

APPOINTMENTS TO COUNCIL BODIES

Appendix One

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE (11) (10:1)

Membership

Labour Group

Councillor Eunice Campbell
Councillor Graham Chapman
Councillor Alan Clark
Councillor Jon Collins
Councillor Nicola Heaton
Councillor Dave Liversidge
Councillor David Mellen
Councillor Toby Neal
Councillor Alex Norris
Councillor Jane Urquhart

Conservative Group

Councillor Georgina Culley

Substitutes

Councillor Jim Armstrong
Councillor Andrew Rule

Substitutes

Councillor Alex Ball
Councillor Gul Khan
Councillor Sam Webster

Terms of reference

- (a) to undertake the appointment process (long listing, short listing and formal interviews) (or to appoint a politically balanced panel to undertake long listing and, short listing) in respect of the Chief Executive, Deputy Chief Executive and Corporate Directors, subject to having ascertained the views of the Executive Board in accordance with Standing Orders, to make recommendations to Council;
- (b) to determine the terms and conditions of City Council employees and procedures for disciplinary action and dismissal;
- (c) to designate Proper Officers;
- (d) to designate officers as Head of Paid Service, Section 151 Officer and as Monitoring Officer and to ensure the provision of sufficient staff and other resources;
- (e) to exercise any other personnel functions which cannot be the responsibility of the Executive;
- (f) to receive reports on action taken in respect of terms agreed for the Chief Executive, Deputy Chief Executive, Corporate Directors and the Senior

Leadership Management Group (SLMG) leaving the employment of the Council where those terms included compensation;

- (g) to determine redundancies, ill health retirements, flexible retirements and terminations of employment by mutual agreement on grounds of business efficiency, under the 85 year rule, in the interests of the efficient exercise of the Council's functions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 ('the DCR') and any exercise of discretions to increase total LGPS pension and award additional LGPS pension for the Chief Executive, Deputy Chief Executive, Corporate Directors and Directors subject in the event of a proposed dismissal to relevant notification to the proper officer, and the Executive and relevant consultation with nominated elected members and relevant approval as specified in the Officer Employment Procedure Rules (Part 4);
- (h) to determine flexible retirements and terminations of employment by mutual agreement on the grounds of business efficiency, terminations of employment under the 85 year rule, in the interests of the efficient exercise of the Council's functions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 ('the DCR') and any exercise of discretions to increase total LGPS pension and award additional LGPS pension for any employee who is part of the Senior Leadership Management Group below the level of Director. The Committee also determines terminations of employment by mutual agreement, and following consultation with the appropriate Portfolio Holder(s), on the grounds of business efficiency under the DCR for employees where any proposed compensation payment is in excess of £30,000;
- (i) to appoint an independent person to investigate matters of misconduct and capability involving the Head of Paid Service, Section 151 Officer and Monitoring Officer;
- (j) to approve any proposals for significant restructuring of the Council's management structure;
- (k) to approve any proposals from the Chief Executive for changes to salary levels (including ranges of salaries) for Corporate Directors and the Deputy Chief Executive.

NB - "Significant restructuring"

- (i) the transfer of a significant function between Council departments, or to an external body, or
- (ii) the addition or deletion of a Corporate Director or Director post to or from a department.

The Committee is accountable to Council, has 11 members (politically balanced (one place is reserved for the relevant Portfolio Holder (or their substitute) in relation to matters in respect of the appointment process for the Chief Executive and Corporate

Director and the dismissal process for the Chief Executive).

Date of first meeting

2nd June 2015 at 2:00pm

AUDIT COMMITTEE (9) (8:1)

Membership

Labour Group

Councillor Mike Edwards
Councillor John Hartshorne
Councillor Dave Liversidge
Councillor Anne Peach
Councillor Sarah Piper (C)
Councillor Toby Neal
Councillor Malcolm Wood
Councillor Steve Young

Conservative Group

Councillor Andrew Rule

Substitutes

Councillor Jim Armstrong
Councillor Georgina Culley

Substitutes

Councillor Merlita Bryan
Councillor Chris Gibson
Councillor Patience Ifediora
Councillor Carole Jones
Councillor Linda Woodings

Terms of reference

(a) The main purposes of the Committee are to:

- (1) provide assurance of the adequacy of the Risk Management Framework and the associated control environment;
- (2) scrutinise 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;
- (3) oversee the financial reporting process;
- (4) approve the Council's Statement of Accounts;
- (5) comment on the scope and nature of external audit;
- (6) oversee proposed and actual changes to the Council's policies and

procedures pertaining to governance.

(b) Its functions include the following:

- (1) reviewing the mechanisms for the assessment and management of risk;
- (2) approving the Council's statement of accounts;
- (3) receiving the Council's reports on the Statement on the Annual Governance Statement and recommending their adoption;
- (4) approving Internal Audit's strategy, planning and monitoring performance;
- (5) receiving the Annual Report and other reports on the work of Internal Audit;
- (6) considering the external auditor's annual letter, relevant reports and the report to those charged with governance and the Council's responses to them;
- (7) considering arrangements for and the merits of operating quality assurance and performance management processes;
- (8) considering the exercise of officers' statutory responsibilities and of functions delegated to officers;
- (9) to recommend external audit arrangements for the Council;
- (10) to receive and consider the results of reports from external inspectors, ombudsman and similar bodies and from statutory officers;
- (11) overseeing the Partnership Governance Framework, including annual health checks and the Register of Significant Partnerships.

The Committee is accountable to Council, has 9 non-executive members (politically balanced) plus 1 independent member, and normally has 6 meetings per annum.

Date of first meeting

26th June 2015 at 10:30am

CITY CENTRE FORUM (8) (8:0)

Membership

Labour Group

Councillor Cat Arnold
Councillor Mike Edwards (C)
Councillor Chris Gibson
Councillor Brian Grocock
Councillor Nicola Heaton
Councillor Nick McDonald
Councillor David Mellen
Councillor Anne Peach

Substitutes

Councillor Sally Longford

Additional (non councillor) members to be confirmed

Terms of Reference

The City Centre Forum aims to support the aspirations within the Nottingham Growth Plan to develop a sustainable, vibrant city centre through a thriving retail and leisure offer. To achieve this objective, and via its relationship to the Executive Board Strategic Regeneration Committee, the Forum will have an advisory and consultative role on city centre issues at a strategic level and will encourage cross-collaboration between partners. It will influence and steer activities aligned to the City Centre Strategy.

The role of the Forum is:

- (a) to review the implementation of the City Centre Strategy, including the Retail Strategy;
- (b) to encourage cross-partnership planning to ensure a joined up approach to transforming the City Centre;
- (c) to advise the Executive Board Strategic Regeneration Committee on key issues and policies affecting the City Centre and the appropriate responses to address such issues;
- (d) to 'scan the horizon' and interpret key challenges, strategic issues and national policy to inform future plans and to mitigate against any negative impacts upon the City Centre.

Membership

Membership will comprise the following **voting** members :

One Councillor from each of the following 5 wards:
Arboretum, Bridge, Radford and Park, Dales and St Anns (who is also the Portfolio Holder for Strategic Regeneration and Community Safety)
One Councillor from the minority group (if not included as a city centre ward councillor)*
The Chair of the Licensing Committee
The Chair of the Planning Committee
1 Councillor representing the Bridge Estate (drawn from the Trusts and Charities Committee)
1 representative from the Intu Properties
The Chief Executive (or their nominee) from Experience Nottinghamshire
The Chair of the Nottingham BID
2 representatives from the Nottingham BID
2 representatives from the Nottingham Means Business
The Deputy Director for Community Protection, Nottinghamshire Constabulary

The Chair will be elected by the Forum from its membership. The Vice-Chair will be elected by the Forum from amongst the business sector members only.

Substitutes are allowed for all members, provided that notice of substitution is provided to Constitutional Services no less than one hour in advance of any meeting.

All co-opted members on the Forum (i.e. all those who are not Councillors of Nottingham City Council) must observe the Council's Code of Conduct and sign the acceptance of office.

*N.B. political balance applies to advisory bodies within the formal governance structure of the Council and membership drawn from minority groups must be reviewed when the political balance on the Council changes.

Meetings

The Forum will meet at least quarterly but the Chair shall have the right, in consultation with the Vice-Chair, to convene additional meetings of the Forum as appropriate.

The quorum will comprise 3 voting members and must include one Councillor and one representative from the business sector.

It is expected that most issues will be agreed by consensus but where this is not possible matters will be decided by a majority of those present and entitled to vote. If there are an equal number of votes for and against, the Chair will have a second or casting vote.

All business of the Forum will be conducted in public in accordance with the provisions of Schedule 12 of the Local Government Act 1972 (as amended).

Date of first meeting

29th June 2015 at 3:30pm

CORPORATE PARENTING BOARD (9) (9:0)

Membership

Labour Group

Councillor Liaqat Ali
Councillor Glyn Jenkins
Councillor Sue Johnson
Councillor Ginny Klein
Councillor Sally Longford
Councillor David Mellen (c)
Councillor Wendy Smith
Councillor Marcia Watson
Councillor Sam Webster

Substitutes

Councillor Mohammed Ibrahim
Councillor Dave Liversidge
Councillor Alex Norris
Councillor Jane Urquhart

Terms of Reference

- (a) To secure councillor and cross-departmental involvement and commitment throughout the Council to deliver better outcomes for children in our care;
- (b) to ensure that Nottingham City Council enables children in its care to:
 - have safe and stable care;
 - be well looked after;
 - be prepared for adult life;
 - to grow into emotionally balanced and resilient young people;
- (c) to raise the profile of looked after children and their carers, and act as champions for the needs and rights of looked after children in the Council's various service areas, political groups and settings;
- (d) to invite people other than City Councillors and officers to attend meetings of the Board, on a regular or occasional basis, to act in an advisory role and to feed in the views of children and young people in care;
- (e) to make a commitment to prioritising the needs of looked after children and

their carers;

- (f) to report regularly to the Children's Partnership Board (acting as the Children's Trust) on matters relating to partnership;
- (g) to report annually to Full Council on progress and to consider matters referred to it by Full Council and the Executive Board.
- (h) to make recommendations through the Executive Board on potential strategic change required within the Council to embed this agenda;
- (i) to have the ambition to raise the standards of core services to looked after children;
- (j) to promote achievement and help build aspirations;
- (k) to listen to the views of looked after children and young people and their carers and to involve them in the development and assessment of services;
- (l) to encourage looked after children to become active citizens;
- (m) to monitor the Council's provision for looked after children;
- (n) to oversee the provision of work placements and apprenticeships for looked after children by the City Council;
- (o) to identify best practice in other Councils, and to import these ideas as appropriate.

The Board is accountable to the Executive Board, has 9 members (politically balanced, to include the Portfolio Holder for Children's Services (Chair) and the Leader or Deputy Leader), and usually has 6 meetings per annum.

Date of first meeting

1st June 2015 at 2:30pm

HEALTH AND SCRUTINY COMMITTEE (8) (8:0)

Membership

Labour Group

Councillor Corral Jenkins
Councillor Neghat Khan
Councillor Ginny Klein (Chair)
Councillor Dave Liversidge
Councillor Brian Parbutt
Councillor Anne Peach
Councillor Chris Tansley
Councillor Ilyas Aziz

Substitutes

Councillor Toby Neal

Terms of Reference

- (a) To set and manage its work programme to fulfil the overview and scrutiny roles and responsibilities in relation to health and social care matters, including, for matters within its remit, the ability to:
 - i. hold local decision-makers, including the Council's Executive, to account for their decisions, action and performance;
 - ii. review policy and contribute to the development of new policy and the strategy of the Council and other local decision-makers where it impacts on Nottingham residents;
 - iii. explore any matters affecting Nottingham and/ or its residents;
 - iv. make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive;
- (b) To exercise the Council's statutory role in scrutinising health services for the City in accordance with National Health Service Act 2006 as amended and associated regulations and guidance;
- (c) To engage with and respond to formal and informal consultations from local health service commissioners and providers;
- (d) To scrutinise the commissioning and delivery of local health and social care services to ensure reduced health inequalities, access to services and the best outcomes for citizens;
- (e) To hold the Health and Wellbeing Board to account for its work to improve the health and wellbeing of the population of Nottingham City and to reduce health inequalities;
- (f) To work with, and consider referrals from the Overview and Scrutiny Committee, to support effective delivery of a co-ordinated overview and scrutiny work programme;
- (g) To respond to referrals from, and make referrals to, Healthwatch Nottingham as appropriate;

- (h) In consultation with the Chair of Overview and Scrutiny, to commission time-limited review panels (no more than 1 major review at any one time) to carry out a review of a matter within its remit. This commissioning includes setting the remit, initial timescale and size of membership to meet the needs of the review being undertaken. Review Panels will be chaired by the Chair of the Health Scrutiny Panel;
- (i) To monitor the effectiveness of its work programme and the impact of outcomes from its scrutiny activity;
- (j) To appoint a lead health scrutiny councillor for the purposes of liaising with stakeholders on behalf of the health scrutiny function, including the Health and Wellbeing Board, Healthwatch Nottingham and the Portfolio Holder with responsibility for health and social care issues;
- (k) To co-opt people from outside the Council to sit on the Panel or any review panels it commissions as relevant to support effective delivery of the overview and scrutiny work programme.

Membership

The Health Scrutiny Committee comprises 10 members.

The Health Scrutiny Committee can also choose to appoint co-opted members to sit on the Committee, in accordance with agreed arrangements governing overview and scrutiny co-option.

Chairing

The Chair will be a member of the pool of 5 overview and scrutiny chairs. The Vice-Chair will be appointed at the first meeting of the Health Scrutiny Committee from the membership of the Committee.

Date of first meeting

27th May 2015 at 10am

LICENSING COMMITTEE (15) (15:0)

Membership

Labour Group

Councillor Liaqat Ali
Councillor Brian Grocock (C)
Councillor Rosemary Healy
Councillor Mohammed Ibrahim
Councillor Corral Jenkins
Councillor Sue Johnson
Councillor Gul Khan
Councillor Dave Liversidge
Councillor Carole McCulloch
Councillor Toby Neal
Councillor Alex Norris
Councillor David Smith
Councillor Wendy Smith
Councillor Michael Wildgust
Councillor Linda Woodings

Substitutes

Councillor Azad Choudhry
Councillor Sally Longford

Terms of Reference

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

The Committee is accountable to Council (as Licensing Authority), has between 10 and 15 members (not politically balanced) and meets as and when required.

The Licensing Committee has established a Special Licensing Panel (to consider complex or contentious licensing applications and reviews of licences) and a number of "ordinary" Licensing Panels to deal with all other contested applications except:

- where representations are received relating to 'cumulative impact'. Cumulative impact other than in a designated Saturation Zone;
- any contested application which a Panel feels should be referred to the main Committee.

Licensing Panels

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

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

Special Licensing Panels:

- (a) Comprises the three Chairs of the Licensing Panels, with the ability to use one non-Chair substitute to be drawn from the membership of the full Committee;
- (b) meets as required to determine complex or contentious licensing applications and to determine reviews of licences in accordance with the allocation procedure agreed by the Licensing Committee.

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

Licensing Decision Making – List of Delegated Functions

The Authority, in the majority of cases, follows the table of delegated functions set out below. However, in circumstances where it seems appropriate to the Authority, any particular matter may be dealt with otherwise than is indicated in this table whilst having due regard to statutory requirements. For example, an officer may choose not to exercise their delegated power and refer the matter to the Panel or the Panel itself may choose to refer the matter to the Full Committee.

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
<u>Licensing Act 2003</u>			
Application for personal licence with unspent convictions		All cases where there is a police objection	No objection made
Application for premises licence/club premises certificate	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
Application for provisional statement	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
Application to vary premises licence/club premises certificate (<i>other than an application for a Minor Variation</i>)	Representation relating to Cumulative Impact other than in a designated saturation zone	Representation made	No representation made
<i>Application for Minor variation</i>			All cases
Application to vary designated premises supervisor		Police representation made	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		Police representation made	All other cases
Application for interim authority		Police representation made	All other cases
Application to review premises licence/club premises certificate (including summary reviews)		All cases	
Decision on whether a complaint or objection is irrelevant, repetitious, frivolous, vexatious, etc			All cases
Decision to object where Local Authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police representation to a		All cases	

Matter to be dealt with	Full Licensing Committee	Licensing Panel	Officer Decision*
temporary event notice			
<u>Gambling Act 2005</u>			
Application for premises licence including applications for reinstatement under S195 Gambling Act		<ol style="list-style-type: none"> 1. Representation made and not withdrawn (S154 (4)(a)) and/or 2. Where the Licensing Authority considers that a condition should be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b) 	All other cases
Application to vary premises licence		<ol style="list-style-type: none"> 1. Representation made and not withdrawn (S154 (4)(b)) and/or 2. Where the Licensing Authority considers that a condition should be added to the licence under S169 (1)(a) or a default condition should be excluded under S169(1)(b) 	All other cases
Application for transfer of premises licence		Representation made and not withdrawn (S154(4)(c))	All other cases
Application for provisional statement		<ol style="list-style-type: none"> 1. Representation made and not withdrawn (S154 (4)(d)) and/or 2. Where the Licensing 	All other cases

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

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

*These powers are delegated to the Licensing Officer/Manager, the Senior Licensing Officers, the Head of Licensing, Permits and Regulation, Director for Community Protection and Corporate Director for Community Services.

Date of first meeting

18th May 2015 at the rising of full Council

OVERVIEW AND SCRUTINY COMMITTEE (16) (13:1:2)

Membership

Labour Group

Councillor Leslie Ayoola
Councillor Azad Choudhry
Councillor Josh Cook
Councillor Pat Ferguson
Councillor Mohammed Ibrahim
Councillor Corral Jenkins
Councillor Glyn Jenkins
Councillor Gul Khan
Councillor Neghat Khan
Councillor Ginny Klein
Councillor Patience Ifediora
Councillor Brian Parbutt (C)
Councillor Anne Peach

Conservative Group

Councillor Georgina Culley

Substitutes

Councillor Jim Armstrong
Councillor Andrew Rule

Substitutes

Councillor Carole Jones

Councillor Sally Longford
Councillor Toby Neal
Co-opted independent members

Beverley Frost (Third Sector Advocate)
Vacancy

Terms of Reference

- (a) To set, manage and co-ordinate the overview and scrutiny work programme to ensure all statutory roles and responsibilities accorded to the overview and scrutiny function, with the exception of health scrutiny, are fulfilled, including the ability to:
 - i. hold local decision-makers, including the Council's Executive, to account for their decisions, action and performance;
 - ii. review policy and contribute to the development of new policy and the strategy of the Council and other local decision-makers where it impacts on Nottingham residents;
 - iii. explore any matters affecting Nottingham and/ or its residents;
 - iv. make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive;
- (b) to maintain an overview of key strategic issues relevant to Nottingham and its residents to inform decisions about the work programme so that it is focused on, and adds value by the examination of, issues of local importance and concern;
- (c) to commission time-limited review panels (no more than 3 major reviews at any one time) to carry out an individual review in accordance with the overview and scrutiny work programme. This commissioning includes setting the remit, initial timescale, size of membership and chair of the panel to meet the needs of the review being undertaken;
- (d) to monitor the effectiveness of the overview and scrutiny work programme and the impact of outcomes from overview and scrutiny activity, including the outcomes of review panels;
- (e) to work with the Health Scrutiny Panel, to support effective delivery of a co-ordinated overview and scrutiny work programme. This may include making referrals of issues for potential scrutiny to the Health Scrutiny Panel;
- (f) to establish a sub-committee known as the Call-In Panel to meet as required to consider call-in requests in accordance with the Council's Call-In Procedure;
- (g) to consider requests for councillor calls for action;

- (h) to receive petitions in accordance with the Council's Petitions Scheme;
- (i) to commission separate policy briefings to inform councillors about current key issues relevant to Nottingham, to aid decisions about the future overview and scrutiny work programme and prepare councillors to undertake overview and scrutiny work that has already been commissioned;
- (j) to co-opt people from outside the Council to sit on any of the overview and scrutiny bodies as relevant to support effective delivery of the overview and scrutiny work programme;
- (k) to establish a pool of no more than 5 scrutiny chairs (the membership of which will include the Chair of the Overview and Scrutiny Committee) who will chair scrutiny review panels and/ or the Call-in Panel as required by the Overview and Scrutiny Committee.

The Committee has 16 members, which includes two individuals co-opted (with voting rights) from outside the Council. Membership must not include members of the Executive Board.

The Committee has a number of established sub-committees:

- Call-in Panel;
- Scrutiny Review Panels which are assigned specific time-limited reviews (number appointed by the Overview and Scrutiny Committee dependent on available resources).

Scheme of voting rights for co-opted members of the Overview and Scrutiny Committee

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

1. The Scheme

1.1 The Council would like to draw on the experience and knowledge of people within Nottingham when undertaking its scrutiny function. While there will be occasions where non-voting co-opted members will add value to the scrutiny process, there are benefits to giving the co-opted members voting rights, including:

- giving a more active voice on behalf of the public in scrutiny;
- improving the quality of decision making by including broader based views;
- giving co-opted members the same status as the rest of Committee and therefore encouraging an equal sense of ownership and involvement;

- promoting a partnership approach to scrutiny
- 1.2 This Scheme enables the Overview and Scrutiny Committee to give voting rights to non-statutory co-opted members of an overview and scrutiny committee/ panel, if it so wishes. It does not mean that all non-statutory co-opted members will automatically be given voting rights.
 - 2 Appointments
 - 2.1 The Overview and Scrutiny Committee will agree the process for selecting and appointing the non-statutory co-opted members.
 - 3 When a Co-optee may vote
 - 3.1 Where co-optees have been appointed by the Overview and Scrutiny Committee as voting co-optees they may exercise a vote in considering items of business on agendas for the overview and scrutiny committee/panel to which they have been appointed.
 - 4 General Principles
 - 4.1 This Scheme and arrangements made in accordance with its terms shall be subject to review by Council, including upon recommendation from the Overview and Scrutiny Committee.
 - 4.2 Co-opted members will be subject to the Members' Code of Conduct and must sign a declaration of office and complete a Register entry of any relevant interests.
 - 4.3 Co-opted members will be entitled to allowances to assist with expenses in accordance with the Council's Members' Allowances Scheme.

Date of first meeting

18th May at rising of full Council

PLANNING COMMITTEE (16) (15:1)

Membership

Labour Group

Councillor Cat Arnold
Councillor Graham Chapman
Councillor Azad Choudhry
Councillor Alan Clark
Councillor Chris Gibson (C)
Councillor Mike Edwards
Councillor Rosemary Healy
Councillor Gul Khan
Councillor Sally Longford
Councillor Toby Neal
Councillor Brian Parbutt
Councillor Wendy Smith
Councillor Malcolm Wood
Councillor Linda Woodings
Councillor Steve Young

Conservative Group

Councillor Jim Armstrong

Substitutes

Councillor Georgina Culley
Councillor Andrew Rule

Substitutes

Councillor Patience Ifediora
Councillor Jane Urquhart

Terms of Reference

- (a) All functions of the Council as a Local Planning Authority, except for matters reserved to or falling solely within the remit of Full Council or Executive Board. e.g. as The Development Plan forms part of the Council's policy framework the Executive Board is responsible for formulating the Development Plan, for approval by full Council, and in doing so will consult the Planning Committee.
- (b) to exercise the functions of the Council relating to the regulation of the use of highways, street works and rights of way as set out in Schedule 1 of the Functions Regulations (including all powers of enforcement).
- (c) To exercise the functions of the Council in relation to the registration of town and village greens and common land except where the power is exercisable solely for the purpose of giving effect to:
 - (i) an exchange of lands effected by an order under either section 19(3) of or paragraph 6(4) of Schedule 3 to the Acquisition of Land Act 1981; or
 - (ii) an order under section 147 of the Inclosure Act 1845.

The Planning Committee is accountable to Council, has 15 members (politically balanced) and usually has 12 meetings per annum. Whilst a number of

delegations to Officers exist the following matters must be referred to the Committee:-

- (i) No application can be determined by officers where the decisions would
- result in the granting of planning permission that would be a significant departure from the adopted Development Plan; or
 - Result in the approval of an application for a similar scheme, on the same site, that has been previously refused by the Committee; or
 - Directly conflict with the recommendation of any external statutory consultee unless those concerns will be overcome by condition or planning obligation.

(ii) Any application which gives rise to complex or sensitive issues should be referred to committee for determination. For the purposes of this section, 'complex or sensitive' includes:

- 1) An application that has generated significant public interest that is contrary to the officer recommendation
- 2) A major application on a prominent site, where there are important land-use, design or heritage considerations
- 3) An application for the conversion of family housing to a house in multiple occupation (HMO) in an area where there is already a high concentration of HMOs and where the recommendation would conflict with adopted planning policies
- 4) An application in relation to which a Nottingham City Councillor has submitted a written request (giving valid planning reasons), within the statutory consultation period, for the application to be determined by Committee
- 5) Where an application has been submitted by a Nottingham City Councillor or on behalf of a Nottingham City Councillor
- 6) An application that is recommended for approval, but where any planning obligations are proposed to be waived, or are substantially less than typically required by adopted planning policies.

(iii) One or more ward councillors may address the Committee on Planning Applications within their ward, which are to be considered by the Committee, subject to prior arrangement with the Committee Chair. They will not be allowed to take part in any debate on that application. The Chair can decide on how long ward councillors can speak for (usually 5 minutes). If the ward councillor is a member of the Planning Committee, s/he must leave the room immediately after speaking and before any debate on the application. S/he cannot take part in any consideration of that application at this or any future Planning Committee meetings.

Date of first meeting

May 27th 2015 at 2:30pm

REGULATORY AND APPEALS COMMITTEE (13) (12:1)

Membership

Labour Group

Councillor Liaqat Ali
Councillor Brian Grocock (C)
Councillor Rosemary Healy
Councillor Mohammed Ibrahim
Councillor Glyn Jenkins
Councillor Sue Johnson
Councillor Gul Khan
Councillor Carole McCulloch
Councillor David Smith
Councillor Wendy Smith
Councillor Michael Wildgust
Councillor Linda Woodings

Conservative Group

Councillor Andrew Rule

Substitutes

Councillor Jim Armstrong
Councillor Georgina Culley

Substitutes

Councillor Nick McDonald
Councillor Toby Neal

Terms of Reference

- (a) To deal with applications for local licences and registrations of various kinds including:
 - (i) Those licensing and registration functions and functions relating to health and safety at work which are contained in Schedule 1 of the Functions Regulations and are listed below under I, II and III:
 - (ii) the Nottinghamshire County Council Act 1985
 - (iii) regulation, under the Nottingham City Council Act 2003, of occasional sales and dealers in second-hand goods
 - (iv) but excluding matters which are statutorily the responsibility of the Licensing Committee.
- (b) To deal with all powers relating to smoke free premises listed in paragraph F of Schedule 1 of the Functions Regulations.

- (c) To provide individual case panels selected by the Corporate Director for Resources and Chief Finance Officer from a wider group of Regulatory and Appeals Committee members to constitute an Appeals Panel to hear and determine:
 - (i) appeals relating to housing rents and homelessness;
 - (ii) appeals relating to the refusal / revocation of registration under the Council's Control Scheme for Houses in Multiple Occupation;
 - (iii) day care and childminding representations;
 - (iv) access to personal files appeals;
 - (v) representations under the Data Protection Act 1998;
 - (vi) Approved Premises (Marriages) Appeals;
 - (vii) statutory complaints concerning education matters.
- (d) To exercise all powers and duties conferred on Nottingham City Council by the Nottingham City Council Act 2013.
- (e) Unless specifically catered for elsewhere, the adoption or approval of any plan or strategy relating to the Licensing and Regulatory functions listed in Part B of Schedule 1 of the Functions Regulations 2000

The Committee is accountable to Council, has 13 members (politically balanced), and meets as and when required.

I. Licensing and Registration Functions

- 1 Power to issue licences authorising the use of land as a caravan site ("site licences")
- 2 Power to license the use of moveable dwellings and camping sites
- 3 Power to license hackney carriages and private hire vehicles
- 4 Power to license drivers of hackney carriages and private hire vehicles
- 5 Power to license operators of hackney carriages and private hire vehicles
- 6 Power to register pool promoters
- 7 Power to grant track betting licences
- 8 Power to license inter-track betting schemes
- 9 Power to grant permits in respect of premises with amusement machines
- 10 Power to register societies wishing to promote lotteries
- 11 Power to grant permits in respect of premises where amusements with prizes are provided
- 12 Power to license sex shops and sex cinemas, and sexual entertainment venues
- 13 Power to license performances of hypnotism
- 14 Power to license premises for acupuncture, tattooing, ear-piercing and electrolysis
- 15 Power to license pleasure boats and pleasure vessels
- 16 Power to license market and street trading

- 17 Duty to keep list of persons entitled to sell non-medicinal poisons
- 18 Power to license dealers on game and the killing and selling of game
- 19 Power to register and license premises for the preparation of food
- 20 Power to license scrap yards
- 21 Power to issue, amend or replace safety certificates (whether general or special) for sports grounds
- 22 Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds
- 23 Power to license premises for the breeding of dogs
- 24 Power to license pets shops and other establishments where animals are bred or kept for the purposes of carrying on a business
- 25 Power to register animal trainers and exhibitors
- 26 Power to license zoos
- 27 Power to license dangerous wild animals
- 28 Power to license knackers' yards
- 29 Power to license the employment of children
- 30 Power to approve premises for the solemnisation of marriages and civil partnerships
- 33 Power to license persons to collect for charitable and other causes
- 34 Power to grant consent for the operation of a loudspeaker
- 35 Power to license agencies for the supply of nurses
- 36 Power to issue licences for the movement of pigs
- 37 Power to license the sale of pigs
- 38 Power to license collecting centres for the movement of pigs
- 39 Power to issue a licence to move cattle from a market
- 40 Power to sanction use of parts of buildings for storage of celluloid
- 41 Power to approve meat product premises
- 42 Power to approve premises for the production of minced meat or meat preparations
- 43 Power to approve dairy establishments
- 44 Power to approve egg product establishments
- 45 Power to issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods
- 46 Power to approve fish products premises
- 47 Power to approve dispatch of purification centres
- 48 Power to register fishing vessels on board which shrimps or molluscs are cooked
- 49 Power to approve factory vessels and fishery product establishments
- 50 Power to register auction and wholesale markets
- 51 Duty to keep register of food business premises
- 52 Power to register food business premises
- 54 Power to register motor salvage operators

II. Functions relating to health and safety at work

- 1 Functions under any of the "relevant statutory provisions" within the meaning of Part I (health, safety and welfare in connections with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer

III Conditions etc. and Enforcement

- 1 The functions of imposing any conditions, limitation or other restriction on any approval, consent, licence, permission or registration granted in the exercise of any of the above functions and determining any other terms to which any such approval, consent, licence, permission or registration is subject
- 2 The function of determining whether, and in what manner, to enforce:
 - (a) any contravention or failure to comply with an approval, consent, licence, permission or registration granted as mentioned above; or
 - (b) any failure to comply with a condition, limitation or term to which any such approval, consent, licence, permission or registration is subject
- 3 The function of:
 - (a) amending, modifying or varying any such approval, consent, licence, permissions or registration as is mentioned above, or any conditions, limitation or term to which it is subject; or
 - (b) revoking any such approval, consent, licence, permission or registration
- 4 The function of determining:
 - (a) whether a charge should be made for any approval, consent, licence, permit or registration as is mentioned above; and
 - (b) where a charge is made for any such approval, consent, licence, permit or registration, the amount of the charge
- 5 The power to enforce byelaws.

Date of first meeting

As and when required.

STANDARDS COMMITTEE (8) (7:1)

Membership

Labour Group

Councillor Jon Collins
Councillor Graham Chapman
Councillor Nicola Heaton
Councillor Sally Longford
Councillor Carole McCulloch
Councillor Chris Tansley
Councillor Jane Urquhart

Conservative Group

Councillor Georgina Culley

Terms of Reference

- (a) To promote and maintain high standards of conduct by councillors and co-opted members;
- (b) to advise the Council on the adoption or revisions of its Code of Conduct, to monitor its operation and to assist councillors and co-opted members in observing it;

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

The Committee is accountable to Council and comprises 8 City Councillors.

The Committee meets as and when required.

Date of first meeting

Committee meets as and when required.

TRUSTS AND CHARITIES COMMITTEE (9) (8:1)

Membership

Labour Group

Councillor Liaqat Ali
Councillor John Hartshorne (C)
Councillor Patience Ifediora
Councillor Glyn Jenkins
Councillor Carole Jones
Councillor Anne Peach
Councillor Dave Smith
Councillor Steve Young

Conservative Group

Councillor Andrew Rule

Substitutes

Councillor Jim Armstrong
Councillor Georgina Culley

Substitutes

Councillor Mohammed Ibrahim
Councillor David Mellen
Councillor Alex Norris
Councillor Sam Webster

Terms of Reference

- (a) To exercise the administrative powers and duties of Full Council in relation to all trusts for which the Council is sole trustee;
- (b) to exercise the administrative powers of the "Council as Trustee" in accordance with the relevant governing documents of each trust and Charity Commission Scheme(s);
- (c) upon receipt from colleagues, to administer and approve annual reports and accounts;
- (d) approve Charity Commission returns and all other regulatory documents;
- (e) respond to enquiries from Auditors or Independent Examiners;
- (f) inquire of and respond to the Charity Commission and any other regulatory bodies;
- (g) to approve expenditure for urgent or necessary works, repairs or other actions, up to the value of the maximum threshold for an Officer Decision, by the Chair and Vice-Chair, in consultation with an Opposition Councillor, with such approvals reported to the next meeting of the Trusts and Charities Committee.
- (h) day to day management of any City Trust or Charity with assistance from the Director for Strategic Finance, Director for Legal and Democratic Services and/or Director for Strategic Asset and Property Management and/or other relevant colleagues, as appropriate;

- (i) to act as manager for the Trusts and Charities, and be authorised to take all necessary administrative decisions;
- (j) to compile and maintain a comprehensive and up to date list of all City Trusts and Charities;
- (k) to take any other action deemed appropriate or necessary to ensure the proper management and administration of all City Trusts and Charities.

The Trusts and Charities Committee is accountable to Council, has 9 members (politically balanced) and normally has 6 meetings per annum.

Date of first meeting

June 12th 2015 at 2pm

AREA COMMITTEES

Area Committees can exercise both executive and non-executive functions delegated to them by the Executive and Full Council accordingly and are also constituted as a consultative body in relation to the provision of housing services by Nottingham City Homes (NCH). The terms of reference of Area Committees 1 to 8 are set out below:

To approve, ensure the delivery of and monitor ward action plans and other relevant area plans (including those related to NCH services);

to lead and co-ordinate regeneration and renewal activity at an area level;

to undertake and co-ordinate consultation within their areas;

to be consulted on, approve and monitor delivery of the area capital programme and other area based budgets;

Within budgetary limits, to be empowered to undertake any measures to achieve the following objectives:

- (i) the promotion or improvement of the economic wellbeing of their area;
- (ii) the promotion of improvement or improvement of the social wellbeing of their area;
- (iii) the promotion or improvement of the environmental wellbeing of their area;

to agree priorities, work programmes, and variations in performance standards, including through Transforming Neighbourhoods processes, for services such as, but not limited to:

- (i) footpath replacement;
- (ii) street lighting;
- (iii) patch maintenance;
- (iv) grounds maintenance on community parks and playgrounds (excluding heritage sites and Bulwell Hall and Bulwell Forest Golf Courses);

in respect of services in the local area, and if urgent, via a panel of the Chair, Vice-Chair, an opposition Councillor (if there is one) and a community representative, to approve

- (i) housing environmental improvements;
- (ii) highway environmental improvements of a local nature;
- (iii) minor traffic schemes, diversions and closures under highways and road traffic legislation, of a local nature;
- (iv) applications for footpath closures on grounds of amenity or development;
- (v) requests for the making, variation or revocation of gating orders;

and to be consulted on proposals for the following services in relation to the local area:

- (vi) strategic planning applications;
- (vii) schools re-organisation;
- (viii) detailed proposals for landscaping, open space provisions, park equipment provision, affordable housing and other local enhancements relating to agreements under Section 106 of the Town and Country Planning Act 1990 and section 278 of the Highways Act 1980;

To be part of the process for monitoring and scrutinising the performance of local Services (provided by the Council and other bodies) and provide feedback and recommendations on their effectiveness to the Executive Board, Overview and Scrutiny Committee and Tenant and Leaseholder Congress to include:

- (i) refuse collection;
- (ii) housing – void properties;
- (iii) community safety;
- (iv) voluntary sector grants – a half yearly report;

to contribute to Best Value Reviews;

To advise the Executive Board, the Overview and Scrutiny Committee and the Tenant and Leaseholder Congress on local needs and priorities and on the impact of Council and NCH policy on their areas;

To input local needs and priorities, identified through area working, to the preparation of Nottingham City Council budgets, NCH area based budgets and each organisation's policies and strategies;

to prepare, implement and review local projects in consultation with local communities and secure funding from appropriate sources;

to be consulted on and contribute to the development of housing policies and strategies both local and city wide;

to build partnerships between other public, private, voluntary and community organisations, local residents' and tenants' associations;

to suggest and/or approve proposals of local significance to rationalise the City Council's operational property holdings and to be consulted on any proposals to dispose of operational property holdings in their area of more than local significance; a proportion of capital receipts to be retained in accordance with a scheme to be determined by the Executive Board;

to allocate grants in amounts not exceeding £25,000 to community or voluntary organisations for the purposes of benefit to the area covered by the Committee, within a framework to be approved and reviewed from time to time by the Executive Board;

to make appointments to outside bodies (where the body relates to the area concerned) as specified by the Executive Board;

to approve any further matters delegated from time to time by Council or the Executive Board.

Area Committees are accountable to Council and the Executive Board and there are usually 4 meetings per annum for each Area Committee.

Formal membership comprises, for each Area Committee, the Councillors who represent the wards within the area of that Committee. Substitutes are not permitted.

By provisions contained in regulation 16A of the Local Government (Committees and Political Groups) Regulations 1990, Area Committees need not reflect the political balance of the Council as a whole where the Councillors on those committees were elected for wards wholly or partly within the area concerned. A Councillor on the Executive Board may serve on the Area Committee appropriate to their ward. Co-options to the committees may be made.

Where there is an equality of party representation on an Area Committee, the Chair is appointed by Council, Area Committees themselves appointing the Chair in all other circumstances

Community representatives are also appointed to each committee in accordance with a process agreed by the Executive Board on 20 July 2010. Community representatives will include, on each area committee, one person (who must be an NCH tenant) to represent NCH tenants and leaseholders. There will be a regular standing item on the agenda for each area committee for NCH officers and representatives to raise specific NCH issues within the Committee's terms of reference.

Area One	Bulwell and Bulwell Forest	North Locality
Area Two	Basford and Bestwood	North Locality
Area Three (known as West Area)	Aspley, Bilborough and Leen Valley	North Locality
Area Four	Arboretum, Dunkirk and Lenton, Radford and Park	Central Locality
Area Five	Berridge and Sherwood	Central Locality
Area Six	Mapperley and St Anns and Dales	South Locality
Area Seven	Wollaton West and Wollaton East and Lenton Abbey	Central Locality
Area Eight	Bridge, Clifton North and Clifton South	South Locality

Membership (no substitutes allowed)

Councillors representing the wards within the area of each Committee:

Bulwell and Bulwell Forest - Area 1

Councillor Eunice Campbell
Councillor Alan Clark
Councillor John Hartshorne
Councillor Ginny Klein
Councillor Nick McDonald
Councillor Jackie Morris

Date of first meeting

17th June 2015 at 5:30pm

Basford and Bestwood - Area 2

Councillor Cat Arnold
Councillor Brian Grocock
Councillor Alex Norris
Councillor David Smith
Councillor Michael Wildgust
Councillor Linda Woodings

Date of first meeting

24th June 2015 at 4:30pm

West Area (Aspley, Bilborough and Leen Valley) – Area 3

Councillor Graham Chapman
Councillor Patience Ifediora
Councillor Glyn Jenkins
Councillor Carole McCulloch
Councillor Mohammed Saghir
Councillor Wendy Smith
Councillor Marcia Watson
Councillor Malcolm Wood

Date of first meeting

June 17th 2015 at 5:30pm

Arboretum, Dunkirk and Lenton, Radford and Park – Area 4

Councillor Liaqat Ali
Councillor Ilyas Aziz
Councillor Merlita Bryan
Councillor Azad Choudhry
Councillor Sarah Piper
Councillor Anne Peach
Councillor David Trimble

Date of first meeting

June 17th 2015 at 5:30pm

Berridge and Sherwood - Area 5

Councillor Alex Ball
Councillor Mohammed Ibrahim
Councillor Carole Jones
Councillor Toby Neal
Councillor Brian Parbutt
Councillor Jane Urquhart

Date of first meeting

18th June 2015 at 6pm

Mapperley and St Anns and Dales – Area 6

Councillor Leslie Ayoola
Councillor Jon Collins
Councillor Rosemary Healy
Councillor Sue Johnson
Councillor Gul Khan
Councillor Neghat Khan
Councillor Dave Liversidge
Councillor David Mellen
Councillor Chris Tansley

Date of first meeting

23rd June 2015 at 7pm

Wollaton West and Wollaton East and Lenton Abbey - Area 7

Councillor Jim Armstrong
Councillor Steve Battlemuch
Councillor Georgina Culley
Councillor Sally Longford
Councillor Sam Webster

Date of first meeting

June 22nd 2015 at 5pm

Bridge, Clifton North and South – Area 8

Councillor Joshua Cook
Councillor Michael Edwards
Councillor Pat Ferguson
Councillor Chris Gibson
Councillor Nicola Heaton
Councillor Corral Jenkins
Councillor Andrew Rule
Councillor Steve Young

Date of first meeting

June 24th at 7pm

JOINT BODIES

**GREATER NOTTINGHAM LIGHT RAPID TRANSIT ADVISORY COMMITTEE (5)
(5:0)**

Membership

Labour Group (City Membership)

Councillor Alex Ball
Councillor Josh Cook
Councillor Corral Jenkins
Councillor Sarah Piper
Councillor Steve Young

Substitute

Councillor Rosemary Healy
Councillor Toby Neal

Terms of Reference

The Committee advises on issues relating to the operation of the Nottingham Express Transit system.

The Committee is accountable to Council and usually has 4 meetings per annum.

The membership comprises 5 City Councillors, 5 County Councillors and the following independent representatives:

- PEDALS
- Nottinghamshire Chamber of Commerce and Industry
- Midlands Rail Passenger Committee
- Nottingham Trent University
- Nottinghamshire Transport 2000
- Nottingham Transport Partnership

Date of first meeting

23rd June 2015 at 2pm

HEALTH AND WELLBEING BOARD (4) (4:0)

Membership

Labour Group

Councillor Steve Battlemuch
Councillor Alex Norris (C)
Councillor Sally Longford
Councillor David Mellen

Terms of Reference

The Nottingham City Health and Wellbeing Board will lead and advise on work to improve the health and wellbeing of the population of Nottingham City and specifically to reduce health inequalities. It will support the development of improved and joined up health and social care services. In support of these aims the role of the Board is:

- (a) to identify health and wellbeing needs and inequalities, and agree priorities across the city;
- (b) to encourage commissioners of health and social care services to work in an integrated manner and, where appropriate, work closely with each other, commissioners of health-related services and the Health and Wellbeing Board;
- (c) to oversee, where appropriate, the use of relevant public sector resources across a wide spectrum of services and interventions to ensure outcomes from health care, social care and public health interventions;
- (d) to prepare and publish a Joint Health and Wellbeing Strategy, supported by all stakeholders, for approval by the Council's Executive, and the NHS Nottingham City Clinical Commissioning Group to provide a strategic framework for commissioning of health care, social care and public health to meet the needs (identified in a Joint Strategic Needs Assessment) and to identify local priorities for health improvement in Nottingham City;
- (e) to publish and refresh the Joint Strategic Needs Assessment (JSNA), including the Pharmaceutical Needs Assessment, so that future commissioning and policy decisions and priorities are based on evidence;
- (f) to oversee joint commissioning and joined up provision for citizens, patients, social care service users and carers, including social care, public health and NHS services with aspects of the wider local authority agenda that also impact on health and wellbeing, such as housing, education and the environment;
- (g) to consider local commissioning plans to ensure that they are in line with the Joint Health and Wellbeing Strategy;
- (h) to promote public involvement in the development of the JSNA and the Joint Health

and Wellbeing Strategy;

- (i) to consider the NHS Nottingham City Clinical Commissioning Group's commissioning plans to ensure they are in line with the Joint Health and Wellbeing Strategy and to provide an opinion for publication;
- (j) to liaise with the NHS Commissioning Board as necessary on the NHS Nottingham City Clinical Commissioning Group's annual assessment;
- (k) to be one of the theme partnerships within the One Nottingham partnership family, lead on the Nottingham Plan to 2020 strategic priority Healthy Nottingham - for the improvement of health and wellbeing in Nottingham City and to appoint a representative to the One Nottingham Board;
- (l) to be responsible for specific targets within the Nottingham Plan to 2020 relating to Health and Wellbeing and to be the monitoring and reporting route for those areas within the Nottingham Plan that fall within the remit of the Health and Wellbeing Board;
- (m) to receive 6 monthly updates from the appropriate lead organisation on progress towards Joint Health and Wellbeing Strategy priorities;
- (n) to receive updates from the Children's Partnership Board and the Crime and Drugs Partnership on the delivery of those aspects of the Nottingham Plan to 2020, the Joint Health and Wellbeing Strategy, the Children and Young People's Plan and other priorities relevant to the Health and Wellbeing Board for which they are accountable;
- (o) to receive reports from members of the Board and/ or relevant partners on matters of interest to the Board, as set out in the Board's Ways of Working document;
- (p) to make funding decisions, including key decisions, relating to the Better Care Fund and Domestic Violence pooled budgets;
- (q) to make funding decisions, including key decisions, relating to Priority Families' schemes;
- (r) to establish any sub-committees that the Health and Wellbeing Board considers appropriate, to carry out any functions of the Health and Wellbeing Board delegated to it by the Board, setting terms of reference, membership and timescales as necessary;
- (s) to delegate any of its functions that the Health and Wellbeing Board considers appropriate to an officer, ensuring that this is reflected in the Council's scheme of delegation as necessary;
- (t) to establish time limited task and finish groups to carry out work on behalf of the Board.

In the interests of public accountability and transparency the Board is subject to overview

and scrutiny by the Council's existing structures for the statutory scrutiny of local authority and health functions. All Board partner organisations agree to provide the relevant overview and scrutiny committee of the City Council with such information about the planning, provision and operation of services within their area as the committee may reasonably require to discharge its scrutiny functions. Partners will not, however, be required to give:

- Confidential information which relates to and identifies an individual unless the information is disclosed in a form ensuring that individuals' identities cannot be ascertained, or an individual consents to disclosure;
- Any information, the disclosure of which is prohibited by or under any enactment;
- Any information, the disclosure of which would breach commercial confidentiality.

Board members agree that their representatives will attend and answer such questions as appear to the committee to be necessary for discharging its functions. The committee will give the members concerned reasonable notice of the intended date of his / her appearance.

Membership

Voting Members:

City Council Portfolio Holder for Adults, Health and Community Sector

City Council Portfolio Holder for Early Intervention and Early Years

Two further City Councillors

Three representatives from the NHS Nottingham City Clinical Commissioning Group's Board

Chief Operating Officer of the NHS Nottingham City Clinical Commissioning Group

City Council Corporate Director of Children and Adults (Director of Children's Services vote)

City Council Director of Adult Social Care (Director of Adult Social Services vote)

Director of Public Health

One representative of the Board of Healthwatch Nottingham

One representative from the NHS Commissioning Board

Non-voting Members:

Nottingham City Council Strategic Director for Early Intervention

City Council Director for Family Community Teams

One representative of Nottingham University Hospitals NHS Trust

One representative of Nottinghamshire Healthcare NHS Trust

One representative of Nottingham CityCare Partnership

One representative of Nottingham City Homes

One representative of the Nottingham Third Sector Health and Wellbeing Provider Forum

One representative of the Nottinghamshire Police (Nottingham City Division)

One representative of Nottingham Jobcentre Plus

One representative of Nottingham Crime and Drugs Partnership

- (a) It is the role of the HealthWatch representative to ensure that the diversity of the Nottingham City's patient, public and carer population is represented at meetings of

the Board.

- (b) It is the role of the Nottingham Third Sector Health and Wellbeing Provider Forum representative to represent and be accountable to all providers within this sector at meetings of the Board.
- (c) Political proportionality does not apply to membership of the Health and Wellbeing Board.
- (d) Substitutes for voting members are allowed for any of the voting members, providing that notice of substitution is given at least one hour in advance of a meeting date.
- (e) Substitutes for non-voting members are allowed, providing that they are empowered by the organisation they are representing to make decisions in line with the terms of reference of the Board and providing that notice of substitution is given at least one hour in advance of a meeting date.
- (f) All members of the Board are accountable to the organisation / sector which appointed them and employees of partner organisations are accountable to their respective employers. Each member has a responsibility and a role to play in the communication of the Board's business and progress through their respective organisation's mechanisms. They should be of sufficient seniority to represent the views of their organisation sector and to commit resources to the Board's business. It will be the responsibility of each partner agency to determine what those arrangements are.
- (g) The Board may, with agreement of Full Council, co-opt additional voting or non-voting members as relevant to support effective delivery of its responsibilities.

Chairing / Voting arrangements:

- (a) the Chair of the Board shall be appointed by the Executive Board and shall be one of the councillor members.
- (b) the Vice Chair of the Board shall be appointed by the Board and shall be one of the Clinical Commissioning Group members.
- (c) it is expected that most items will be agreed by consensus but, where this is not the case, then only those members listed as voting members may vote;
- (d) In Nottingham City Council, the statutory roles of Director of Children's Services and Director of Adult Social Services are held by the same post holder who will, therefore, have two votes.
- (e) the Chair of the Board shall have a second or casting vote;
- (f) voting on all issues shall be by show of hands, subject to any legal requirements;

With regard to meetings:

- (a) the Board shall meet every other month on a programme of meetings to be determined at the first full meeting of the Board each municipal year;
- (b) the Chair of the Board shall have the right to convene, in consultation with the Vice Chair, special meetings of the Board as appropriate;
- (c) all business of the Board shall be conducted in public in accordance with section 100A of the Local Government Act 1972 (as amended);
- (d) the quorum for meetings shall be three voting members and must include at least one councillor and one representative of the Clinical Commissioning Group;
- (e) the conduct of all members of the Board shall be governed by the Nottingham City Council Code of Conduct, in addition to any codes of conduct or professional standards of their respective organisations and/or profession; and members shall behave with courtesy and respect towards others and shall say nothing which might bring the Board into disrepute or disrupt the business of the Board, the City Council, or the NHS Nottingham City Clinical Commissioning Group.
- (f) Where a decision is required before the next Board meeting is convened, the Chair may act on recommendations of officers in consultation with the Vice Chair through the following process:
 - (i) circulation of details of the proposed decision to all Board members for consultation; and
 - (ii) there being clear reasons why the decision could not have waited until the next full Board meeting.

The decision will be recorded and reported to the next full Board meeting.

With regard to the agenda and reports:

- (a) the summons to attend a meeting of the Board and all reports referred to in the summons shall be sent to members of the Board at least five clear working days before the meeting concerned;
- (b) reports accompanying the agenda must be received by the Constitutional Services Officer two clear days prior to the despatch of the agenda summons.

Date of first meeting

27th May 2015 at 1:30pm

JOINT CITY AND COUNTY HEALTH SCRUTINY COMMITTEE (8) (8:0)

Membership

Labour Group

Councillor Merlita Bryan
Councillor Eunice Campbell
Councillor Corral Jenkins
Councillor Carole Jones
Councillor Ginny Klein (VC)
Councillor Brian Parbutt
Councillor Anne Peach
Councillor Chris Tansley

Substitutes

Councillor Ilyas Aziz
Councillor Rosemary Healy
Councillor Dave Liversidge
Councillor Toby Neal

Terms of Reference

- (a) To scrutinise health matters which impact on both the areas covered by Nottingham City Council and Nottinghamshire County Council, including the statutory health scrutiny role.
- (b) the Joint Committee is accountable to Council, has 8 City Councillors (who cannot be members of the Executive Board) and 8 County Councillors (also non-executive);
- (c) the Chair and Vice-Chair will be appointed in alternate years by each authority. The Vice-Chair will always be appointed by the authority not holding the Chair.

Meetings:

- (d) The Joint Committee will meet at least 2 times per year and usually has 11 meetings per year;
- (e) notice of meetings, circulation of papers, conduct of business at meetings and voting arrangements will follow the Standing Orders of the authority which holds the Chair, or such Standing Orders which may be approved by the parent authorities. Meetings will be open to citizens;
- (g) the secretariat of the Joint Committee will alternate annually between the two authorities with the Chair. The costs of operating the Joint Committee will be met by the Council providing the secretariat services.

Date of first meeting

16th June 2015 at 10:15am

JOINT COMMITTEE ON STRATEGIC PLANNING AND TRANSPORT (4) (4:0)

Membership

Labour Group (City Membership)

Councillor Alan Clark
Councillor Sally Longford
Councillor Toby Neal
Councillor Jane Urquhart (C)

Substitutes

Councillor Liaqat Ali
Councillor Alex Ball
Councillor Nick McDonald

Terms of Reference

In April 1998 Nottinghamshire County Council and Nottingham City Council established a Joint Committee between the two Authorities to advise on strategic planning and transport matters in Greater Nottingham.

The protocol agreed between the two Authorities on the establishment and operation of the Joint Committee (agreed February 2000) required a two yearly review, to ensure it remained relevant to the needs of the Joint Committee.

The terms of reference for the Joint Committee are:

- (a) the role of the Joint Committee is to advise the County Council and City Council on strategic planning and transport matters taking account of the best interests of the whole of Greater Nottingham;
- (b) the Joint Committee will be responsible for providing advice on regional, sub-regional and strategic planning and on transport matters including the following:
 - (i) preparation, review, modification and monitoring of strategic planning advice to the Regional Planning Body;
 - (ii) conformity of Local Development Documents, as agreed with the Regional Planning Body, and strategic planning and transport comments on Draft Development Plans prepared by other Local Planning Authorities;
 - (iii) the implementation of the Greater Nottingham elements of the 3 Cities and

3 Counties Growth point, including the preparing of bids for funding, agreeing programmes for implementation and keeping the implementation of the Growth Point under review;

- (iv) co-ordination of policies and management for minerals and waste matters, including joint Local Development Documents;
 - (v) Greater Nottingham Local Transport Plan;
 - (vi) strategic issues arising from the management of the Traffic Control Centre;
 - (vii) strategic issues arising from Public Transport operations, including Bus Quality Partnerships and the development of the Nottingham Express Transit;
 - (viii) Greater Nottingham Rail Development Plan;
 - (ix) Regional Spatial Strategies, relevant sub-regional studies, Regional Transport Strategy, the Integrated Regional Strategy and any other regional/sub-regional consultation/ consultant studies insofar as the impact upon Greater Nottingham;
 - (x) strategic issues arising from the District Council air quality review and assessment;
- (c) to assist the Joint Committee in carrying out the responsibilities in (b) above, they shall be entitled to receive information and to comment where they deem appropriate on other relevant matters including;
- (i) Development Plan policies and strategy for the rest of the County;
 - (ii) Local Transport Plan for the rest of the County;
 - (iii) planning applications within Greater Nottingham subject to the statutory timetable;
 - (iv) wider aspects of Regional Spatial Strategies and Sub-Regional Studies;
 - (v) major development proposals in areas surrounding Greater Nottingham;
 - (vi) significant development in the highway and transport networks;
 - (vii) major strategic initiatives of either Authority in Greater Nottingham e.g. tackling climate change;
 - (viii) economic strategies for Greater Nottingham;
 - (ix) government legislation, regulations and guidance affecting strategic planning and transport matters;

- (d) the Joint Committee will be responsible for advising on strategic planning and transport matters across the Nottinghamshire Part of the 3 Cities Sub Area as defined by the East Midlands Regional Strategy. This area will be known as Greater Nottingham. In undertaking the responsibilities for Growth Point in paragraph (b)(iii) above, the area will also include Erewash Borough, to coincide with the boundaries of the Nottingham Core Housing Market Area element of the 3 Cities and 3 Counties Growth Point;
- (e) 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 a particular matter that is the subject of a report to any of the parent executive bodies, the recommendation of the Joint Committee will be included in the report.

Membership:

- (a) the Joint Committee will be composed of four Councillors from each Authority;
- (b) with the agreement of the Chair and Vice-Chair, other members may be co-opted onto the Committee from time to time to assist the Joint Committee in carrying out the responsibilities in paragraphs (b) to (d) above. Such members will not have voting rights;
- (c) the appropriateness of co-opted members will be reviewed in accordance with review paragraph below;
- (d) the Chair and Vice-Chair will be appointed in alternate years by each authority. The Vice-Chair will always be appointed by the authority not holding the Chair.

Meetings:

- (a) the Joint Committee will meet at least 4 times a year;
- (b) notice of meetings, circulation of papers, conduct of business at meetings and voting arrangements will follow the Standing Orders of the authority which holds the Chair, or such Standing Orders which may be approved by the parent authorities. Meetings will be open to citizens;
- (c) the secretariat of the Joint Committee will alternate annually between the two authorities with the Chair. The costs of operating the Joint Committee will be met by the Council providing the secretariat services. The work of the Joint Committee will be serviced by a Joint Officer Steering Group which will assist the Chair and Vice-Chair in setting agendas and brief them prior to meetings. They will also be responsible for communicating the views of the Joint Committee.

Disagreement between the two authorities:

- (a) 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;

- (b) participation in the Joint Committee will not deter either authority from expressing a dissenting opinion on any specific issue. The right to make representations at a formal deposit stage, at the Examination in Public, at a Public Local Inquiry or at any consultation stage in the formal development plan making process, 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 further complete review of its responsibilities and workings not later than two years from the adoption of this revised protocol.

Date of first meeting

12th June 2015 at 10am

NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY (6) (6:0)

Membership

Labour Group (City Membership)

Councillor Eunice Campbell
Councillor Jon Collins
Councillor Brian Grocock
Councillor Neghat Khan
Councillor Dave Liversidge
Councillor Malcolm Wood

Date of first meeting

5th June 2015 at 10:30am

NOTTINGHAMSHIRE POLICE AND CRIME PANEL (4) (4:0)

Membership

Labour Group

Councillor Eunice Campbell
Councillor Jon Collins
Councillor Neghat Khan
Councillor Linda Woodings

Terms of Reference

Functions of the Police and Crime Panel

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 and two co-optees from Nottingham City Council, who shall be Councillors.
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.

Date of first meeting

To meet as required.