

Non-Executive Committees 2024/25 – Terms of Reference

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.

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

Two meetings scheduled per year 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.

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 will usually meet six times per year.

Duration

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

Communities and Environment Scrutiny Committee

Terms of Reference

Description

The Communities and Environment 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 local communities and the environment including community protection, environmental health, community safety, sport, culture, tourism, waste and cleansing, energy and the environment. 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 Communities and Environment Scrutiny Committee is to carry out the following roles for matters relating to communities and the environment:

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

Objectives

The Communities and Environment 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 communities and the environment 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 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 Communities and Environment Scrutiny Committee has no decision making powers but has the power to:

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

The Committee is required to consider Crime and Disorder matters at least once every Municipal Year.

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

Membership and Chairing

The Communities and Environment 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 Communities and Environment 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 Communities and Environment Scrutiny Committee will usually meet six times per year.

Duration

There is no limit on the lifespan of the Communities and Environment 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:

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

Objectives

The Corporate 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 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.
- (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. This role will be co-ordinated with those of the Audit Committee and the Companies Governance Executive Committee.

- (e) receive petitions 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 Corporate 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, including the Call-in Procedure, can be found in Article 11 – Overview and Scrutiny.

Membership and Chairing

The Corporate Scrutiny Committee has 8 members, including the chairs of the other overview and scrutiny committees.

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 usually meet two 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; and
- (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; and
 - (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 to 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; and
- (f) request that the Secretary of State uses their powers to ‘call in’ proposals for health service reconfiguration if there are significant concerns about the proposals that cannot be resolved locally, and be formally consulted (alongside the local Healthwatch group) by the Secretary of State on how their powers of ‘call in’ might be implemented in relation to a given proposal if the Secretary of State is minded to use these powers.

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;
- (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

- two representatives of the NHS Nottingham and Nottinghamshire Integrated Care Board
- two representatives of the Nottingham City Place-Based Partnership
- 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 Chief Executive
- Nottingham City Council Director of Housing

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 either the Integrated Care Board or the Place-Based Partnership.

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 a substitute who 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 or the Place-Based Partnership.

Frequency of Meetings

The Board will usually meet four times per municipal year. The Chair of the Board, in consultation with the Vice Chair, may convene special meetings of the Board, as required.

Duration

There is no limit on the lifespan of the Board.

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:

- (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 citizens
- (c) contribute to the development of new policies and strategies of the Council and other local decision-makers where they impact on Nottingham citizens
- (d) explore any matters affecting Nottingham and/ or its citizens
- (e) make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive
- (f) review decisions made but not yet implemented by the Council's Executive in accordance with the Call-in Procedure.
- (g) Regarding housing, contribute towards providing assurance and oversight of the Council's statutory responsibilities in the context of regulatory compliance and tenant satisfaction.

Objectives

The Housing and City Development 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 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.
- (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 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 Housing and City Development 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, 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 usually 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 required to be 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 and Governance Committee. It is accountable to the Standards and Governance 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 four times per year.

Duration

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

Joint Committee on Mineral and Waste Planning

Terms of Reference

Role

The Joint Committee on Mineral and Waste Planning is a politically balanced committee whose role is to provide a forum at which members of Nottinghamshire County Council and Nottingham City Council can discuss together matters related to the preparation, content and review of mineral and waste planning policy across Nottinghamshire and Nottingham. The Joint Committee's role is advisory, and all decisions related to Local Plans remain the responsibility of each Council for formal decision. The Joint Committee will however help ensure that the present "duty to co-operate" and any successor requirement in respect of alignment of Local Plans is achieved.

Responsibilities

The Joint Committee will be responsible for providing advice to both Councils' respective Executives on all mineral and waste matters, including advice in relation to the following:

- (a) The preparation of the Nottinghamshire and Nottingham Joint Waste Local Plan including associated evidence such as the Waste Needs Assessment.
- (b) The monitoring of sales of aggregate and preparation of the Local Aggregate Assessment to consider trends and future demand for aggregates (sand, gravel, and crushed rock) in Nottinghamshire and Nottingham.
- (c) The Nottinghamshire Minerals Local Plan in respect of matters which have impact on the City Council area and Statements of Common Ground in respect of the Minerals Local Plan.
- (d) The Nottingham City Local Plan, insofar as it relates to minerals matters which have an impact on the County Council area and Statements of Common Ground in respect of the Local Plan.
- (e) Authority Monitoring Reports in respect of mineral and waste matters.
- (f) The timetable for mineral and waste plans to be contained in each Council's Local Development Schemes.

To assist the Joint Committee in carrying out the responsibilities above, it shall be entitled to receive information and to comment where it deems appropriate on other relevant matters including:

- (a) Planning applications related to mineral and waste development, subject to the statutory timetable.
- (b) Major development proposals which may affect mineral and waste matters in Nottingham and Nottinghamshire.
- (c) Government legislation, regulations, guidance and initiatives affecting mineral and waste matters.

Area of Responsibility

The Joint Committee will be responsible for advising on mineral and waste planning matters across the whole of Nottinghamshire and Nottingham, although in respect of

site-specific matters to be included in the Nottinghamshire Minerals Local Plan this will be restricted to cross boundary matters affecting both authorities.

Relationship to Parent Authorities

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 matters that are 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

The Joint Committee has eight members – four from Nottingham City Council and four from Nottinghamshire County Council. One of the four must be the Cabinet member or Portfolio Holder responsible for planning. The membership of the Committee as a whole must be politically balanced.

The Chair and Vice Chair may invite people to attend meetings of the Committee in an advisory capacity as they deem necessary to assist the Joint Committee in carrying out the responsibilities outlined above. Such individuals will not be members of the Committee or have voting rights.

Substitutes

Substitute members are permitted for this Committee.

Chair and Vice Chair

The Chair and Vice Chair will be from different Councils and alternate between each Council every two years. The appointment of Chair and Vice Chair will be made by each respective Council.

Frequency of Meetings

The Joint Committee will meet as and when required according to the timetable of mineral and waste planning policy work and the need for advice as determined by the Chair and Vice Chair.

Organisation and Conduct of Meetings

The operation of the Committee will follow the Standing Orders of the Council which holds the Chair, or such Standing Orders which may be approved by the parent Councils. Meetings will be open to members of the public to attend and observe.

Officer Support

The secretariat of the Joint Committee will be the Council holding the position of Chair and alternate between the two Councils every two years. 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 briefing them prior to meetings. They will also be responsible for communicating the views of the Joint Committee.

Disagreement Between the two Authorities

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.

Participation in the Joint Committee will not deter either Council 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 a Local Plan hearing will not in any way be curtailed by membership of the Joint Committee.

Review

The role and operation of the Joint Committee will be kept under review, with a complete review of its responsibilities and workings to be carried out no later than two years from the adoption of this protocol and terms of reference.

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.

Nottingham and Nottinghamshire Integrated Care Partnership

Terms of Reference

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| <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, which will continue in their statutory roles to improve the health and wellbeing of their local populations and reduce health inequalities, through joint local health and wellbeing strategies.</p> <p>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 |

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| | <p>commissioning and integrated delivery under section 75 of the NHS Act 2006 (as amended).</p> <ul style="list-style-type: none"> 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). iv) Have regard to any further guidance issued by the Secretary of State for Health and Social Care. <p>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.</p> <p>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.</p> <p>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.</p> <p>f) The ICP will also receive reports on insights gained from service users and citizens.</p> <p>g) The ICP will consider the extent to which the Integrated Care Strategy needs to be revised on receipt of an updated JSNA.</p> |
| <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. |

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| | <ul style="list-style-type: none"> 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). 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) Partner member nominated by Nottingham City Council e) Partner member nominated by Nottingham City Council |

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| | <p><u>Nottinghamshire County Council:</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) Partner member nominated by Nottinghamshire County Council j) Partner member nominated by Nottinghamshire County Council <p><u>NHS Nottingham and Nottinghamshire Integrated Care Board:</u></p> <ul style="list-style-type: none"> k) Chair of the Integrated Care Board l) Chief Executive m) Director of Integration n) Medical Director o) Representative of the Nottingham and Nottinghamshire Provider Collaborative at Scale <p><u>Other:</u></p> <ul style="list-style-type: none"> p) Representative of Healthwatch Nottingham and Nottinghamshire q) Chair of the Nottingham and Nottinghamshire Voluntary, Community and Social Enterprise Alliance r) Representative of the Bassetlaw Place-based Partnership s) Representative of the Nottingham City Place-based Partnership t) Representative of the Mid-Nottinghamshire Place-based Partnership u) Representative of the South Nottinghamshire Place-based Partnership |
| <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> |

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| | <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> |
| 7. Quorum | <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> |

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| | ICP members must ensure that they comply with their organisational/ professional codes of conduct at all times. |
| 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> |

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| | Any proposed amendments to the terms of reference will be submitted to the Statutory Organisations for ratification. |
| 14. Date approved | November 2023 |