

## **Executive Committees Terms of Reference and First Meeting Dates 2022/23**

### **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 2022/23: 24 May 2022 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 2022/23: 10 May 2022 10am

# **Companies Governance Executive Committee**

## **Terms of Reference**

### **Description**

The Companies Governance Executive Committee is an Executive Committee, which is single party, 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 approve and oversee the Council's strategic objectives across the Nottingham City Council group of companies and to support the development of the Group in line with the Council's regulations and ambitions.

### **Objectives**

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

### **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, the Strategic Director of Finance and representatives of the group companies. The Sub-Committee may invite any person it considers able to support its work to participate on a non-voting basis, either generally or in relation to specific strategies, projects and/or initiatives.

**Substitutes**

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

**Duration**

There is no limit on the lifespan of this Committee.

First meeting date in 2022/23: 24 May 2022 3pm

## **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 2022/23: 20 June 2022 10:30am