for businesses around Nottingham. While the pandemic was at its height Nottingham City Council stood alongside businesses. We distributed Covid support grants to over 10,000 businesses, with funding worth over £100 million, and helped safeguard around 500 jobs. In addition, the city centre teams supported city centre hospitality businesses as they re-opened after the Covid lockdown, supporting around 500 jobs. Recognising the impact of the Covid-19 pandemic on our economy, we worked with partners through the Nottingham Growth Board to create the Economic Recovery and Renewal Plan which looks to address the challenges facing our economy by working in partnership. This is an important part of how we work with Nottingham businesses and sets out our vision to reimagine Nottingham's economy as an inclusive, green and creative and digitally enabled city. As well as supporting the creation and protection of Nottingham jobs, we helped make sure it is Nottingham people who get them. The City Council's Job Service delivers a range of projects that support local residents into employment. Since April 2020, Nottingham jobs has supported over 6,700 local people of whom around 2,500 have gone on to secure jobs or further education or training opportunities. This includes various projects such as 'Nottingham Works For You', supporting nearly 1,400 young people into employment or further education or training; 'Ways to Work' where over 1,000 people have experienced barriers into employment have secured jobs; and 'Back to Work', where 160 local people have received free employment training, many of whom have secured employment and pathways to health and social care through which 66 residents have secured jobs in the sector. It is worth reminding Council that these projects were all funded by the European Social Fund (ESF). This funding has continued until now but will be replaced by the UK Shared

Prosperity Fund from April this year. Nottingham's allocation of UK Shared Prosperity Funding is around £6million per year less than we received in ESF money, which is approximately a third of the overall budget for this work. So whilst we remain committed to supporting Nottingham people into work, and we do have a plan to make the most of what we can from this money, we shouldn't brush over the impact that such a significant reduction in funding will have. Politicians supporting Brexit promised more money for people here in the UK once we left the European Union, but the reality is less money for Nottingham people as a direct consequence of Brexit. Finally, I'd like to take this opportunity to thank colleagues in the Economic Development Team for their hard work and commitment in delivering such impressive results against a very challenging backdrop. Our Economic Development Team are committed, dedicated and do a brilliant job of helping Nottingham businesses to thrive and ensuring this benefits Nottingham people most. I am grateful for their commitment to standing alongside Nottingham people and our local economy, thank you.

International Women's Day

The following question was asked by Councillor Eunice Campbell-Clarke of the Portfolio Holder for Neighbourhoods, Safety, and Inclusion:

For over 100 years, International Women's Day has been marked on 8 March, celebrating the social, economic, cultural, and political achievements of women. Could the Portfolio Holder for Neighbourhoods, Safety and Inclusion explain how Nottingham will be marking International Women's Day to focus attention on the work that still needs to be done to accelerate equality?

Councillor Neghat Khan replied as follows:

Thank you Lord Mayor, and can I thank Councillor Campbell-Clark for her question. As Councillor Campbell-Clark states, International Women's Day is celebrated across the world celebrating the social, economic, cultural and political achievements of women. More than that, the day also marks a call to action for accelerating gender parity, fundraising for female-focused charities and calling for positive change in advancing and celebrating women right across the world. Everyone, everywhere can play a part in helping forge gender equality and I'm pleased that right here in Nottingham people will be able to join a wide range of campaigns, events, rallies, lobbying and performances in celebrating women across the globe – it's what makes International Women's Day so inclusive. Nobel Prize winning activist Malala Yousafzai once said, "we cannot all succeed when half of us are held back." I firmly believe this. Women's equality is everyone's responsibility, and everyone can play an important part in their own chosen way. This collective form of activism connects audiences from anywhere and everywhere, it draws together all of those who care deeply about women's equality, building solidarity and sharing different perspectives.

I am pleased that this year a number of organisations across the city are working in partnership to deliver a range of events all week, including an event in the Council House on Wednesday where women will come together from across the community and voluntary sector in a daylong event filled with networking and workshops. We're also pleased to welcome keynote speeches from Angela Seddon from the Faculty of Engineering at the University of Nottingham and Helen Voce, the outgoing Chief Executive of the Nottingham Women's Centre. The Women's Centre has planned a thought-provoking day of activity on 14 March where people can drop-in to talk about courses and events taking place at the Women's Centre. The creative poetry group

'Women Write at the Centre' will be giving performances and the Nottingham Women's Library will host a small bespoke International Women's Day display where people will be on hand for discussions or to answer any questions from interested guests. The Bonington Gallery at Nottingham Trent University will host an exhibition exploring the rich history of the Centre and the fight for women's rights in the city from 25 March and the University of Nottingham is hosting a month-long series of events, including Inspiring Women in Science, Technology, Engineering and Maths (STEM), The Suffragette film screening and interactive sessions about period poverty and menopause. Across the Council, as part of International Women's Day, staff members can join an informal session with colleagues to raise awareness of the menopause, to help increase understanding and share personal journeys which can help to manage some menopausal symptoms.

The theme for International Women's Day this year is 'Embrace Equity' – equity isn't just a nice-to-have, it's a must have and needs to be part of every society's DNA. The theme this year is aimed at driving an understanding of why equal opportunities are no longer enough. Equity recognises that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome. Our goal is to change systemic and structural barriers that get in the way of people's ability to thrive, for example, 'equality' focuses on providing all genders with equal opportunities, such as a woman's right to vote. Yet, women can often require more than a level playing field. We all need to belong in a global culture that actively promotes and supports women in all aspects of their lives, from education to the workplace to health and childbearing. Gender is intersectional, and women as a group are truly diverse. Policies that benefit white women, for example, may not benefit women of colour due to historical or current inequalities. A shift from gender equality to the process of gender equity is required for meaningful progress – which is why this year's theme is so important.

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 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 consider their role as a man in a women's world and commit to choosing to challenge discrimination, under-representation, and inequality wherever it still exists for women.

There is also a lot to feel angry about when it comes to the disadvantage that still affects women in society. In this Chamber in March last year, I lamented the Government's refusal to make misogyny a hate crime following a review of existing legislation to protect women's rights and the Misogyny Hate Crime Policy which was first piloted by Nottinghamshire Police following campaigns by Nottingham Women's Centre and Nottingham Citizens. The disgracefully low prosecution and conviction rates for rape offences have worsened in the last 12 months with the Office for National Statistics recording the highest ever number of rapes recorded by police in the year ending September 2022, with 70,633 cases and charges brought in just 4% of cases. Nottingham City Council will be working closely with the Office of the Police and Crime Commissioner in delivering the Violence Against Women and Girls Strategy which we hope to launch formally later in the spring this year. With this strategy, our mission will be to reduce the prevalence of violence against women and girls, bring more perpetrators to justice and increase support for all survivors.

Nottinghamshire has a well-developed range of skilled specialist organisations working to meet the needs of victims and survivors, but there are opportunities to enhance prevention activity and improve access to services among some communities and how effectively agencies work together. There are also opportunities to improve our knowledge of what works in tackling violence against women and girls and ensure that the work we do is evidence-led and robustly evaluated. No one should ever face abuse or harassment because of their gender. We need to change the way people see woman and girls, promote and empower positive role models and work with communities to ensure that perpetrators of violence against women and girls are held to account for their actions – not victims and survivors themselves. I am confident that through this strategy, we will work tirelessly with our partners to deliver change.

International Women's Day is also about celebrating women who overcome adversity every day and not just about the names you read in the history books, although they are amazing too. It is about celebrating every woman. I would like to take this opportunity to recognise the women in this room, the women around each of us every day and the women who work for Nottingham City Council. We are lucky as a Council to have committed women who make up our workforce and, I know it has been said many times before, but we must never take for granted our female majority Council and Cabinet. 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. In May a number of my political colleagues will be standing down following tireless efforts as strong and influential women in politics. Eunice Campbell-Clark, Merlita Bryan, Sally Longford, Rebecca Langton, Angharad Roberts and Nicola Heaton have stood for political office and made immeasurable contributions to the city of Nottingham. Merlita, the city's first black female Lord Mayor and Sheriff of Nottingham has made celebrating black achievement her defining legacy. Eunice, if anyone has done more for the rights of older people in the city during her three decades in public service, I'm yet to meet them. Sally, a driving force for climate change. Angharad a tireless advocate for LGBT+ rights. Rebecca a driving force for women's rights and fighting hate crime and Nicola who has championed area working, cleansing and of course the Meadows. As someone who has had the pleasure of working with you all, I want to thank you. It has been an honour to serve the people of our city alongside you as colleagues, as friends, and as women.

I hope women across Nottingham have the opportunity to participate in the celebrations for International Women's Day this year – it is vitally important that we recognise what we can achieve together by committing ourselves to challenging injustice, disadvantage, prejudice and misogyny wherever we see it, not just today, but every day.

Blueprint

The following question was asked by Councillor Andrew Rule of the Leader of the Council:

Given Blueprint (General Partner) Limited's stated purpose in its accounts is, "...the encouragement of regeneration and economic resurgence" can the Leader of the

Council confirm why being a director of that Company whilst simultaneously acting as the Portfolio Holder for Strategic Regeneration and Communications doesn't present a situational conflict of interest as defined in the Council's own Corporate Governance Handbook?

Councillor David Mellen replied as follows:

Thank you Lord Mayor and can I thank Councillor Rule for his question. Blueprint is a company that is partly owned by the City Council. It has played a significant part in regenerating parts of the city which have not been easy to change, including the Waterside area in Colwick, parts of The Meadows and now the fruit market area behind Sneinton Market. I have been a Blueprint Board Member for three years. I have declared an Interest and not taken part in discussions at Companies Governance Executive Committee any time that the progress of the Company has been discussed at the Committee. Following the recent completion and approval of the Company Governance Handbook, Executive members with perceived conflicts have agreed to step down from boards where there is an actual or perceived conflict. This will happen in May, rather than in a rush, giving time for planning for the companies so that they can welcome and induct new board members. Subsequently, the Council has received instructions from the Improvement and Assurance Board and one of these is to align the Council's Conflict of Interest requirements as they apply to council-owned entity boards with the Lawyers in Local Government Code of Practice. This will mean that officers rather than councillors will be the default appointees to board. Councillors will be appointed to boards if exceptions can be shown that it is in the best interest for both the Council and the company to do so. The requirement of the Company's Governance Handbook will still apply to all appointments to all boards of council owned companies.

Council borrowing

The following question was asked by Councillor Andrew Rule of the Leader of the Council:

At the last Audit Committee meeting, a Labour Committee Member stated that the City Council's external borrowing levels should be seen as a 'badge of honour' for the Labour Group that reflect their ambition for the City. Bearing in mind the debt level is estimated to be over £800m for the next financial year, can I ask the Leader of the Council whether he concurs with this view?

Councillor David Mellen replied as follows:

Thank you Lord Mayor, and can I thank Councillor Rule for his question. You are right when you state we are ambitious for our city. We have taken capital investment decisions over the last decade to improve our neighbourhoods and the city centre environments; improve housing stock; build new libraries, and a leisure centre; invest in public spaces with better street lights; invest in the extension of the tram network and enhanced our world-class transport system. We have also invested in commercial properties in order to generate ongoing revenue income returns. Following the Government's Non Statutory Review published in November 2020, the Council responded positively to its recommendations for the development of its recovery plan, now known as the 'Together for Nottingham' Plan. The Capital Strategy and Treasury Management Strategy represent cornerstones to that Plan and in returning the Council to financial operational stability. Within our Capital Strategy, we acknowledge the governance of the programme and particularly that the debt related implications of these investments have not been as transparent as they

needed to be in the past, leaving the city with a high level of risk and debt and annual costs of servicing the debt when compared to our peer group of local authorities. Through our Voluntary Debt Reduction Policy, we have reduced the level of external debt and will do so further. We are committed to not funding any new capital investment from borrowing over the term of the Medium Term Financial Plan and until our debt reaches more sustainable and affordable levels, instead relying on grants, external contributions, and new capital receipts from the rationalisation of assets. We will take the opportunity where it arises and where it is feasible within competing priorities to repay borrowing through the application of our new future capital receipts, as explained earlier in my answer to Councillor Clarke and to further reduce principal payments, costs to the general fund and interest payments. This will reduce the annual costs of servicing our total debt.

73 Amendments to Polling Places

The Lord Mayor proposed the report of the Returning Officer recommending that the scheme of delegation is confirmed to clearly outline the powers of the Returning Officer to make changes to the scheme of polling places, in consultation with councillors, in between formal reviews of polling places. It also outlined changes required now due to the unavailability of polling places, to reduce the use of portable units and due to changes in local circumstances. Councillor Nicola Heaton seconded the report.

Resolved to:

- (1) amend the scheme of delegation to confirm arrangements for changes to the agreed scheme of polling places in between formal reviews, granting authority to the Returning Officer, in consultation with the leaders of all political groups and any ungrouped councillors, to approve all changes required because a polling place is no longer available and/or a more accessible polling place is available than a portable unit;**
- (2) note the 17 changes required to the scheme of polling places for the following reasons:**
 - a. unavailability - original polling place is no longer available**
 - b. portable unit – a more accessible polling place is available**
- (3) note the 6 further amendments recommended to polling places for the following reason:**
 - a. local circumstances – the circumstances surrounding the previous selection have changed**

74 Update on Statutory Intervention

Councillor David Mellen, Leader of the Council, proposed the report updating Council on the statutory intervention currently in place to secure the Council's compliance with its Best Value Duty, confirming the Government's latest decision regarding intervention and confirming that Instructions have been received from the Improvement and Assurance Board which the Council must comply with. Councillor Adele Williams seconded the report. Council noted the information contained in the exempt appendix.

Resolved to:

- (1) note the latest position on statutory intervention and the Instructions issued by the Improvement and Assurance Board, as set out in Appendices 2 and 3 to the report; and**
- (2) append the Instructions to the Together for Nottingham Plan.**

75 Strategic Council Plan 2023 - 2027

Councillor David Mellen, Leader of the Council, proposed the report setting out a Strategic Council Plan for the period 2023 – 2027, to inform residents, partners and stakeholders of the Council's priorities for the next four years. The report was seconded by Councillor Adele Williams.

Resolved to approve the Strategic Council Plan 2023 – 2027.

76 Budget 2023/24

Councillor Adele Williams, Portfolio Holder for Finance, proposed the report regarding the Council's budget 2023/24 seeking approval of the Medium Term Financial Plan 2023/24 to 2026/27, Capital Programme and level of council tax for 2023/24. The report was seconded by Councillor David Mellen.

Councillor Andrew Rule proposed the following amendment, which was seconded by Councillor Kevin Clarke:

In recommendation 2.1 add after "the revenue budget for 2023/24"

"subject to the following being undertaken, in parallel with the budget, within the next six months:-

Section 1

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

- Review of relocation from Loxley House to Council House and other council owned property in the community
- Development of a strategy plan for the utilisation of the monies refunded to the Housing Revenue Account by the Council, with an emphasis on ensuring council tenants will benefit from the same
- Review of the impact of purpose built student housing on City Council's tax base and business rates base against demand on council services
- Assessment of the economic impact on the City in the event the Tram Operator fails and any mitigations that can be put in place
- Review of alternative financing methods to Work Place Parking Levy in light of falling spaces
- Audit of availability payments made to operator to ensure they accurately reflect operational performance

- Review of marketing on bus stops and permanent alternative methods when existing contract ceases at the end of financial year
- 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 to safeguard community assets – specifically and immediately for Clifton Young People’s Centre in Clifton, in order to prevent the imminent threat of closure
- Review of voluntary and third sector access to Youth Centres, across the City as a whole, to improve provision of activities for young people.
- Review of membership of Companies Governance Committee
- Review of commercialisation opportunities within Tree Services
- Review of 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 and joint service opportunities with other local authorities”

In recommendation 2.4 add after “the capital programme to 2026/27”

“subject to the following being undertaken, in parallel with the capital programme, within the next six months:

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”

The meeting was adjourned at 4:35pm to allow time for councillors to consider the proposed amendment. The meeting resumed at 4:55pm.

Councillors debated and then voted on the proposed amendment.

Resolved to reject the amendment proposed by Councillor Rule.

Councillors debated the budget report.

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

	For	Against
Councillor Cheryl Barnard	✓	
Councillor Steve Battlemuch	✓	
Councillor Merlita Bryan	✓	
Councillor Eunice Campbell-Clark	✓	
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 Neghat Khan	✓	
Councillor Zafran Khan	✓	
Councillor Pavlos Kotsonis	✓	
Councillor Sally Longford	✓	
Councillor AJ Matsiko	✓	
Councillor Carole McCulloch	✓	
Councillor David Mellen	✓	
Councillor Salma Mumtaz	✓	
Councillor Toby Neal	✓	
Councillor Nayab Patel	✓	
Councillor Anne Peach	✓	
Councillor Georgia Power	✓	
Councillor Ethan Radford	✓	
Councillor Angharad Roberts	✓	
Councillor Andrew Rule		✓
Councillor Wendy Smith	✓	
Councillor Roger Steel		✓
Councillor Dave Trimble	✓	
Councillor Sam Webster	✓	
Councillor Adele Williams	✓	
Councillor Linda Woodings	✓	
Councillor Cate Woodward	✓	
Councillor Audra Wynter	✓	

Resolved to:

- (1) approve the Medium Term Financial Plan 2023/24 to 2026/27, incorporating the revenue budget for 2023/24 and the recommendations contained therein;**
- (2) note the recommendations of the Corporate Director for Finance and Resources/ S151 Officer in respect of the robustness of the estimates made for the purpose of the budget calculations and the adequacy of reserves;**
- (3) delegate authority to the Corporate Director for Finance and Resources/ Section 151 Officer to finalise the 2023/24 revenue budget for publication;**
- (4) approve the Capital Programme, incorporating the capital budget for 2023/24 to 2026/27, noting the revenue implications of the capital programme;**

- (5) note the authority’s council tax base of 68,403 for 2023/24, calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2021, as approved by Executive Board on 17 January 2023;
- (6) approve a council tax requirement of £140,423,835 including the calculations required by Sections 30 to 36 of the Local Government Finance Act 1992 (‘the Act’), as set out below
- a. £1,097,443,652 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. £957,019,817 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. £140,423,835 being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year;
- (7) approve a City Council Band D basic amount of council tax for 2023/24 of £2,052.89 being the amount at 6(c) divided by the amount at 5, 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 7 of the report);
- (8) note a Nottinghamshire and City of Nottingham Fire and Rescue Authority precept at Band D for 2023/24 of £89.57;
- (9) note a Nottinghamshire Police and Crime Commissioner precept at Band D for 2023/24 of £269.19;
- (10) approve the setting of the amounts of council tax for 2023/24 at the levels below

Band	City Council £	Police & Crime Commissioner £	Fire & Rescue Authority £	Aggregate Council Tax £
A	£1,368.59	£179.46	£59.71	£1,607.76
B	£1,596.69	£209.37	£69.67	£1,875.73
C	£1,824.79	£239.28	£79.62	£2,143.69
D	£2,052.89	£269.19	£89.57	£2,411.65
E	£2,509.09	£329.01	£109.47	£2,947.57
F	£2,965.29	£388.83	£129.38	£3,483.50
G	£3,421.48	£448.65	£149.28	£4,019.41
H	£4,105.78	£538.38	£179.14	£4,823.30

- (11) approve the retention of the Local Council Tax Support scheme currently in operation, amended as required by Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2023; and**
- (12) approve the making of the Members' Allowances Scheme for 2023/24 in the terms of the previously adopted and amended Scheme, except for any further adjustments required to mirror nationally determined rates for pay awards and travel and subsistence (as applicable to officers) and for carers allowances.**

77 Treasury Management Strategy and Capital Strategy 2023/24

Councillor Adele Williams, Portfolio Holder for Finance, proposed the report recommending approval of a series of strategies relating to treasury management and capital investment in 2023/24. The report was seconded by Councillor David Mellen.

Resolved to:

- (1) approve the 2023/24 Treasury Management Strategy document, including the Borrowing Strategy, Debt Repayment Strategy (Minimum Revenue Provision Statement) and the Investment Strategy, as set out in Appendix 1 to the report;**
- (2) approve the Prudential Indicators and limits from 2023/24 to 2025/26, as set out in Appendix 1 to the report;**
- (3) adopt the current Treasury Management Policy Statement, as set out in Appendix 1 to the report;**
- (4) approve the 2022/23 Capital Strategy document including the Voluntary Debt Reduction Policy Statement, as set out in Appendix 2 to the report and Appendix B of the Capital Strategy; and**
- (5) approve the Flexible Use of Capital Receipt Policies for 2022/23 and 2023/24, as set out in Appendix 2 and Appendix C of the Capital Strategy.**

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 Adele Williams.

Resolved to note the following decision taken under the Call-in and Urgency provisions of the Overview and Scrutiny Procedure Rules:

Decision Reference	Subject	Decision Taker	Reason for Urgency
Executive Board Minute 102	Medium Term Financial Plan 2023/24 – 2026/27 – decision to approve Housing Revenue Account rent setting	Executive Board	The Housing Act 1985 requires tenants to receive 28 days notice of any proposed rent increase.

79 Pay Policy Statement 2023/24

Councillor Sam Webster, Chair of the Appointments and Conditions of Service Committee, proposed the report setting out information on pay and conditions for Chief Officers in comparison to the bulk of the workforce employed on 'Local Government Services' terms and conditions. The report was seconded by Councillor Adele Williams.

Resolved to approve the Council's Pay Policy Statement 2023/24, as set out at Appendix A to the report.

80 Motion in the name of Councillor Georgia Power

Councillor Georgia Power proposed the following motion, which was seconded by Councillor Sam Webster:

This Council supports the Government's stated aim to 'level up' in the UK. However, it believes that the Government's Levelling Up Strategy is:

- 1) incoherent, as it has no defined view on what levelling up means;
- 2) badly directed, as it spreads small amounts of finance over wide areas, on dubious criteria and with minimum impact, having deprived those same areas of years of mainstream funding; and
- 3) procedurally divisive, short term and badly managed.

Despite this, Council has continued to build council houses, improved private rented housing through selective licensing, kept ownership of care homes, supported welfare rights services across the city, built a new Central Library and invested in affordable and reliable public transport through our bus and tram networks, including 78 new electric buses.

It therefore urges the Government to adopt a clear definition of what levelling up means, what the key factors are and what degree of funding, timescale and targeting is required to make a difference to the economies and prospects of areas such as Nottingham which are most in need.

Resolved to carry the motion.

81 Future meeting dates

Resolved to:

- (1) hold an Extraordinary Council meeting on 23 March 2023 at 6pm;**
- (2) hold the Annual General Meeting on 22 May 2023 at 2pm; and**
- (3) note the proposal to meet at 2pm on the following Mondays:**
 - a. 10 July 2023**
 - b. 11 September 2023**
 - c. 13 November 2023**
 - d. 15 January 2024**
 - e. 4 March 2024**

The Meeting concluded at 6.45 pm

This page is intentionally left blank

**Responses to questions from councillors to a Member of Executive Board,
Chair of a Committee or Chair of any other City Council Body requiring a
written response**

WQ1

Question asked by Councillor Andrew Rule of the Portfolio Holder for Highways, Transport and Parks at the meeting of the City Council held on 6 March 2023, requesting a written response

Could the Portfolio Holder provide a breakdown by ward and year of the number of carriageway potholes filled in since 2019?

Councillor Audra Wynter replied as follows:

The Highways Service has undertaken a total of 20,255 repairs on streets since 1 January 2019 until 9 March 2023, averaging 4,861 repairs per full year. As part of a Highways best value review the service moved away from temporary pothole fixing to permanent reinstatements which provide better value for money and less disruption to road users. Nottingham City Council follows the published national guidance on pothole repairs 'Potholes Review, Prevention and a Better Cure' which means that we also replace the area around the pothole which lasts longer as a repair, rather than just filling in the hole which will then regress again as the infill allows water to enter and freeze.

A full breakdown of temporary repairs by year and ward is as follows:

Year	Ward	Number of Potholes repaired
2019	Aspley	202
2019	Basford	108
2019	Berridge	10
2019	Bestwood	80
2019	Bilborough	76
2019	Bulwell	150
2019	Bulwell Forest	82
2019	Castle	245
2019	Clifton East	525
2019	Clifton West	100
2019	Dales	28
2019	Hyson Green and Arboretum	408
2019	Leen Valley	66
2019	Lenton and Wollaton East	527
2019	Mapperley	54
2019	Meadows	318
2019	Radford	350
2019	Sherwood	72
2019	St Anns	17
2019	Wollaton West	74

Year	Ward	Number of Potholes repaired
2020	Aspley	243
2020	Basford	328
2020	Berridge	25
2020	Bestwood	29
2020	Bilborough	178
2020	Bulwell	378
2020	Bulwell Forest	223
2020	Castle	217
2020	Clifton East	124
2020	Clifton West	391
2020	Dales	29
2020	Hyson Green and Arboretum	156
2020	Leen Valley	26
2020	Lenton and Wollaton East	441
2020	Mapperley	68
2020	Meadows	197
2020	Radford	230
2020	Sherwood	108
2020	St Anns	72
2020	Wollaton West	102
Year	Ward	Number of Potholes repaired
2021	Aspley	858
2021	Basford	173
2021	Berridge	96
2021	Bestwood	125
2021	Bilborough	498
2021	Bulwell	212
2021	Bulwell Forest	488
2021	Castle	161
2021	Clifton East	245
2021	Clifton West	192
2021	Dales	24
2021	Hyson Green and Arboretum	330
2021	Leen Valley	308
2021	Lenton and Wollaton East	311
2021	Mapperley	153
2021	Meadows	390
2021	Radford	469
2021	Sherwood	107
2021	St Anns	71
2021	Wollaton West	268
Year	Ward	Number of Potholes repaired
2022	Aspley	695
2022	Basford	85

2022	Berridge	89
2022	Bestwood	93
2022	Bilborough	843
2022	Bulwell	192
2022	Bulwell Forest	189
2022	Castle	115
2022	Clifton East	435
2022	Clifton West	183
2022	Dales	63
2022	Hyson Green and Arboretum	300
2022	Leen Valley	440
2022	Lenton and Wollaton East	452
2022	Mapperley	199
2022	Meadows	218
2022	Radford	416
2022	Sherwood	144
2022	St Anns	239
2022	Wollaton West	492
Year	Ward	Number of Potholes repaired
2023 (1.1.23 to 9.3.23)	Aspley	163
2023 (1.1.23 to 9.3.23)	Basford	24
2023 (1.1.23 to 9.3.23)	Berridge	29
2023 (1.1.23 to 9.3.23)	Bestwood	16
2023 (1.1.23 to 9.3.23)	Bilborough	109
2023 (1.1.23 to 9.3.23)	Bulwell	44
2023 (1.1.23 to 9.3.23)	Bulwell Forest	37
2023 (1.1.23 to 9.3.23)	Castle	69
2023 (1.1.23 to 9.3.23)	Clifton East	33
2023 (1.1.23 to 9.3.23)	Clifton West	34
2023 (1.1.23 to 9.3.23)	Dales	11
2023 (1.1.23 to 9.3.23)	Hyson Green and Arboretum	108
2023 (1.1.23 to 9.3.23)	Leen Valley	166
2023 (1.1.23 to 9.3.23)	Lenton and Wollaton East	141
2023 (1.1.23 to 9.3.23)	Mapperley	106
2023 (1.1.23 to 9.3.23)	Meadows	43
2023 (1.1.23 to 9.3.23)	Radford	306
2023 (1.1.23 to 9.3.23)	Sherwood	28
2023 (1.1.23 to 9.3.23)	St Anns	11
2023 (1.1.23 to 9.3.23)	Wollaton West	359

This page is intentionally left blank

City Council – 22 May 2023

Report of the Lord Mayor/ Chair of Council

Corporate Director/ Director:

Malcolm Townroe, Director of Legal and Governance

Report Author and Contact Details:

Jane Garrard, Senior Governance Officer

jane.garrard@nottinghamcity.gov.uk

Title: Establishment of, and appointments to committees and joint bodies 2023/24

Does the report form part of the Budget or Policy Framework?

Yes No

Does this report contain any information that is exempt from publication?

No

Relevant Council Plan Key Outcome:

Green, Clean and Connected Communities	<input type="checkbox"/>
Keeping Nottingham Working	<input type="checkbox"/>
Carbon Neutral by 2028	<input type="checkbox"/>
Safer Nottingham	<input type="checkbox"/>
Child-Friendly Nottingham	<input type="checkbox"/>
Living Well in our Communities	<input type="checkbox"/>
Keeping Nottingham Moving	<input type="checkbox"/>
Improve the City Centre	<input type="checkbox"/>
Better Housing	<input type="checkbox"/>
Serving People Well	<input checked="" type="checkbox"/>

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 memberships of joint bodies.
- 1.2 Appendix 1 sets out the proposed terms of reference of Council committees and joint bodies for 2023/24.
- 1.3 Appendix 2 sets out the proposed first meeting dates of Council committees and joint bodies in 2023/24.
- 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 2022/23.

2. Recommendations

- 2.1 To agree the terms of reference for Council committees and joint bodies for 2023/24, as set out at Appendix 1.

- 2.2 To agree the first meeting dates for Council committees and joint bodies for 2023/24, as set out at 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 2023/24, as set out at Appendix 3.
- 2.4 To appoint the committee chairs and vice chairs for 2023/24 for committees that Council is responsible for appointing, as set out in Appendix 3.
- 2.5 To amend Article 9 – Non-Executive Functions and Committees of the Constitution to reflect the agreed terms of reference of Council committees and joint bodies for 2023/24.
- 2.6 To amend Article 4 – Councillors and Article 11 – Overview and Scrutiny of the Constitution to reflect changes to the structure for the overview and scrutiny function arising from the approval of terms of reference for scrutiny committees in 2023/24 under 2.1.

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 2023/24.

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.

5. Consideration of Risk

- 5.1 Not applicable

6. Best Value Considerations

- 6.1 Not applicable

7. Background (including outcomes of consultation)

- 7.1 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.
- 7.2 After Council has established the committee structure and membership for the year, the Constitution enables the 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 ceases to be eligible for membership. Such changes are reported to the next meeting of Council.

7.3 Scrutiny committees

It is a statutory requirement to have an overview and scrutiny function in place where executive governance is operated, but it is for individual local authorities to determine how this is structured. The Council also has additional statutory duties relating to

health scrutiny. Overview and scrutiny plays a key role in supporting effective, transparent and accountable decision making as it enables non-executive councillors to hold executive councillors to account for their decisions and to support policy development work. It is a key part of the decision making process and by delivering effective challenge to decision makers can improve the robustness of decisions.

7.4 As part of the Council's governance improvement work, the Centre for Governance and Scrutiny was commissioned to undertake a review of the Council's overview and scrutiny function. This identified some limitations of the Council's arrangements. Findings of the review were accepted and significant work has taken place to address the issues. Through this work, issues relating to the structure of the function have been identified and consideration has also been given to the return of the housing management and maintenance function to the Council which has introduced a significant area of activity which could not have been effectively managed within the previous scrutiny structure. Therefore, in line with the Improvement and Assurance Board's Instruction to have an efficient and effective decision making process in place by 30 June 2023, a new structure for the overview and scrutiny function is proposed. This new structure has been developed following consideration of a variety of different options, including a review of approaches taken by other core cities. The number of committees will be increased to five and they will be aligned with Council directorates, with the existing committees that deal with children and young people and health and adult social care covering the People directorate. The previous Call-In Panel will not be re-established and each of the committees will be responsible for managing any call-ins within their remit. The number of councillors on each committee will be reduced to eight.

7.4 The new structure will be as follows:

- Corporate Scrutiny Committee – this will broadly align with the Finance and Resource Division but will be responsible for all corporate and cross cutting matters that affect each directorate, including delivery of the Council Plan, budget, improvement and transformation oversight and overview and scrutiny development. The Chair of the Corporate Overview and Scrutiny Committee will be responsible for determining requests for exemption from call in and notice requirements for key decisions.
- Communities and Environment Scrutiny Committee – this committee will align with the Communities, Environment and Resident Services Directorate.
- Housing and City Development Scrutiny Committee – this committee will align with the Growth and City Development directorate, which now also incorporates the housing management and maintenance function.
- People directorate – the two committees that are currently aligned to the people directorate will be maintained:
 - a. the Children and Young People Scrutiny Committee – this committee will continue to look at matters affecting children and young people.
 - b. the Health and Adult Social Care Committee – this committee will continue to scrutinise matters relating to adult social care and health, including the NHS, and public health.

7.5 Terms of Reference for the new scrutiny committees are included in Appendix 1. Administrative amendments will be required to Article 11 – Overview and Scrutiny to reflect these changes to the structure and to Article 4 – Councillors to reflect changes in the roles of overview and scrutiny committee chairs and vice chairs as a result.

7.6 To support the effective implementation of the new structure, it is proposed to carry out a programme of training and competence development, including work

programming activity, during the summer and to fully commence formal committee meetings from September. If an urgent issue arises that needs to be dealt with by a scrutiny committee prior to then, an earlier meeting can be scheduled to enable consideration of that matter.

7.7 **Licensing**

An administrative update has been made to the Licensing Committee Terms of Reference to remove reference to cumulative impact assessments as they are no longer in place. Going forward, all determinations of contested licensing applications and reviews of licences will be undertaken by the Licensing Panels, rather than having a separate Special Licensing Panel for dealing with complex or contentious matters, as was previously the case.

8. **Finance colleague comments (including implications and value for money)**

- 8.1 The report outlines changes and appointments to NCC committees and bodies with the overall impact of increasing the number of councillors able to claim Vice Chair Special Responsibility by 2.
- 8.2 The financial impact of the changes will increase expenditure within cost centre N-10021 by **£0.014m** per annum on special responsibility allowances as per Governance Framework Document C – Member’s Allowance Scheme. However, this could be further impacted by any increases in pay covered by the National Joint Council for Local Government Services for 23/24 onwards.
- 8.3 It is expected the additional pressure outlined in 8.2 is to be mitigated within the wider Legal and Governance service current resource allocation.

Tania Clayton Pérez – Senior Commercial Business Partner – May 2023

9. **Legal colleague comments**

- 9.1 Where a Council operates under Executive Arrangements in accordance with the Local Government Act 2000 there is a presumption that all local authority functions not specified in regulations made by the Secretary of State will be the responsibility of the Executive, rather than full Council. The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (SI 2000/2853) sets out a list of functions which:
- Are not to be the responsibility of an executive of the authority.
 - May be (but need not be) the responsibility of an executive of the authority.
 - Shall not be the sole responsibility of an executive of the authority.
- 9.2 The arrangements for Non-Executive functions which includes the terms of reference and membership requirements are set out in Article 9 of the Council Constitution. Appointments to Committees that deal non-executive matters are made by full Council.
- 9.3 In addition to delegating functions to Committees Full Council can also delegate responsibility for Non-executive functions to individual officers. The current remits of the Chief Executive, Corporate Directors, Directors of Public Health and other senior officers are summarised in Article 5 of the Constitution and further detail can be found in Governance Framework Document G – Delegations to Officers.

10. **Other relevant comments**

10.1 None.

11. **Crime and Disorder Implications (If Applicable)**

11.1 Not applicable

12. **Social value considerations (If Applicable)**

12.1 Not applicable

13. **Regard to the NHS Constitution (If Applicable)**

13.1 Not applicable

14. **Equality Impact Assessment (EIA)**

14.1 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 a new or changing policy or service.

15. **Data Protection Impact Assessment (DPIA)**

15.1 Has the data protection impact of the proposals in this report been assessed?

No



A DPIA is not required because the proposals do not have any data protection implications.

16. **Carbon Impact Assessment (CIA)**

16.1 Has the carbon impact of the proposals in this report been assessed?

No



A CIA is not required because the proposals do not have any significant carbon impact.

17. **List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

17.1 None

18. **Published documents referred to in this report**

18.1 Nottingham City Council Constitution – Article 9 Non Executive Functions and Committees

Lord Mayor/ Chair of Council

This page is intentionally left blank

Non-Executive Committees 2023/24 – Terms of Reference

Appointments and Conditions of Service Committee

Terms of Reference

Note: These Terms of Reference **must** be read in conjunction with Article 14 of the Constitution – Officer Employment Procedure Rules as the meaning of defined terms used here are set out in the Interpretations section of the Procedure Rules.

Description

The Appointments and Conditions of Service Committee (ACOS) is a politically balanced Non-Executive Committee of Council. It is established to determine local terms and conditions of Council employees and procedures for disciplinary action and dismissal. It undertakes the appointment process for the Chief Executive, Deputy Chief Executive and Corporate Directors and is required to approve proposals for significant restructuring of the Council's management structure. Staffing management and individual staffing decisions are the responsibility of Council officers.

Purpose

- a) To undertake shortlisting, final interviews and approve appointments of Statutory Chief Officers and Chief Officers where they are at Corporate Director level and above, having been presented with a viable longlist of candidates by the Head of Paid Service, noting that this provision is subject to the following exception:
 - i. where the appointment relates to the Head of Paid Service, a longlist will be presented to the Committee by the Proper Officer and
 - ii. that any recommendation regarding the appointment of the Head of Paid Service is made by the Committee to full Council for its final determination.
- b) Where permitted, and in the event of any required divergence from the National Joint Council Agreement on pay and conditions of service for local government services (Green Book) to determine Policy relating to the terms and conditions of Council employees.
- c) ACOS is responsible for the determining Council Policy where it relates to:
 - i. discretions permitted under the Local Government Pension Scheme
 - ii. discretions permitted under the Local Government Early Termination of Employment ("DCR") Regulation
 - iii. discretionary decisions relating to the Flexible Retirement Scheme.
- d) ACOS determines any decisions relating to Statutory Chief Officers and Chief Officers, where they are at Corporate Director level and above, in relation to discretionary award of additional LGPS (Local Government Pension Scheme), payments permitted under DCR and in relation to flexible retirement within the Policy framework provided for by 3 above. ACOS must notify the Proper

Officer and the Executive and carry out consultation with nominated councillors.

- e) To designate officers as Head of Paid Service, Section 151 Officer, Monitoring Officer and all other Proper Officers.
- f) To receive reports on action taken in respect of terms agreed for the Statutory Chief Officers, Chief Officers and Deputy Chief Officers leaving the employment of the Council where those terms include compensation.
- g) To approve proposals for any significant restructure of the Council's management, where it involves the transfer, addition or deletion of a Chief Officer or Deputy Chief Officer post to or from a directorate.
- h) To approve proposals from the Chief Executive for changes to salary levels (including ranges of salaries) for Chief Officers.
- i) To consider any grievances relating to or raised by the Chief Executive.

Membership and Chairing

ACOS has 8 members who are councillors.

Where the Committee is involved in the following functions, at least one seat shall be reserved for the relevant Portfolio Holder whose remit covers Resources (or their substitute):

- i. the function of appointment (or dismissal) of a Statutory Chief Officer and Chief Officers above the level of Director; and
- ii. the function of designating Officers as the Head of Paid Service, Monitoring Officer or Section 151 Officer.

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

In the event that the Committee is called upon to consider any grievances raised by or relating to the Chief Executive, those members considering the grievance shall not participate in any further consideration of the matter at other committees.

Substitutes

Substitutes are permitted for this Committee.

Quorum

The standard quorum for Council committees applies to this Committee.

Frequency of Meetings

Scheduled for monthly meetings with the exception of August but may be required to meet more frequently depending on the circumstances.

Accountability

The functions of this Committee are delegations by full Council. There are specific reporting requirements to full Council which are specified in the Officer Employment Procedure Rules.

Duration

There is no limit on the lifespan of ACOS.

Appeals Committee

Terms of Reference

Description

The Appeals Committee (the Committee) is a politically balanced Non-Executive Committee of Council, and is accountable to Council.

Purpose

The purpose of the Appeals Committee is to:

- (a) 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) consider the report of the Independent investigator and the findings of the Investigation and Disciplinary Committee
- (c) 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.

Membership and Chairing

The Appeals Committee has 5 members, one of whom must be an Executive Member.

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

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee, but one member must be an Executive Member.

Frequency of Meetings

The Appeals Committee will meet as and when required.

Duration

There is no limit on the lifespan of the Appeals Committee.

Audit Committee

Terms of Reference

Description

The Audit Committee (the Committee) is a politically balanced Non-Executive Committee of Council. The Committee is necessary to satisfy the requirements of the Accounts and Audit (England) Regulations 2015 and Section 151 of the Local Government Act 1972. The Committee is accountable to Council and will report annually to Council on its activities during the previous year.

The Committee operates within the relevant sections of:

- Audit Committee – Practical Guidance for Local Authorities and Police 2018 (CIPFA)
- Delivering Good Governance in Local Government (CIPFA)
- the Public Sector Internal Audit Standards 2017 (IIA and CIPFA)
- the Local Government Application Note 2019 on PSIAS (CIPFA)
- the Code of Practice on Managing the Risk of Fraud and Corruption 2014 (CIPFA)

Purpose

The purpose of the Audit Committee is to:

- (a) provide an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards
- (b) provide independent assurance to those charged with governance of the adequacy of the risk management framework and the internal control environment
- (c) provide independent review of the Council's governance, risk management and control frameworks
- (d) oversee the financial reporting and annual governance processes.
- (e) oversee internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place
- (f) 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
- (g) oversee proposed and actual changes to the Council's policies and procedures pertaining to governance.

Objectives

The Audit Committee will:

Governance, Risk & Control

- (a) review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance

- (b) 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
- (c) consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements
- (d) consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council
- (e) receive and consider the results of reports from external inspectors, ombudsman and similar bodies and from statutory officers
- (f) monitor the effective development and operation of risk management in the Council.
- (g) monitor progress in addressing risk-related issues reported to the committee
- (h) consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions
- (i) review the assessment of fraud risks and potential harm to the Council from fraud and corruption
- (j) monitor the counter-fraud strategy, actions and resources
- (k) review the governance and assurance arrangements for Council owned companies, significant partnerships or other collaborations, including reports of companies assurance
- (l) commission work from internal and external audit
- (m) consider arrangements for and the merits of operating quality assurance and performance management processes
- (n) consider the exercise of officers' statutory responsibilities and of functions delegated to officers
- (o) 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
- (p) 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

- (q) 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
- (r) consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts
- (s) approve the Council's Statement of Accounts and associated governance and accounting policy documents.

External Audit

- (t) 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 the Public Sector Audit Appointments Limited (PSAA) or the authority's auditor panel as appropriate
- (u) consider the external auditor's annual letter, relevant reports and the report to those charged with governance
 - (v) consider specific reports as agreed with the external auditor
 - (w) comment on the scope and depth of external audit work and to ensure it gives value for money
 - (x) advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Internal Audit

- (y) undertake the duties of the Committee mandated by the Public Sector Internal Audit Standards (PSIAS) (as identified in Table 1 below)
- (z) 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, and the Head of Internal Audit's annual report
- (aa) consider summaries of specific internal audit reports as requested.

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.
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

Table 1: Duties Of The Board (Audit Committee) Mandated By PSIAS	
PSIAS ref	Duty of the Board
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 Audit Committee has 9 councillor members and up to 2 external independent members.

Members of the Executive 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.

Directors of any of the Council's Group of companies cannot be a member of the Committee.

External independent members will have full voting rights.

Substitutes

Councillor substitute members are permitted for this Committee. Independent member substitutes are not permitted for this Committee.

Quorum

The standard quorum for Council committees applies to this Committee.

Frequency of Meetings

The Audit Committee will usually meet six times per year.

Duration

There is no limit on the lifespan of the Audit Committee.

Children and Young People Scrutiny Committee

Terms of Reference

Description

The Children and Young People Scrutiny Committee (the Committee) is a politically balanced Non-Executive Committee of Council. It is established to discharge functions conferred by the Localism Act 2011 and other relevant legislation in relation to matters affecting children and young people. 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 Children and Young People Scrutiny Committee is to:

- (a) hold local decision-makers, including the Council's Executive and relevant 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 children and young people
- (c) contribute to the development of new policies and strategies of the Council and other local decision-makers where they impact on Nottingham children and young people
- (d) explore any matters affecting Nottingham and/ or its children and young people
- (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 Children and Young People Scrutiny Committee will:

- (a) develop and manage a work programme to ensure all statutory and other roles and responsibilities are fulfilled for matters relating to children and young people 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 Article 11 – Overview and Scrutiny.
- (b) to work with the other scrutiny committees to support effective delivery of a co-ordinated overview and scrutiny work programme
- (c) monitor the effectiveness of its work programme and the impact of outcomes from overview and scrutiny activity
- (d) 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. Where relevant this role will be co-ordinated with those of the Audit Committee and the Companies Governance Executive Committee.

- (e) receive petitions relating in accordance with the Council's Petitions Scheme
- (f) 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 Children and Young People 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.

Further detail on the rules and procedures relating to Overview and Scrutiny can be found in Article 11 - Overview and Scrutiny.

Membership and Chairing

The Children and Young People Scrutiny Committee has 8 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 this Committee.

The Chair of the Committee will be appointed by Full Council at its Annual General Meeting. The Chair cannot be a Chair of the Board of a company in the Council's Group of companies that relates to matters within the Committee's remit.

The Children and Young People Scrutiny Committee may choose to appoint co-opted members to the Committee. Voting arrangements for co-optees will be in accordance with the scheme of voting rights for co-opted member of overview and scrutiny committees set out in Article 11 – Overview and Scrutiny.

When the Committee plans to consider a matter that relates to an education function which is the responsibility of the Executive, the statutory education co-optees* must be invited to be full and equal members of the Committee with voting rights for that specific item.

*Church of England Diocese representative (if the local authority maintains one or more Church of England schools)/ Roman Catholic Diocese representative (if the local authority maintains one or more Roman Catholic schools)/ Parent Governors representatives (if the local authority maintains one or more schools).

Substitutes

Substitute members are permitted for this Committee.

Quorum

The standard quorum for Council committees applies to this Committee.

Frequency of Meetings

The Committee meets between six and eleven times a year.

Duration

There is no limit on the lifespan of the Children and Young People Scrutiny Committee.

Corporate Scrutiny Committee

Terms of Reference

Description

The Corporate Scrutiny Committee (the Committee) is a politically balanced Non-Executive Committee of Council. It is established to discharge functions conferred by the Localism Act 2011 and other relevant legislation in relation to matters relating to the Council's finances and resources such as IT, customer services, commercial strategy, procurement and financial management; and corporate and cross-cutting matters that affect each directorate such as development of and delivery of the Strategic Council Plan, budget, transformation and improvement. 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 Corporate Scrutiny Committee is to:

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

Objectives

The Corporate Scrutiny Committee will:

- (g) develop and manage a work programme to ensure all statutory and other roles and responsibilities are fulfilled for matters relating to finance and resources 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 Article 11 – Overview and Scrutiny.
- (h) to work with the other scrutiny committees to support effective delivery of a co-ordinated overview and scrutiny work programme
- (i) monitor the effectiveness of its work programme and the impact of outcomes from overview and scrutiny activity
- (j) 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 Committee.

- (k) receive petitions in accordance with the Council's Petitions Scheme
- (l) 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 Corporate Scrutiny Committee has no decision making powers but has the power to:

- (d) 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
- (e) invite other persons to attend meetings of the Committee to provide information and/ or answer questions
- (f) 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.

Further detail on the rules and procedures relating to Overview and Scrutiny, including the Call-in Procedure, can be found in Article 11 – Overview and Scrutiny.

Membership and Chairing

The Corporate Scrutiny Committee has 8 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. The Chair cannot be a Chair of the Board of any of the Council's Group of companies.

The Corporate Scrutiny Committee may choose to appoint co-opted members to the Committee. Voting arrangements for co-optees will be in accordance with the scheme of voting rights for co-opted members of overview and scrutiny committees set out in Article 11 – Overview and Scrutiny.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee.

Frequency of Meetings

The Corporate Scrutiny Committee will usually meet six times per year.

Duration

There is no limit on the lifespan of the Corporate Scrutiny Committee.

Greater Nottingham Light Rapid Transit Advisory Committee Terms of Reference

Description

The Greater Nottingham Light Rapid Transit Advisory Committee (the Committee) is a statutory body established under the powers of The Nottingham Express Transit System Order 2009. It is a Non-Executive Committee, and there is no requirement for it to be politically balanced. The Committee is accountable to Council.

Purpose

To provide advice to Nottingham City Council on the operation of the Nottingham Express Transit (NET) system.

Objectives

The Greater Nottingham Light Rapid Transit Advisory Committee will:

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

Membership and Chairing

The Committee has 10 Councillor members - five Nottingham City Councillors and five Nottinghamshire County Councillors. Its membership shall also include one person appointed by each of the following groups representing users of the NET system:

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

Members from the groups representing users of the NET system are appointed for a three-year term. The Committee may, with the agreement of the full Council, add additional groups representing users of the NET system to its membership, to support the effective delivery of its objectives.

The Chair and Vice Chair will be councillor members and will be appointed by the Committee on an annual basis at its first meeting of the municipal year.

It is expected that most decisions will be agreed by consensus but, where this is not possible, only those members who are councillors of Nottingham City Council and Nottinghamshire County Council may vote. Voting on all issues will be by show of hands. The Chair shall have a second (or casting) vote, in the event that a vote is tied.

Committee members who are not an elected councillor are known as 'co-opted' members, and must abide by the requirements of the Council's Co-opted Members Code of Conduct.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee. They must be councillor members and must include at least one councillor from each Council.

Frequency of Meetings

The Committee will meet four times per year.

Duration

There is no limit on the lifespan of the Greater Nottingham Light Rapid Transit Advisory Committee.

Health and Adult Social Care Scrutiny Committee

Terms of Reference

Description

The Health and Adult Social Care Scrutiny Committee (the Committee) is a politically balanced Non-Executive Committee of Council. It is established to discharge functions conferred by the Localism Act 2011 in relation to matters relating to adult social care and health; and the NHS Act 2006, as amended by the Health and Social Care Act 2012 and the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny) Regulations 2013. 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 Health and Adult Social Care Scrutiny Committee is to;

- (a) hold local decision-makers, including the Council's Executive for matters relating to adult social care and public health and commissioners and providers of local health services, 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 adult social care and/ or the health of Nottingham citizens
- (c) contribute to the development of new policies and strategies of the Council and other local decision makers where they impact on adult social care and/ or the health of Nottingham citizens
- (d) explore any matters relating to adult social care and/ or health 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 and commissioners and providers of local health services
- (f) exercise the Council's statutory role in scrutinising health services for Nottingham City, in accordance with the NHS Act 2006, as amended and associated regulations and guidance
- (g) be part of the accountability of the whole health system and engage with commissioners and providers of health services and other relevant partners, such as the Care Quality Commission and Healthwatch.
- (h) review decisions made but not yet implemented by the Council's Executive in accordance with the Call-In Procedure.

Objectives

The Health and Adult Social Care Scrutiny Committee will:

- (a) develop and manage its work programme to ensure all statutory and other roles and responsibilities are fulfilled in relation to matters relating to adult social care and health to the required standard and which covers review and development of key issues, policies and strategies relevant to Nottingham and its residents,

and which adds value through the examination of those issues of local importance and concern, in accordance with the scope and approach set out in Article 11 – Overview and Scrutiny,

- (b) to work with the other scrutiny committees to support effective delivery of a co-ordinated overview and scrutiny work programme.
- (c) monitor the effectiveness of its work programme and the impact of outcomes from overview and scrutiny activity
- (d) regularly review decisions, actions and performance of the Council’s Executive and other relevant local decision makers, including the commissioners and providers of NHS and public health funded services and the Council’s group of companies
- (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.
- (f) engage with and respond to formal and informal consultations from commissioners and providers of local health services
- (g) 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
- (h) respond to referrals from, and make referrals to, Healthwatch Nottingham and Nottinghamshire as appropriate

The Health and Adult Social Care Scrutiny Committee has no decision making powers but has power to:

- (a) review any matter relating to the planning, provision and operation of health services in the area
- (b) require members of the Council’s Executive, and representatives of commissioners and providers of NHS and public health funded services, to: provide information to the Committee, to attend meetings and answer questions posed by the Committee
- (c) invite other persons to attend meetings of the Committee to provide information and/ or answer questions
- (d) make recommendations and provide reports to relevant decision makers, including the Council’s Executive and commissioners of NHS and public health funded services, on matters within their remits. The Council’s Executive and commissioners of NHS and public health funded services have a duty to respond in writing to such recommendations
- (e) be consulted by commissioners of NHS and public health funded services when there are proposals for substantial developments or variations to services, and to make comment on those proposals. In certain circumstances, the Committee has the power to refer decisions about substantial developments or variations in health services to the Secretary of State.

Further detail on the rules and procedures relating to Overview and Scrutiny, including the Call-In Procedure, can be found in Article 11 – Overview and Scrutiny.

Membership and Chairing

The Health and Adult Social Care Scrutiny Committee has 8 members.

Members of the Executive and members of the Health and Wellbeing Board 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 this Committee.

The Chair of the Committee will be appointed by Full Council at its Annual General Meeting. The Chair cannot be a chair of the Board of a company in the Council's Group of companies that relates to matters within the Committee's remit.

The Health and Adult Social Care Scrutiny Committee may choose to appoint co-opted members to the Committee. Voting arrangements for co-optees will be in accordance with the scheme of voting rights for co-opted member of overview and scrutiny committees set out in Article 11 – Overview and Scrutiny.

A representative of Healthwatch Nottingham and Nottinghamshire is invited to attend formal meetings of the Committee to provide evidence and insight on matters under the Committee's consideration.

Substitutes

Substitute members are permitted for this Committee.

Quorum

The standard quorum for Council Committees applies to this Committee.

Frequency of Meetings

The Committee usually meets once a month, with the exception of August.

Duration

There is no limit on the lifespan of the Health and Adult Social Care Scrutiny Committee.

Health and Wellbeing Board

Terms of Reference

Description

The Nottingham City Health and Wellbeing Board ('the Board') is established under the Health and Social Care Act 2012 (as amended by the Health and Care Act 2022), which requires upper-tier and unitary local authorities to establish a Health and Wellbeing Board to share leadership on the strategic approach to improving the health and wellbeing of local communities, and sets out a number of statutory functions.

The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 set out the governance arrangements for the Board, which is established and treated as a 'section 102 committee' of the Council. However, the Regulations modify certain provisions of the Local Government Act 1972 relating to committees, including dis-applying the political proportionality requirements and enabling Council officers and other non-elected representatives of partner organisations to be voting or non-voting members.

The Board is a non-executive committee, but it exercises certain executive functions.

Purpose

The purpose of the Board is to bring together key local leaders to improve the health and wellbeing of the population of Nottingham and reduce health inequalities through:

- (a) 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;
- (b) providing system leadership to secure collaboration to meet these needs more effectively;
- (c) having strategic influence over commissioning decisions across health, public health and social care, encouraging integration where appropriate;
- (d) recognising the impact of the wider determinants of health on health and wellbeing; and
- (e) involving patient and service user representatives, and councillors, in commissioning decisions.

Objectives

The Board will:

- (a) publish and refresh the Joint Strategic Needs Assessments (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 and Nottinghamshire Integrated Care Board'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 and NHS Improvement as necessary on the Integrated Care Board'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 Fund (given that some members of the Board represent service provider organisations, strategic funding decisions relating to the Better Care Fund are delegated to the Board's Commissioning Sub-Committee, which is a commissioner-only body);
- (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;
- (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; and
- (l) carry out any other functions delegated to it by the Council under Section 196(2) of the Health and Social Care Act 2012.

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

The Board is subject to the same requirements of openness and transparency as other Council committees and, in the interests of public accountability and transparency, is subject to the statutory overview and scrutiny functions of the Council. All Board partner organisations must agree to provide information to, attend meetings of, and answer questions from the relevant 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. However, partners will not be required to give:

- confidential information that 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; or
- any information the disclosure of which would breach commercial confidentiality.

Membership and Chairing

Voting Members (12)

- Nottingham City Council's Portfolio Holder with a remit covering Health

- Nottingham City Council's Portfolio Holder with a remit covering Children's Services
- two further Nottingham City Councillors
- four representatives of the NHS Nottingham and Nottinghamshire Integrated Care Board
- Nottingham City Council's Corporate Director for People
- Nottingham City Council's Director for Adult Health and Social Care
- Nottingham City Council's Director for Public Health
- one representative of the Healthwatch Nottingham and Nottinghamshire Board

Non-Voting Members (10)

- one representative of the Nottingham University Hospitals NHS Trust
- one representative of the Nottinghamshire Healthcare NHS Foundation Trust
- one representative of the Nottingham CityCare Partnership
- one representative of Nottinghamshire Police
- one representative of the Department for Work and Pensions
- one representative of the Nottingham Universities
- one representative of the Nottinghamshire Fire and Rescue Service
- up to two individuals representing the interests of the Third Sector
- Nottingham City Council's Chief Executive

The Board may, with agreement of the full Council, add additional voting or non-voting members to support effective delivery of its responsibilities.

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 representatives of the Integrated Care Board.

It is expected that most decisions will be agreed by consensus, but where this is not the case, only those members listed as voting members may vote. Voting on all issues will be by show of hands. At the Council, the statutory roles of Director of Children's Services and Director of Adult Social Services are held by the same Corporate Director. Therefore, the Director of Adult Social Services vote shall be exercised by the Council's Director of Adult Health and Social Care. The Chair shall have a second (or casting) vote, in the event that a vote is tied.

All members of the Board are accountable to the organisation or sector that appointed them. Each member has a responsibility to communicate the Board's business through their respective organisation or sector's own communication mechanisms. If a member of the Board misses three consecutive meetings without giving apologies, their continued membership of the Board will be reviewed with the organisation or sector that they represent.

Members of the Board who are not an elected councillor are known as 'co-opted' members, and must abide by the requirements of the Council's Co-opted Members Code of Conduct. There is a requirement upon the Council to hold an up-to-date record of the Disclosable Pecuniary Interests of elected councillors and co-opted members, and their spouses or civil partners, on a Register of Interests, and for them to declare any relevant Disclosable Pecuniary Interests or Other Interests at

meetings. In addition, Board members may also be bound by a code of conduct or professional standards of the organisation or sector that they represent.

Substitutes

Each Board member may nominate up to three substitutes, any one of whom may attend a Board meeting in their place. Substitutes must be from the same organisation or sector as the Board member and be of sufficient seniority to be empowered by the relevant organisation or sector to represent its views to the Board, so that they may be in a position to contribute to decision-making and to commit resources to the Board's business.

Quorum

The quorum for Board meetings is three voting members, which must include at least one councillor from the Council and at least one representative of the Integrated Care Board.

Frequency of Meetings

The Board will usually meet six times per municipal year. The Chair of the Board, in consultation with the Vice Chair, may convene special meetings of the Board, as required. 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 is urgent and should not wait until the next full Board meeting.

Any such decisions will be recorded and reported, along with the reasons for urgency, to the next full Board meeting.

Duration

There is no limit on the lifespan of the Board.

Health and Wellbeing Board Commissioning Sub-Committee

Terms of Reference

Description

The Nottingham City Health and Wellbeing Board Commissioning Sub-Committee ('the Sub-Committee') is a sub-committee of the Nottingham City Health and Wellbeing Board ('the Board'), and is accountable to the Board.

The Sub-Committee is a non-executive committee, but it exercises certain executive functions.

Purpose

The purpose of the Sub-Committee is to support the Board in bringing together key local leaders to improve the health and wellbeing of the population of Nottingham and reduce health inequalities. Given that some members of the Board represent service provider organisations, strategic funding decisions are delegated by the Board to the Sub-Committee, which is a commissioner-only body.

Objectives

The Sub-Committee will:

- (a) provide advice and guidance to the Board in relation to strategic priorities, joint commissioning and subsequent action plans, and commissioned spend and strategic direction;
- (b) accept delegated actions from the Board and report back on progress and outcomes;
- (c) performance-manage the Board's commissioning plan, and to agree changes to that plan based on monitoring and performance management considerations. This includes the ability to request detailed analysis to enable greater focus on specific areas;
- (d) 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) carry out the following roles in line with the requirements of every Section 75 Agreement for which responsibility has been delegated by the Board to the Sub-Committee:
 - (i) to take funding decisions (including Key Decisions) on pooled budgets;
 - (ii) to take decisions on commissioning arrangements for jointly commissioned services; and
 - (iii) to have oversight to ensure that arrangements are properly managed with, as a minimum, annual reports from the relevant Agreement lead;
- (f) have oversight of any other Council and NHS Nottingham and Nottinghamshire Integrated Care Board 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; and
- (i) carry out any other functions delegated to it by the Board.

The Sub-Committee's executive decisions are subject to the Council's normal call-in procedure, in accordance with the Overview and Scrutiny Procedure Rules.

The 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.

Membership and Chairing

Voting Members (5)

- Nottingham City Council's Portfolio Holder with a remit covering Health
- Nottingham City Council's Portfolio Holder with a remit covering Adult Social Care (if different to the Portfolio Holder with a remit covering health)
- Director for Procurement and Commissioning, Nottingham City Council
- Head of Joint Commissioning, NHS Nottingham and Nottinghamshire Integrated Care Board
- Clinical Representative, NHS Nottingham and Nottinghamshire Integrated Care Board

Non-Voting Members (5)

- Director for Public Health, Nottingham City Council
- Director for Adult Health and Social Care, Nottingham City Council
- Head of Commercial Finance, Nottingham City Council
- Director for Children's Integrated Services, Nottingham City Council
- Representative of Healthwatch Nottingham and Nottinghamshire

The meeting will be chaired in rotation by the Director for Procurement and Commissioning (Nottingham City Council) and the Head of Joint Commissioning (NHS Nottingham and Nottinghamshire Integrated Care Board). In the absence of both of these members, the Chair will pass to a voting member present from the body due to chair the meeting.

The Council and the Integrated Care Board have one vote each, shared between their voting members. The Chair does not have a casting vote. In the event that consensus cannot be reached on a decision to be taken by the Sub-Committee, the decision will be referred for resolution to a further meeting of the Sub-Committee that will be convened within the next ten working days by the Council's Director for Legal and Governance.

Members of the Sub-Committee who are not an elected councillor are known as 'co-opted' members, and must abide by the requirements of the Council's Co-opted Members Code of Conduct. There is a requirement upon the Council to hold an up-to-date record of the Disclosable Pecuniary Interests of elected councillors and co-opted members, and their spouses or civil partners, on a Register of Interests, and for them to declare any relevant Disclosable Pecuniary Interests or Other Interests at meetings. In addition, Sub-Committee members may also be bound by a code of conduct or professional standards of the organisation or sector that they represent.

Substitutes

Substitute voting members are permitted for the Sub-Committee, provided that the Chair is notified of the substitution in advance of the meeting, and that the substitution is to a named substitute. Substitutes must be from the same organisation or sector as the Sub-Committee member and be of sufficient seniority to be empowered by the relevant organisation or sector to represent its views to the Sub-Committee, so that they may be in a position to contribute to decision-making.

Quorum

The quorum for Sub-Committee meetings is two voting members, which must include at least one representative of the Council and at least one representative of the Integrated Care Board.

Frequency of Meetings

The Sub-Committee will usually meet six times per municipal year. An extraordinary meeting of the Sub-Committee may be called by the agreement of two voting members (one of whom must represent the Council and one of whom must represent the Integrated Care Board), 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 Procurement and Commissioning (Nottingham City Council) and the Head of Joint Commissioning (NHS Nottingham and Nottinghamshire Integrated Care Board), as the two Sub-Committee Chairs, can act through the following process:

- (i) circulation of details of the proposed decision to all Sub-Committee members for consultation; and
- (ii) there being clear reasons why the decision is urgent and should not wait until the next full Sub-Committee meeting.

Any such decisions will be recorded and reported, along with the reasons for urgency, to the next full Sub-Committee meeting.

Duration

There is no limit on the lifespan of the Sub-Committee.

Housing and City Development Scrutiny Committee

Terms of Reference

Description

The Housing and City Development Scrutiny Committee (the Committee) is a politically balanced Non-Executive Committee of Council. It is established to discharge functions conferred by the Localism Act 2011 and other relevant legislation in relation to matters relating to housing and city development including economic development, employment and skills, business growth and inward investment, property and asset management, housing, transport, traffic and parking. 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 Housing and City Development Scrutiny Committee is to:

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

Objectives

The Housing and City Development Scrutiny Committee will:

- (m) develop and manage a work programme to ensure all statutory and other roles and responsibilities are fulfilled for matters relating to housing and city development 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 Article 11 – Overview and Scrutiny.
- (n) to work with the other scrutiny committees to support effective delivery of a co-ordinated overview and scrutiny work programme
- (o) monitor the effectiveness of its work programme and the impact of outcomes from overview and scrutiny activity
- (p) 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. Where relevant this role will be co-ordinated with those of the Audit Committee and the Companies Governance Executive Committee.

- (q) receive petitions in accordance with the Council's Petitions Scheme
- (r) 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 Housing and City Development Scrutiny Committee has no decision making powers but has the power to:

- (g) 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
- (h) invite other persons to attend meetings of the Committee to provide information and/ or answer questions
- (i) 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.

Further detail on the rules and procedures relating to Overview and Scrutiny, including the Call-in Procedure, can be found in Article 11 – Overview and Scrutiny.

Membership and Chairing

The Housing and City Development Scrutiny Committee has 8 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. The Chair cannot be a Chair of the Board of a company in the Council's Group of companies that relates to matters within the Committee's remit.

The Housing and City Development Scrutiny Committee may choose to appoint co-opted members to the Committee. Voting arrangements for co-optees will be in accordance with the scheme of voting rights for co-opted members of overview and scrutiny committees set out in Article 11 – Overview and Scrutiny.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee.

Frequency of Meetings

The Housing and City Development Scrutiny Committee will meet six times per year.

Duration

There is no limit on the lifespan of the Housing and City Development Scrutiny Committee.

Independent Panel

Terms of Reference

Description

The Independent Panel (the Panel) is a Non-Executive Committee of Council, and is accountable to Council. It is not politically balanced as it is comprised of independent members. It is appointed under section 28(7) of the Localism Act 2011.

Purpose

The purpose of the Independent Panel is to:

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

Membership and Chairing

The Independent Panel comprises two independent persons.

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.

Substitutes

Substitute members are not permitted for the Panel.

Quorum

The quorum for the Panel is 2.

Frequency of Meetings

The Independent Panel will meet as and when required.

Duration

There is no limit on the lifespan of the Independent Panel.

Investigating and Disciplinary Committee

Terms of Reference

Description

The Investigating and Disciplinary Committee (the Committee) is a politically balanced Non-Executive Committee of Council, and is accountable to Council.

Purpose

The purpose of the Investigating and Disciplinary Committee is to:

- (a) 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) determine whether an allegation made against a Statutory Officer requires further investigation or other appropriate action
- (c) give informal, unrecorded oral warnings in appropriate cases where no further formal action is required
- (d) appoint an Independent Investigator, agree the terms of remuneration, provide the investigator with their terms of reference and working methods
- (e) 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) consider the recommendations of the Independent Investigator
- (g) 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) recommend dismissal to Full Council following the completion of the Executive Objections Procedure.

Membership and Chairing

The Investigating and Disciplinary Committee has 5 members, one of whom must be an Executive member.

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

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee, but one member must be an Executive member.

Frequency of Meetings

The Investigating and Disciplinary Committee will meet as and when required.

Duration

There is no limit on the lifespan of the Investigating and Disciplinary Committee.

Licensing Committee

Terms of Reference

Description

The Licensing Committee (the Committee) is a Non-Executive Committee of Council, and is not required to be politically balanced. The Committee is established to carry out the Licensing Authority functions of the Council. The Committee is accountable to Council.

Purpose

The purpose of the Committee is to undertake those functions of the Licensing Authority allocated to it by legislation including the Licensing Act 2003, the Gambling Act 2005 (including the power to prescribe fees under section 212), late night levy requirements under Chapter 2 Part 2 of the Police Reform and Social Responsibility Act 2011 and any Regulations or Orders made under those Acts.

Objectives

The Committee will be responsible for the Council's Licensing Authority Functions as required by law and will have a consultative role in the formulation of Policy where functions are reserved to Council. It also on occasion will carry out film classification functions where licensing premises wish to show films which are not classified by the British Board of Film Classification.

Sub-Committees

The Licensing Committee establishes Licensing Panels to discharge some of its functions.

Membership and Chairing

The Licensing Committee has between 10 and 15 members.

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.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee.

Frequency of Meetings

The Licensing Committee will meet as and when required.

Duration

There is no limit on the lifespan of the Licensing Committee.

Licensing Panels

Terms of Reference

Description

Licensing Panels are sub-committees established by the Licensing Committee, and are not politically balanced. They are accountable to the Licensing Committee.

Purpose

The purpose of Licensing Panels is to hear and determine contested applications and notifications, and to hear applications for licence reviews under the Licensing Act 2003 and Gambling Act 2005.

Objectives

In relation to the Licensing Act 2003, Licensing Panels will hold hearings to determine various contested application, notices and reviews including the following:

- (a) applications for a personal licence with unspent convictions or an immigration penalty in all cases where an objection of immigration objection notice is served
- (b) review of a personal licence where the holder has been convicted of a relevant offence, foreign offence, or been required to pay an immigration penalty
- (c) applications for a premises licence/club premises certificate where a representation has been made
- (d) applications for a provisional statement where a representation has been made
- (e) applications to vary a premises licence/club premises certificate (other than an application for a Minor Variation) where a representation has been made
- (f) applications to vary a designated premises supervisor where a Police representation has been made
- (g) applications for the transfer of a premises licence where a Police representation has been made
- (h) applications for interim authority where a Police representation has been made
- (i) all cases for applications to review a premises licence/club premises certificate (including summary reviews)
- (j) all cases on a decision to object where the Local Authority is a consultee and not the relevant authority considering the application
- (k) all cases in determination of a representation to a temporary event notice.

In relation to the Gambling Act 2005, Licensing Panels will determine:

- (l) applications for a premises licence, including applications for reinstatement under S195 of the Gambling Act where:
 - a representation is made and not withdrawn (S154 (4)(a)), and/or
 - 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)
- (m) applications to vary a premises licence where:
 - a representation is made and not withdrawn (S154 (4)(b)), and/or
 - 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)
- (n) applications for the transfer of a premises licence where a representation is made and not withdrawn (S154 (4)(c))

- (o) applications for a provisional statement where:
 - a representation is made and not withdrawn (S154 (4)(d)), and/or
 - 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)
- (p) all cases for reviews of a premises licence
- (q) all cases for temporary use notices (including notices modified under section 223) where:
 - an objection notice has been received
 - a counter notice may be required
- (r) applications for club gaming/club machine permits, renewals and variations (including those leading to cancellation of a permit) under Schedule 12 paragraph 15 where:
 - an objection is made and not withdrawn (Schedule 12 paragraph 28(2))
 - refusal of a permit is proposed on the grounds listed in Schedule 12 paragraph 6(1)(a)-(d), or paragraph 10(3) as applicable
- (s) cancellation of club gaming/club machine permits under Schedule 12 paragraph 21 where a permit holder requests a hearing under paragraph 21(2) or makes representations
- (t) cancellation an variation of licensed premises gaming machine permits under Schedule 13 paragraph 16 where the permit holder requests a hearing under paragraph 16(2) or makes representations
- (u) grant permits in respect of premises with amusement machines
- (v) register societies wishing to promote lotteries.

Membership and Chairing

Licensing Panels have 3 members derived from the membership of the Licensing Committee.

They are chaired by the Chair or Vice-Chair of the Licensing Committee.

Substitutes

Substitute members are not permitted for Licensing Panels.

Quorum

By law a Licensing Panel must consist of 3 members.

Frequency of Meetings

Licensing Panels meet as and when required.

Duration

There is no limit on the lifespan of the Licensing Panels.

Planning Committee

Terms of Reference

Description

The Planning Committee (the Committee) is a politically balanced Non-Executive Committee of Council, which discharges all non-executive functions of the Council as a Local Planning Authority and Highway Authority. The Committee is accountable to Council.

Purpose

The purpose of the Planning Committee is to discharge all Non-Executive functions of the Council as a Local Planning and Highway Authority, except for matters reserved to, or solely within the remit of full Council or Executive Board. Some functions are delegated to officers.

Objectives

The Planning Committee will:

- (a) exercise the Council's functions in respect of town and country planning and development control set out in Part A of Schedule 1 of the Functions Regulations and the powers relating to the protection of hedgerows and preservation of trees in Part I
- (b) 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 Parts B and I of Schedule 1 of the Functions Regulations (including all powers of enforcement)
- (c) be consulted, and provide comments to Executive Board, on draft Local Development Documents
- (d) exercise the Council's functions in relation to the registration of town and village greens and common land set out in Parts B and I of Schedule 1 of the Functions Regulations
- (e) determine all applications where the decisions would:
 - (i) result in the granting of planning permission that would be a significant departure from the adopted Development Plan; or
 - (ii) result in the approval of an application for a similar scheme, on the same site, that has been previously refused by the Committee; or
 - (iii) directly conflict with the recommendation of any external statutory consultee unless those concerns will be overcome by condition or planning obligation
- (f) determine any application which gives rise to complex or sensitive issues, such as:
 - an application that has generated significant public interest that is contrary to the officer recommendation
 - a major application on a prominent site, where there are important land-use, design or heritage considerations
 - 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

- 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
- where an application has been submitted by a Nottingham City Councillor or on behalf of a Nottingham City Councillor
- 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.

Membership and Chairing

The Planning Committee has 16 members.

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.

Ward Councillor Speaking Rights

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 or vote on that application.

Where the Ward Councillor concerned is a member of the Planning Committee, they shall withdraw from the meeting 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.

Ward councillors can address the committee for no more than 5 minutes per Ward Councillor. Subject to the approval of the Chair more than one Ward Councillor may address the Committee on the same application.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee.

Frequency of Meetings

The usual frequency of meetings will be once a month.

Duration

There is no limit on the lifespan of the Planning Committee.

Regulatory and Appeals Committee

Terms of Reference

Description

The Regulatory and Appeals Committee is a politically balanced Non-Executive Committee of Council, and discharges various Council functions contained in Schedule 1 of the Functions Regulations, the Nottinghamshire County Council Act 1985, and the Nottingham City Council Acts 2003 and 2013. The Committee is accountable to Council.

Purpose

The purpose of the Regulatory and Appeals Committee is primarily to deal with applications for local licences and registrations, (excluding matters which are statutorily the responsibility of the Licensing Committee and other functions which are within the remit of the Planning Committee), to determine plans and strategy relating the Committees licensing and registration functions (unless specifically catered for elsewhere), to administer the Council's non-executive functions in relation to Health and Safety at Work and Smoke-free premises, and to hear appeals.

Objectives

The Regulatory and Appeals Committee will administer the Council's functions in relation to:

- (a) applications for local licences and registrations of various kinds including:
 - (i) those licensing and registration functions contained in Part B of Schedule 1 of the Functions Regulations (except for those which are within the remit of the Planning Committee);
 - (ii) functions relating to health and safety at work which are contained in Part C of Schedule 1 of the Functions Regulations
 - (iii) the Nottinghamshire County Council Act 1985;
 - (iv) regulation, under the Nottingham City Council Act 2003, of occasional sales and dealers in second-hand goods
- (b) to deal with all powers relating to smoke free premises listed in Part FA of Schedule 1 of the Functions Regulations
- (c) to provide individual case panels selected by the Corporate Director with responsibility for Finance 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
- (f) 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
- (g) 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.
- (h) 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
- (i) revoking any such approval, consent, licence, permission or registration
- (j) 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
- (k) the power to enforce byelaws.

Membership and Chairing

The Regulatory and Appeals Committee has 14 members.

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.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee.

Frequency of Meetings

The Regulatory and Appeals Committee will meet as and when required.

Duration

There is no limit on the lifespan of the Regulatory and Appeals Committee.

Standards and Governance Committee

Terms of Reference

Description

The Standards and Governance Committee is a politically balanced, Non-Executive, ordinary committee of Council. It is accountable to Council and is responsible for promoting high standards of conduct amongst councillors and co-opted members and high standards of governance across the Council. It will report to Council when necessary, particularly when recommending non-Executive amendments to the Constitution.

Purpose

The purpose of the Committee is to:

- (a) ensure the Council's governance arrangements, in particular its Constitution and Governance Framework documents, are fit for purpose and support the council in effective, well-informed and accountable decision making
- (b) make recommendations to Council on non-executive amendments to the Constitution
- (c) promote high standards of conduct amongst Councillors and co-opted members through maintaining an appropriate Code of Conduct and complaints management process
- a) monitor the effectiveness of governance and standards arrangements through regular monitoring reports.

Objectives

The Standards and Governance Committee will:

- (a) oversee proposed and actual changes to the Council's policies and procedures pertaining to standards of conduct and governance, including making recommendations to Council on non-executive amendments to the Constitution, including the Councillor and Co-opted Member Code of Conduct
- (b) receive regular monitoring reports on standards of conduct and constitutional arrangements including the following:
- (c) Complaints received about Councillors and co-opted members under the Code of Conduct, the Confidential Reporting Code and any other matters relating to conduct and propriety
- (d) Exemptions from standard decision-making processes including call-in and Executive notices
- (e) Making recommendations to Council and/ or the Leader if the Committee considers constitutional or procedural changes are required based upon the monitoring information provided.
- (f) 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
- (g) advise on training and advice arrangements for Councillors and co-opted members on matters relating to the Council's Code of Conduct, and related probity issues
- (h) consider reports and recommendations from the External Auditor relevant to the Code of Conduct and related probity issues

- (i) hear cases under the Council's procedure for dealing with complaints about Councillors' and co-opted members' conduct
- (j) grant dispensations to Councillors and co-opted members in relation to the Code of Conduct, as permitted by legislation
- (k) review the operation of the Council's Confidential Reporting Code and make recommendations for any changes to it
- (l) respond to consultation exercises carried out by government and other agencies on issues related to the work of the Committee
- (m) consider any other matters referred to it by the Monitoring Officer
- (n) grant and supervise exemptions from political restriction.

Membership and Chairing

The Standards and Governance Committee has 8 Councillor members.

In addition to the 8 Councillor members, one Independent Person will be appointed by Full Council to support the Committee with Standards matters. The Independent Person will not be a member of the committee but has a standing invitation to attend and speak at committee meetings, including during exempt discussions.

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.

Substitutes

Substitute members are permitted for this committee.

Quorum

The standard quorum for Council committees applies to this committee.

Frequency of Meetings

The Committee will meet at least once every six months.

Duration

There is no limit on the lifespan of the Standards and Governance Committee.

Standards Hearings Sub-Committee

Terms of Reference

Description

The Standards Hearings Sub-Committee (the Sub-Committee) is a non-executive politically balanced sub-committee of the Standards Committee. It is accountable to the Standards Committee.

Purpose

The purpose of the Standards Hearings Sub-Committee is to:

- (a) hear cases in accordance with the Council's procedure for dealing with complaints about Councillors' and co-opted members' conduct;
- (b) 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.

Hearings

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.

Membership and Chairing

The Standards Hearings Sub-Committee has 5 members, who must be members of the Standards Committee.

Substitutes

Substitute members are permitted for the Sub-Committee.

Quorum

The standard quorum for Council committees applies to the Sub-Committee.

Frequency of Meetings

The Standards Hearings Sub-Committee will meet as and when required.

Duration

There is no limit on the lifespan of the Standards Hearings Sub-Committee.

Trusts and Charities Committee

Terms of Reference

Description

The Trusts and Charities Committee (the Committee) is a politically balanced Non-Executive Committee of Council. The Committee is accountable to Council as the sole Trustee of the Trusts and Charities it serves.

The Committee must act all times in the best interests of the Council in its capacity as sole Trustee in delivering its core objectives.

Purpose

The Committee is responsible for carrying out the Council's administrative powers and duties in relation to the Trusts and Charities for which the Council is the sole Trustee. The three main Trusts are:

- (a) the **Bridge Estate** Trust (Charity No. 220716), which provides for the maintenance and repair of Trent Bridge; providing a new bridge as may be necessary or desirable and applying the residue of its income to the Council as it think best for the improvement of the City of Nottingham;
- (b) the **Harvey Hadden Stadium** Trust (Charity No. 522271), which provides for the provision of public sport and recreation for the people of Nottingham forever;
- (c) the **Highfields Leisure Park** Trust (Charity No.1006603), which provides public recreation and pleasure grounds for the people of Nottingham forever.

The Committee also oversees several other small charities.

Objectives and Obligations

The Trusts and Charities Committee must act at all times in the best interests of the Council in its capacity as sole trustee in furthering the objectives of the Trusts. Decisions and actions will be taken in line with the Committee's agreed Scheme of Delegation (Governance Framework Document H – Trust and Charities Scheme of delegation) and with Articles 17 – Financial Regulations and Article 18 – Contract Procedure Rules.

The Committee will:

- (a) exercise the administrative powers of the "Council as Trustee" in accordance with the relevant governing documents of each trust and Charity Commission Scheme(s)
- (b) upon receipt from officers, administer and approve annual reports and accounts;
- (c) approve Charity Commission returns and all other regulatory documents;
- (d) respond to enquiries from Auditors or Independent Examiners as required;
- (e) inquire of and respond to the Charity Commission and any other regulatory bodies as required;
- (f) manage the Trusts and Charities that fall within the remit of the Committee and be authorised to take all necessary administrative decisions, with assistance

from the Corporate Director for Finance and Resources, Director for Legal and Governance and/or Director for Economic Property and Development and/or other relevant colleagues, as appropriate;

- (g) take any other action deemed appropriate or necessary to ensure the proper management and administration of all Trusts and Charities.

Urgent Decisions

Wherever possible, and not formally delegated elsewhere, the functions of the Committee will be discharged by the Committee. However, the Corporate Director of Growth and City Development (or in his/her absence his/her nominated deputy) has the authority to discharge any function of the Committee which he/she considers is urgent and cannot be delayed until the next meeting of the Committee. These decisions can only be taken after, wherever possible, consultation with the Chair or Vice-Chair and with the main minority party spokesperson has taken place. These decisions must be recorded in accordance with current corporate requirements and open to public inspection unless the decision falls within the rules relating to exempt and confidential information as set out in Article 13 – Access to Information Procedure Rules.

A report on any urgent decisions taken in accordance with this procedure, together with a summary of the consultations and the reasons for urgency, will be submitted to the next meeting of the Committee.

Membership and Chairing

The Trusts and Charities Committee has 9 members.

Councillors are appointed as members of the Committee to manage its business but are not individually Trustees.

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.

Substitutes

Substitute members are permitted for this Committee.

Quorum

The standard quorum for Council committees applies to this Committee.

Frequency of Meetings

The Trusts and Charities Committee usually meets 4 times per year.

Duration

There is no limit on the lifespan of the Trusts and Charities Committee.

Nottingham and Nottinghamshire Integrated Care Partnership

Terms of Reference

<p>1. Description/ status</p>	<p>The Nottingham and Nottinghamshire Integrated Care Partnership (“the ICP”) is a joint committee of NHS Nottingham and Nottinghamshire Integrated Care Board, Nottingham City Council and Nottinghamshire County Council (“the Statutory Organisations”), established in accordance with Section 116ZA of the Local Government and Public Involvement in Health Act 2007 (as amended by the Health and Care Act 2022).</p> <p>The ICP will act as the ‘guiding mind’ of the Nottingham and Nottinghamshire Integrated Care System (ICS) and is authorised to operate within these terms of reference, which set out its purpose, membership, authority and reporting arrangements.</p> <p>The ICP will not duplicate the work of the Nottingham City and Nottinghamshire County Health and Wellbeing Boards. ICP members will champion and act as ambassadors of effective partnership working for local population benefit.</p>
<p>2. Purpose</p>	<p>a) The primary purpose of the ICP is to produce an Integrated Care Strategy and Outcomes Framework for Nottingham and Nottinghamshire, setting out how the assessed health and social care needs identified by the Nottingham and Nottinghamshire Joint Strategic Needs Assessments (JSNAs) are to be met by the Statutory Organisations or NHS England, in line with their respective commissioning responsibilities.</p> <p>b) In preparing the Integrated Care Strategy, the ICP will:</p> <ul style="list-style-type: none"> i) Involve Nottingham and Nottinghamshire Healthwatch and the people who live and work in Nottingham and Nottinghamshire. ii) Consider the extent to which health and social care needs could be met more effectively through arrangements for pooled budgets, joint commissioning and integrated delivery under section 75 of the NHS Act 2006 (as amended). iii) Have regard to the mandate published by the Secretary of State for Health and Social Care under section 13A of the NHS Act 2006 (as amended).

	<ul style="list-style-type: none"> iv) Have regard to any further guidance issued by the Secretary of State for Health and Social Care. c) The ICP may also include within the Integrated Care Strategy its views on how arrangements for the provision of health-related services in its area could be more closely integrated with arrangements for the provision of health services and social care services in the area. d) To support the development of the Integrated Care Strategy, the ICP will engage with a wider assembly of partners, at least once a year, comprising people who rely on care and support, unpaid carers, the full range of social care and NHS providers, the voluntary and community sector, local professional committees (e.g. optical and pharmaceutical committees), the Office of the Police and Crime Commissioner, etc. e) The ICP will review the impact of the Integrated Care Strategy, focusing on improving outcomes in population health and healthcare, tackling inequalities in outcomes, experience and access, enhancing productivity and value for money and supporting broader social and economic development. f) The ICP will also receive reports on insights gained from service users and citizens. g) The ICP will consider the extent to which the Integrated Care Strategy needs to be revised on receipt of an updated JSNA.
<p>3. Principles</p>	<p>The following principles will be used to guide the work of the ICP:</p> <ul style="list-style-type: none"> a) Focus on improving outcomes for people, including improved health and wellbeing, supporting people to live more independent lives, and reduced inequalities. b) Support the triple aim (better health and wellbeing for everyone, better care for all and efficient use of the collective resource). c) Enable consistent standards and policy across the ICS (strategically sound) whilst allowing for different models of delivery in accordance with diverse populations served (locally sensitive).

	<ul style="list-style-type: none"> d) Ensure all delivery mechanisms (e.g. primary care networks, place-based partnerships and provider collaboratives at scale) are equally respected and supported, in line with the principle of subsidiarity. e) Champion co-production and inclusiveness throughout the ICS. f) Put at the forefront the experience and expertise of professional, clinical, political and community leaders, and promote strong clinical and professional system leadership. g) Create a learning system, fostering a culture of innovation, bravery, ambition and willingness to learn from mistakes. h) Optimise the role of health and care as anchor organisations within the local community. i) Utilise existing networks, groups, and governance structures, including staff forums and insights gained from place and neighbourhood engagement. j) Come together under a distributed leadership model and commit to work together equally. k) Accountable to one another and the public including through transparency and building trust.
<p>4. Membership</p>	<p>The membership of the ICP will be comprised as follows:</p> <p><u><i>Nottingham City Council:</i></u></p> <ul style="list-style-type: none"> a) Elected Member Representative who is the Chair of the Health and Wellbeing Board b) Corporate Director for People Services c) Director of Public Health for Nottingham d) City Partner to be identified e) City Partner to be identified <p><u><i>Nottinghamshire County Council:</i></u></p> <ul style="list-style-type: none"> f) Elected Member Representative who is the Chair of the Health and Wellbeing Board g) Corporate Director, Adult Social Care and Health h) Director of Public Health for Nottinghamshire i) County Partner to be identified j) County Partner to be identified

	<p><u><i>NHS Nottingham and Nottinghamshire Integrated Care Board:</i></u></p> <p>k) Chair of the Integrated Care Board</p> <p>l) Chief Executive</p> <p>m) Director of Integration</p> <p>n) Medical Director</p> <p>o) Representative of the Nottingham and Nottinghamshire Provider Collaborative at Scale</p> <p><u><i>Other:</i></u></p> <p>p) Representative of Healthwatch Nottingham and Nottinghamshire</p> <p>q) Chair of the Nottingham and Nottinghamshire Voluntary, Community and Social Enterprise Alliance</p> <p>r) Representative of the Bassetlaw Place-based Partnership</p> <p>s) Representative of the Nottingham City Place-based Partnership</p> <p>t) Representative of the Mid-Nottinghamshire Place-based Partnership</p> <p>u) Representative of the South Nottinghamshire Place-based Partnership</p>
<p>5. Chair and vice-chair arrangements</p>	<p>The ICP will be Chaired by the Chair of NHS Nottingham and Nottinghamshire Integrated Care Board.</p> <p>The Chairs of the Nottingham City and Nottinghamshire County Health and Wellbeing Boards will act as joint Vice-Chairs of the ICP.</p>
<p>6. Substitutes</p>	<p>Members are permitted to nominate a suitable substitute to attend a meeting of the ICP on their behalf should they be unable to attend themselves.</p> <p>Members are responsible for fully briefing any nominated substitutes.</p> <p>Substitutes need to be confirmed in writing to the Chair of the ICP ahead of the meeting.</p>
<p>7. Quorum</p>	<p>The quorum will be at least one member from each of the Statutory Organisations.</p> <p>Nominated substitutes will count towards the quorum.</p> <p>Members will not count towards the quorum if attending remotely.</p>

	<p>If any member of the ICP has been disqualified from participating in the discussion and/or decision-making for an item on the agenda, by reason of a declaration of a conflict of interest, then that individual shall no longer count towards the quorum.</p> <p>If the quorum has not been reached, then the meeting may only proceed on an informal basis and no decisions may be taken.</p>
8. Decision-making arrangements	<p>It is expected that at the ICP's meetings decisions will be reached by consensus and a vote will not be required. Any decisions taken will be record in the minutes of the meeting.</p> <p>If consensus can not be reached and if timeframes allow, then the item will be re-scheduled for discussion at the next meeting of the ICP. Otherwise, decisions will be taken by simple majority.</p>
9. Conflicts of interest	<p>A register of the declared interests of ICP members will be maintained and published.</p> <p>In advance of any meeting of the ICP, consideration will be given as to whether conflicts of interest are likely to arise in relation to any agenda item and how they should be managed.</p> <p>At the beginning of each meeting of the ICP members will be required to declare any interests that relate specifically to a particular issue under consideration. If the existence of an interest becomes apparent during a meeting, then this must be declared at the point at which it arises. Any such declarations will be formally recorded in the minutes for the meeting.</p> <p>The chair of the ICP will determine how any declared interests should be managed.</p> <p>ICP members must ensure that they comply with their organisational/ professional codes of conduct at all times.</p>
10. Meeting arrangements	<p>The ICP will meet at least twice per year.</p> <p>Extraordinary meetings may be called for a specific purpose at the discretion of the Chair in consultation with the Vice-Chairs.</p> <p>At least five clear working days' notice will be given when calling meetings.</p>

	<p>Meetings of the ICP shall be open to the public unless considering exempt information.</p> <p>The ICP is subject to the same requirements of openness and transparency as other meetings of the Statutory Organisations. As such, agendas and supporting papers, including ratified minutes of meetings, will be published.</p> <p>A protocol will be published separately for members of the public to set out arrangements for submitting questions to meetings of the ICP.</p>
11. Secretariat	<p>Secretariat support will be provided to the ICP by NHS Nottingham and Nottinghamshire Integrated Care Board.</p> <p>Agendas will be agreed by the Chair in consultation with the Vice-Chairs prior to each meeting.</p> <p>Any items to be placed on the agenda are to be sent to the secretary no later than nine clear calendar days in advance of the meeting. Items that miss the deadline for inclusion on the agenda may be added on receipt of permission from the Chair.</p> <p>Agendas and supporting papers will be circulated no later than five clear working days before each meeting.</p> <p>Minutes will be taken at all meetings and will be ratified by agreement of the ICP at the following meeting.</p>
12. Reporting arrangements	<p>The ICP must:</p> <ol style="list-style-type: none"> a) Publish its Integrated Care Strategy (and any revised strategies). b) Provide a copy of its Integrated Care Strategy (and any revised strategies) to the Statutory Organisations.
13. Review of terms of reference	<p>These terms of reference will be formally reviewed on an annual basis but may be amended at any time in order to adapt to any national guidance as and when issued.</p> <p>An early review of these terms of reference may be required during the ICP's first year of operation, as arrangements across the Nottingham and Nottinghamshire Integrated Care System evolve.</p> <p>Any proposed amendments to the terms of reference will be submitted to the Statutory Organisations for ratification.</p>
14. Date approved	11 July 2022

Joint Committee on Strategic Planning and Transport

Terms of Reference

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

Terms of Reference

The terms of reference of the Panel are as follows:

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

Operating Arrangements

12. The Panel is a joint committee of the county, city, borough and district councils in Nottinghamshire;

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

Financial Arrangements

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

Membership – Appointed Members

22. Appointment of elected members to the Panel will be made by each local authority at its annual meeting or as soon as possible afterwards, in accordance with its procedures. Appointments will be made with a view to ensuring that the “balanced appointment objective” is met so far as is reasonably practicable, i.e. to:
 - a. represent all parts of the police area;
 - b. represent the political make-up of the relevant authorities and the Police Force area overall;
 - c. have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively;

23. the Panel's membership will be one Councillor appointed by each authority plus one additional Councillor appointed by Nottingham City Council;
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.

Non-Executive Committees - First Meeting Dates 2023/24

Committee	Date and time of first meeting
Appeals Committee	As and when required
Appointments and Conditions of Service Committee	4 July 2023 2pm
Audit Committee	30 June 2023 10:30am
Children and Young People Scrutiny Committee	28 September 2023 10am
Communities and Environment Scrutiny Committee	6 September 2023 2pm
Corporate Scrutiny Committee	13 September 2023 10am
Greater Nottingham Light Rapid Transit Advisory Committee	11 July 2023 2pm
Health and Wellbeing Board	31 May 2023 1:30pm
Health and Wellbeing Board Commissioning Sub Committee	31 May 2023 3pm or the rising of Health and Wellbeing Board whichever is later
Health and Adult Social Care Scrutiny Committee	13 July 2023 10am
Housing and City Development Scrutiny Committee	18 September 2023 10am
Independent Panel	As and when required
Investigatory and Disciplinary Committee	As and when required
Joint Committee for Strategic Planning and Transport	9 June 2023 10:30am
Licensing Committee	20 June 2023 9:30am
Licensing Panels	As and when required
Nottinghamshire and City of Nottingham Fire and Rescue Authority	26 May 2023 10:30am
Nottinghamshire Police and Crime Panel	5 June 2023 2pm
Planning Committee	21 June 2023 2pm
Regulatory and Appeals Committee	5 June 2023 10am
Standards and Governance Committee	As and when required
Trusts and Charities Committee	26 June 2023 1pm

This page is intentionally left blank

City Council – 22 May 2023

Report of Councillor David Mellen

Corporate Director/ Director:

Malcolm Townroe, Director of Legal and Governance

Report Author and Contact Details:

Jane Garrard, Senior Governance Officer

jane.garrard@nottinghamcity.gov.uk

Title: Executive Appointments, Committees and Delegations

Does the report form part of the Budget or Policy Framework?

Yes No

Does this report contain any information that is exempt from publication?

No

Relevant Council Plan Key Outcome:

Green, Clean and Connected Communities	<input type="checkbox"/>
Keeping Nottingham Working	<input type="checkbox"/>
Carbon Neutral by 2028	<input type="checkbox"/>
Safer Nottingham	<input type="checkbox"/>
Child-Friendly Nottingham	<input type="checkbox"/>
Living Well in our Communities	<input type="checkbox"/>
Keeping Nottingham Moving	<input type="checkbox"/>
Improve the City Centre	<input type="checkbox"/>
Better Housing	<input type="checkbox"/>
Serving People Well	<input checked="" type="checkbox"/>

1. Summary

- 1.1 In the event that I am elected as Leader of the Council, this report sets out my appointment of Deputy Leader, appointment of Portfolio Holders and other executive appointments for 2023/24. The report also sets out the Executive Committees for 2023/24, their memberships and their first meeting dates.
- 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 appointments of Executive Assistants and the remit of those roles.
- 1.4 Appendix 3 sets out the terms of reference and first meeting dates for Executive committees and Appendix 4 sets out the City Council membership of those committees.
- 1.5 All other executive delegations as set out in the Executive Scheme of Delegation in the Council's Constitution are confirmed.

2. Recommendations

- 2.1 To note the appointment of Deputy Leader of the Council, as set out in Appendix 1.
- 2.2 To note the appointment of Portfolio Holders and their areas of responsibility, as set out in Appendix 1.
- 2.3 To note the appointment of Executive Assistants and the remits of those roles, as set out in Appendix 2.
- 2.4 To note the terms of reference and first meeting dates for Executive committees in 2023/24, as set out in Appendix 3.
- 2.5 To note the appointments, including substitutes where appropriate to, and chairing arrangements for Executive committees, as set out in Appendix 4.
- 2.6 To note that the Constitution will be amended to reflect these appointments, delegations of responsibility and roles.
- 2.7 To note that all other executive delegations, as set out in the Executive Scheme of Delegation in the Constitution, are confirmed.
- 2.8 To note that the Constitution was amended to reflect incorporation of new responsibilities in relation to housing management and maintenance functions to the role of Corporate Director for Growth and City Development from 1 April 2023.

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.

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. Consideration of Risk

- 5.1 Not applicable

6. Best Value Considerations

- 6.1 Not applicable

7. Background (including outcomes of consultation)

- 7.1 In accordance with the 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 delegations can be taken.

7.2 Details of the establishment of executive committees, executive appointments and the responsibilities and remits of those appointments are set out in the appendices to this report. Details of the Executive Scheme of Delegation, which remains unchanged, can be found in the Constitution.

8. Finance colleague comments (including implications and value for money)

8.1 2023/24 budget for the Executive and other named appointments is held within cost centre N-10021 within the Governance Service.

8.2 Any changes to the current Executive arrangements structure may have a financial impact as set out in Governance Framework Document C – Member’s Allowance Scheme.

8.3 Any additional financial saving/pressure in 2023/24 is expected to be contained within current resource allocation in the wider Legal & Governance Directorate.

Tania Clayton Pérez – Senior Commercial Business Partner – May 2023

9. Legal colleague comments

9.1 Nottingham City Council operates under Executive Arrangements in accordance with the Local Government Act 2000. In accordance with that Act once the Leader has been elected by Council it is the responsibility of the Leader to appoint two or more Councillors, up to a maximum of ten (including the Leader), as members of the Executive.

9.2 Under these arrangements the Leader has responsibility for all Executive functions and can choose to discharge them him/herself or to delegate them to; Executive Board; other Executive Committees (including joint committees with other local authorities, the Executives of other local authorities, or other permitted organisations); other Executive Councillors or; officers.

9.3 These arrangements are set out in detail in the Council’s Constitution.

9.4 The Executive Scheme of Delegation is set out in Governance Framework Document G.

Beth Brown, Head of Legal, 12 May 2023

10. Other relevant comments

10.1 None

11. Crime and Disorder Implications (If Applicable)

11.1 Not applicable

12. Social value considerations (If Applicable)

12.1 Not applicable

13. Regard to the NHS Constitution (If Applicable)

13.1 Not applicable

14. Equality Impact Assessment (EIA)

14.1 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 a new or changing policy or service

15. Data Protection Impact Assessment (DPIA)

15.1 Has the data protection impact of the proposals in this report been assessed?

No



A DPIA is not required because the proposals do not have any data protection implications.

16. Carbon Impact Assessment (CIA)

16.1 Has the carbon impact of the proposals in this report been assessed?

No



A CIA is not required because the proposals do not have any significant carbon impacts.

17. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

17.1 None

18. Published documents referred to in this report

18.1 Nottingham City Council Constitution – Article 10 Executive Arrangements

Councillor David Mellen

Executive Committees Terms of Reference and First Meeting Dates 2023/24

Executive Board

Terms of Reference

Description

The Executive Board (the Board) is an Executive Committee, which is a single party Executive, and political balance rules do not apply. As 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 Board's responsibilities are delegated to it by the Leader. The Leader will report to Council on all appointments to and changes to the Board.

Purpose

The purpose of the Executive Board is to take decisions relating to the Council's functions which are not the responsibility of any other part of the Council, whether by law or under the Constitution.

Objectives

The Executive Board has the authority to:

- (a) take Key and other Executive Decisions unless delegated to a specific Executive Committee or individual within the Scheme of Delegation or have been reserved by the Leader
- (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) respond to reports or recommendations received from the Overview and Scrutiny Committees 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.

Membership and Chairing

The Leader determines the size of the Board. He/she will appoint a Deputy Leader and up to 8 other Councillors as Portfolio Holders. The Leader, Deputy Leader and Portfolio Holders are the members of the Executive Board. They hold office until:

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

The Leader is the Chair of the Board. The Deputy Leader is Vice-Chair.

The Lord Mayor or Sheriff are excluded from the membership.

Representation for the minority groups is provided by giving the Leaders of the groups the right to attend and speak at Board meetings, including when exempt items are being considered.

In agreement with the Leader, Non-executive Councillors can address Executive Board on matters specifically relevant to their ward.

Substitutes

No substitute members are permitted for the Board.

Quorum

The standard quorum for Council committees applies to Board.

Frequency of Meetings

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 Executive Board.

First meeting date in 2023/24: 23 May 2023 2pm

Commissioning and Procurement Executive Committee

Terms of Reference

Description

The Commissioning and Procurement Executive Committee is an Executive Committee, and political balance rules do not apply. The Committee is accountable to the Leader.

Purpose

The purpose of the Commissioning and Procurement Executive Committee is to approve and oversee the delivery of the Council's commissioning and procurement work programme.

Objectives

The Commissioning and Procurement Executive Committee will:

- (a) review the implementation of the Commissioning Framework and Procurement Strategy across the City Council
- (b) evaluate the impact of the Commissioning Framework
- (c) evaluate the impact of the Procurement Strategy
- (d) approve the Council's annual commissioning work programme
- (e) approve the Council's annual procurement plan
- (f) 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) review, by exception, outcomes achieved and delivery against the Nottingham City Council Commissioning Framework's Guiding Principles
- (h) review, by exception, outcomes achieved and delivery against the Nottingham City Council Procurement Strategy Guiding Principles
- (i) 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.

Membership and Chairing

The Commissioning and Procurement Executive Committee has 5 Portfolio Holders as members, which are appointed by the Leader.

The Chair will be the Portfolio Holder with responsibility for commissioning and procurement.

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

Standing invitations, with speaking rights but not voting rights, are made to representatives of the Voluntary Sector, namely Nottingham Community and Voluntary Service. These invitations do not extend to any exempt or confidential discussions.

Substitutes

Substitute members are permitted for the Committee.

Quorum

The quorum for the Committee is 2 members.

Frequency of Meetings

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 Commissioning and Procurement Executive Committee.

First meeting date in 2023/24: 30 May 2023 10am

Companies Governance Executive Committee

Terms of Reference

Description

The Companies Governance Executive Committee is an Executive Committee and political balance rules do not apply. As 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 Committee's responsibilities are delegated to it by the Leader. The Leader will report to Council on all appointments to and changes to the Board.

Purpose

To ensure that the Council's strategic objectives are met across the group of companies or other entities in which the Council has an interest such as shares or a financial interest, the right to appoint a director or for which it is a member and to support the development of the Group in line with the Council's Governance Handbook and Commercial Strategy.

Objectives

- To approve the Council's strategic objectives for the interests it holds in its companies, and to apply appropriate guidelines when considering the creation of new interests or changes to existing holdings.
- To monitor the performance and achievements of its company interests to achieve value for money for citizens.
- To maintain an overview of the risk associated with ownership and ensure there is commensurate management of such risks
- To support the development of the collective interests it holds in line with the Council's regulations and ambitions and external guidance.
- To give direction to the Authority on the vision and ambition of the Council with reference to its current and future holdings in companies.
- To review the effectiveness of the Council's governance approach to its company interests.
- To evaluate the impact of companies on the achievement of the Council's strategic objectives.
- To consider (and approve as appropriate or provide guidance) in relation to proposals from the companies in relation to Business plans and strategies.

- To approve governance proposals and other formal structures/ policies to protect the legal and commercial interests of the Council as shareholder or owner and resolve conflicts of interest.
- To endorse the work programme of the Shareholder Unit, and consider occasional urgent decisions not included in the work programme.
- 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.
- To take Key Decisions within its remit where appropriate, and periodically review and endorse a scheme of delegation for the Council's approval of Reserve Matters.
- To monitor the competency and development of Council appointed company Board Directors, and endorse proposals for training and membership (as appropriate) to professional institutions (e.g. The Institute of Directors)

The Committee is accountable to the Leader of the Council.

Membership and Chairing

The Committee has 5 members who must be drawn from the Council's Executive.

The Leader of the Council will chair the Committee and the Portfolio Holder with responsibility for finance must be one of the members.

Standing invitations, with speaking but not voting rights, are made to the Chief Executive, the Monitoring Officer and the Corporate Director of Finance and Resources (s151 Officer).

Shareholder Executive officers and representatives of the group companies will be invited to meetings as appropriate dependent on the business on the agenda. The 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.

Substitutes

Substitutes are permitted for this committee but must be drawn from the Council's Executive

Quorum

The standard quorum applies to this Committee.

Frequency of Meetings

The Committee will normally meet 11 times a year or at such other frequency as shall be determined.

Duration

There is no limitation on the duration of the committee

First meeting date in 2023/24: 23 May 2023 3pm or at the rising of Executive Board, whichever is later

City of Nottingham and Nottinghamshire Economic Prosperity Committee

Terms of Reference

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.

East Midlands Shared Services Joint Committee

Terms of Reference

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

First meeting date in 2023/24: 19 June 2023 10:30am

This page is intentionally left blank

City Council – 22 May 2023

Report of the Leader of the Council

Corporate Director/ Director:

James Rhodes, Acting Assistant Chief Executive/Director of Policy, Performance and Communications

Report Author and Contact Details:

James Schrodell, Policy and Performance Manager
james.schrodell@nottinghamcity.gov.uk

Title: Strategic Council Plan 2023-27 Refresh

Does the report form part of the Budget or Policy Framework?

Yes No

Does this report contain any information that is exempt from publication?

No

Relevant Council Plan Key Outcome:

Green, Clean and Connected Communities	<input checked="" type="checkbox"/>
Keeping Nottingham Working	<input checked="" type="checkbox"/>
Carbon Neutral by 2028	<input checked="" type="checkbox"/>
Safer Nottingham	<input checked="" type="checkbox"/>
Child-Friendly Nottingham	<input checked="" type="checkbox"/>
Living Well in our Communities	<input checked="" type="checkbox"/>
Keeping Nottingham Moving	<input checked="" type="checkbox"/>
Improve the City Centre	<input checked="" type="checkbox"/>
Better Housing	<input checked="" type="checkbox"/>
Serving People Well	<input checked="" type="checkbox"/>

1. Summary

1.1 Council will wish to consider how best to revise the Strategic Council Plan 2023-27 (SCP) in light of the local election held on 4 May 2023.

2. Recommendations

That Council agrees to:

2.1 Adopt the process set out in paragraphs 7.5 and 7.6 below to refresh the SCP.

3. Reasons for recommendations

3.1 The SCP 2023-2027 was agreed alongside the MTFP at Full Council on 6 March 2023. The cover report at that time stated at paragraph 7.2 that: "Nottingham City Council will hold elections in May 2023 and the SCP will be revised in line with the requirements of the Majority Group's election commitments and within the context of the [Medium-Term Financial Plan] MTFP after that date."

4. Other options considered in making recommendations

- 4.1 Not to revise the SCP. This was rejected as the new Administration's policy commitments are fundamental to Council policy and the SCP.

5. Consideration of Risk

- 5.1 The key risk is around deliverability of new commitments or those commitments that bring additionality to existing areas of work and the subsequent impact on the MTFP and maintaining a balanced budget. In order to mitigate the risk commitments will be assessed and reconciled within the constraints of the MTFP. The process outlined below is designed to mitigate this risk and provide the necessary assurance.

6. Background (including outcomes of consultation)

- 6.1 The SCP aims to inform residents, partners and stakeholders of the Council's priorities for the next four years. The plan sets out our vision for improving Nottingham whilst keeping residents at the heart of everything the City Council does.
- 6.2 The SCP also forms a key part of the Council's policy framework. As a part of the formal policy framework of the Council any changes to the SCP must be agreed at Full Council.
- 6.3 The SCP agreed at Full Council on 6 March 2023 was based on divisional business plans and reflects the key priorities and statutory duties of the City Council. Over late 2022 and early 2023, deliverability of divisional plans (and thereby the SCP) was assessed and confirmed within the constraints of the MTFP.
- 6.4 This process allowed the Council to demonstrate that the aims and ambitions of the Council were realistic and deliverable within available resources. The process weighed the Council's legal commitment to fulfil its statutory duties against the requirement to set and maintain a balanced budget while delivering Best Value.

7. Process for updating the Strategic Council Plan

- 7.5 The refresh of the 6 March SCP should adhere to the process that was adopted over late 2022 and early 2023 so that new work is assessed and confirmed within divisional plans and the constraints of the developing MTFP and likely in-year pressures. A key principle of the refresh will be a 'no-growth' presumption.

I. A refresh therefore must:

- i) Be in line with the manifesto pledges of the majority group following the local election on 4 May.
- ii) Include only changes to the SCP that are both deliverable and sit within the context of the MTFP.

- II. The Council is legally required to balance its budget. This may require removing or re-scoping an existing deliverable in order to ensure necessary resource is available.

- 7.6 The following high-level process is proposed:
- a) Reconciliation - The manifesto and policy commitments of the majority group are reconciled against the current SCP and MTFP Delivery Plan.
 - b) Assessment and Recommendations - new commitments or additionality not yet reflected in plans would be analysed for deliverability. Those with a significant cost implication would require a recommendation as to how to take them forward with the relevant Portfolio Holder and the Executive.
 - c) Policy commitments that are non-statutory that not included within the Majority Group's election commitments are reviewed, deprioritised and removed.
 - d) Redrafting - The SCP and Divisional Plans are redrafted to take account of the recommendations agreed with the Executive.
 - e) Adoption – Formal adoption of the refreshed SCP at Full Council (11th Sep 2023).

8. Finance colleague comments (including implications and value for money)

- 8.1 The refresh of the 6 March SCP should mean that new work is assessed and confirmed within divisional plans and the constraints of the developing MTFP and likely in-year pressures. A key principle of the refresh will be a 'no-growth' presumption. What this means in practice is that the council does not have financial capacity to make new expenditure commitments for the year 2023/24, with its focus being on ensuring a balanced budget can be delivered in year.
- 8.2 A refresh therefore must include only changes to the SCP that are both deliverable and sit within the context of the MTFP. Assessment will be required to quantify the implications of new/additional policy priorities as outlined in paragraphs 7.5 and 7.6 above.
- 8.3 The Council is legally required to balance its budget. It cannot commit to new expenditure commitments that are not fully funded from a known financing source, reserves or from new deliverable savings being proposed and agreed the necessary decision making forum. If the outcome of any refresh does identify a new funding need, this will need to be profiled into the Councils MTFP to a period where there is sufficient capacity to incept a new commitment or consideration can be given to removing or re-scoping existing non-statutory deliverables or policy commitments that are that not included within the Majority Group's election commitments in order to ensure necessary resource is available for the new commitments. It is the advice of the s151 officer that the likelihood of the latter is very low given the in year expenditure context against existing commitments.

Ross Brown, Corporate Director of Finance and Resources (s151) 12/05/23

9. Legal colleague comments

- 9.1 The Council's constitution defines the Council Plan as the Council's medium term strategy which sets out the Council's priorities for a defined period of time and outlines its overall strategic objectives. The Medium Term Financial Plan is the Council's financial plan to support the delivery of the Council Plan.
- 9.2 In accordance with Article 8 of the Council Constitution, the Strategic Council Plan forms part of the Council's Budget and Policy Framework. Council is responsible for agreeing Budget and Policy Framework, within which all decisions must be

taken. The Council is responsible for adopting the Budget and Policy Framework based on recommendations from the Executive. Once adopted by Council, the Executive is responsible for the implementation of the framework in relation to Executive matters.

- 9.3 The Council has statutory duties that it must fulfil by law. It cannot lawfully decide not to carry out those duties. Even where the Council is under a statutory duty to provide a service, there is often a wide discretion available to the Council about how to provide the service and the level of service provision. For other activities, the Council provides services in pursuance of a statutory power rather than a duty, and though not bound to carry out those activities, decisions about them must be taken in accordance with the decision-making requirements of administrative law.
- 9.4 Members have a duty to ensure that the Council acts lawfully. In accordance with the Local Government and Finance Act 1992 the Council must set and maintain a balanced budget. To ensure that this requirement is achieved the objectives of the Strategic Council Plan must be delivered within the constraints of the Medium Term Financial Plan and in accordance with the Council's financial regulations.

Beth Brown, Head of Legal, 27 April 2023

10. **Other relevant comments**

10.1 None

11. **Crime and Disorder Implications (If Applicable)**

11.1 N/A

12. **Social value considerations (If Applicable)**

12.1 N/A

13. **Regard to the NHS Constitution (If Applicable)**

13.1 N/A

14. **Equality Impact Assessment (EIA)**

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

No



Any relevant changes to Policy will be subject to an EIA as required.

15. **Data Protection Impact Assessment (DPIA)**

15.1 Has the data protection impact of the proposals in this report been assessed?

No



16. **Carbon Impact Assessment (CIA)**

16.1 Has the carbon impact of the proposals in this report been assessed?

No



17. **List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

17.1 None

18. **Published documents referred to in this report**

[Nottingham City Council Strategic Council Plan 2023-27](#)

Councillor David Mellen
Leader of the Council

This page is intentionally left blank

City Council – 22 May 2023

Report of the Leader of the Council

Corporate Director/ Director:

Director of Legal and Governance

Report Author:

Jane Garrard, Senior Governance Officer

jane.garrard@nottinghamcity.gov.uk

0115 8764315

Title: Decisions taken under Urgency Procedures

Does the report form part of the Budget or Policy Framework?

Yes No

Does this report contain any information that is exempt from publication?

No

Relevant Council Plan Key Outcome:

Clean and Connected Communities	<input type="checkbox"/>
Keeping Nottingham Working	<input type="checkbox"/>
Carbon Neutral by 2028	<input type="checkbox"/>
Safer Nottingham	<input type="checkbox"/>
Child-Friendly Nottingham	<input type="checkbox"/>
Healthy and Inclusive	<input type="checkbox"/>
Keeping Nottingham Moving	<input type="checkbox"/>
Improve the City Centre	<input type="checkbox"/>
Better Housing	<input type="checkbox"/>
Serving People Well	<input checked="" type="checkbox"/>

1. Summary

- 1.1 As required by the Council's Constitution, this report informs Council of urgent decisions taken under provisions within the Overview and Scrutiny Procedure Rules (Article 11) and Access to Information Procedure Rules (Article 13).

2. Recommendations

- 2.1 To note the urgent decisions taken in accordance with requirements of the Council's Constitution, as detailed in the appendices.

3. Reasons for recommendations

- 3.1 To ensure compliance with requirements of the Council's Constitution.

4. Other options considered in making recommendations

- 4.1 None. It is a Constitutional requirement that Council is informed of urgent decisions taken under provisions within the Overview and Scrutiny Procedure Rules (Article 11) and Access to Information Procedure Rules (Article 13).

5. **Consideration of Risk**

- 5.1 Consideration of the risks associated with the decisions referred to in this report were published as part of each of those decisions.

6. **Background (including outcomes of consultation)**

- 6.1 Decisions taken under the Call-in and Urgency provisions of the Overview and Scrutiny Procedure Rules

The Call-in procedure set out in Article 11 of the Council's Constitution 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. The urgency provisions require the Chair of the Overview and Scrutiny Committee (or in the absence of the Chair, one of the Vice-Chairs; or in the absence of all three, the Chief Executive) to agree that the decision proposed is reasonable in all the circumstances and that the reasons for urgency are valid. The Constitution requires that decisions taken under these urgency provisions are reported to the next meeting of the Standards and Governance Committee and Full Council.

- 6.2 Decisions taken under the Special Urgency provisions of the Access to Information Procedure Rules

Where it is impracticable to give at least five clear working days notice that a Key Decision is going to be made, a Key Decision may only be made in accordance with the Special Urgency provisions set out in the Access to Information Procedure Rules (Article 13 of the Council's Constitution). The Special Urgency provisions require agreement from the Chair of the Overview and Scrutiny Committee (or in the absence of the Chair, the Lord Mayor as Chair of Council; or in the absence of both, the Sheriff as Vice Chair of Council) that the decision is urgent and cannot reasonably be deferred. The Constitution requires that decisions taken under these urgency provisions are reported to the Standards and Governance Committee and Full Council.

7. **Finance colleague comments (including implications and value for money)**

- 7.1 Comments from Finance colleagues in relation to the decisions referred to in this report were published as part of each of those decisions.

8. **Legal colleague comments**

- 8.1 Comments from Legal colleagues in relation to the decisions referred to in this report were published as part of each of those decisions.

9. **Other relevant comments**

- 9.1 None

10. **Crime and Disorder Implications (If Applicable)**

- 10.1 Where applicable, details of the crime and disorder implications of the decisions referred to in this report were published as part of each of those decisions.

11. Social value considerations (If Applicable)

11.1 Where applicable, details of the social value considerations of the decisions referred to in this report were published as part of each of those decisions.

12. Regard to the NHS Constitution (If Applicable)

12.1 Where applicable, details of the social value considerations of the decisions referred to in this report were published as part of each of those decisions.

13. Equality Impact Assessment (EIA)

13.1 Where required, Equality Impact Assessments were published alongside each decision referred to in the report.

14. Data Protection Impact Assessment (DPIA)

14.1 Where required, the data protection impact of the decisions referred to in this report was assessed and, where appropriate, details published as part of each of those decisions.

15. Carbon Impact Assessment (CIA)

15.1 Where required, the carbon impact of the decisions referred to in this report was assessed and, where appropriate, details published as part of each of those decisions.

16. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

16.1 None

17. Published documents referred to in this report

17.1 Nottingham City Council Constitution

17.2 The committee reports and minutes, and delegated decisions referred to in this report, as published on the Nottingham City Council website.

Leader of the Council

Appendix 1 - Decisions taken under the Call-in and Urgency provisions of the Overview and Scrutiny Procedure Rules

Decision Reference	Date of Decision	Subject	Decision Taker	Consultee on Urgency	Reason for Urgency
4898	24/03/23	Household Support Fund 4 Grant	Leader of the Council	Chair of the Overview and Scrutiny Committee	To enable distribution of support for the Easter holiday period.
4902	28/03/23	Homelessness Accommodation Grant Funding	Leader of the Council	Chair of the Overview and Scrutiny Committee	In order to receive the funding a business case and properties under offer had to be in place by the end of the financial year.
4915	13/04/23	Local Energy Advice	Leader of the Council	Chair of the Overview and Scrutiny Committee	The Memorandum of Understanding with the Department for Energy Security and Net Zero had to be signed by 14 April 2023 to avoid loss of funding for the Midlands Net Zero Hub.
4922	26/04/23	Energy Bills Support Scheme Alternative Funding and Alternative Fuel Payments	Leader of the Council	Chair of the Overview and Scrutiny Committee	To enable the Council to alleviate the extreme financial hardship experienced by some citizens due to the cost of energy

Page 32

Appendix 2 – Key Decisions taken under the Special Urgency provisions of the Access to Information Procedure Rules

Decision Reference	Date of Decision	Subject	Decision Taker	Consultee on Urgency	Reason for Special Urgency
4917	14/04/23	Homelessness Prevention Grant 2022/23	Leader of the Council	Chair of the Overview and Scrutiny Committee	The Council had to confirm spend to Government and have an authorised final position
4922	26/04/23	Energy Bills Support Scheme Alternative Funding and Alternative Fuel Payments	Leader of the Council	Chair of the Overview and Scrutiny Committee	To enable the Council to alleviate the extreme financial hardship experienced by some citizens due to the cost of energy

This page is intentionally left blank