

APPENDIX 1

Changes to Committee Terms of Reference (to reflect agreed memberships)

City Centre Forum (10) (9:1)

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

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.

*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).

Corporate Parenting Board (10) (9:1)

- (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 **10** members (politically balanced, to include the Portfolio Holder for **Early Intervention and Early Years** (Chair) and usually has 6 meetings per annum.

Health Scrutiny Committee (9) (8:1)

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

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

Membership

The Health Scrutiny Committee comprises **9 members**.

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| Labour Group: | 8 |
| Conservative Group: | 1 |

Quorum

The quorum for a meeting of the Health Scrutiny Committee is three members.

Chairing

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

Overview and Scrutiny Call-in Panel (9) (8:1)

The Call-in Panel is a sub-committee of the Overview and Scrutiny Committee set up to determine the validity of call-in of Executive decisions, in accordance with the Constitution and Call-in Procedure.

Membership

The Call-in Panel comprises 9 councillors. Ordinarily, Overview and Scrutiny Committees/ Panels should be politically balanced. On this basis, membership for the Call-in Panel is agreed as follows:

Labour Group: 8

Conservative Group: 1

Chairing

The Chair and Vice Chair of the Call-in Panel will be appointed at the first meeting of the Overview and Scrutiny Committee in each municipal year but where the Overview and Scrutiny committee does not appoint the Chair or Vice-Chair the Call-in Panel itself may do so. The Chair must be appointed from the pool of 5 overview and scrutiny chairs and the Vice Chair must be a member of the Overview and Scrutiny Committee.

Standards Committee (8) (7:1)

- (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 councillors (7:1)**.

The Committee meets as and when required.