

Appendix A – List of Committees/Meetings

Non-executive Committees

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Licensing Committee
Licensing Panels
Planning Committee
Regulatory and Appeals Committee
Standards Committee

Executive and Committees

Executive Board
Commissioning and Procurement Sub-Committee
Executive Board Strategic Regeneration Committee
Joint Executive Committees
East Midlands Shared Services Joint Committee
City of Nottingham and Nottinghamshire Economic Prosperity Committee
Scrutiny Committees
Overview and Scrutiny Committee
Overview and Scrutiny Call-in Panel
Health Scrutiny Panel
Joint City and County Health Scrutiny Committee
Scrutiny Review Panels
Other Committees
Area Committees
City Centre Forum
Corporate Parenting Board
East Midlands Shared Services Joint Committee
Greater Nottingham Light Rapid Transit Advisory Committee
Health and Wellbeing Board

Non-executive Committees - Terms of Reference

Appointments and Conditions of Service Committee

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 Officers (as referred to in paragraph 1(a) of the Officer Employment Procedure Rules (Standing Orders on Employment Matters)), subject to having ascertained the views of the Executive Board in accordance with Standing Orders.

b) To approve the appointment of Chief Officers (as referred to in paragraph 1(a) of the Officer Employment Procedure Rules (Standing Orders on Employment Matters))

- c) To determine the terms and conditions of City Council employees and procedures for disciplinary action and dismissal;
- d) To designate Proper Officers;
- e) 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;
- f) To exercise any other personnel functions which cannot be the responsibility of the Executive;
- g) 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;
- h) 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);
- i) 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;
- j) To appoint an independent person to investigate matters of misconduct and capability involving the Head of Paid Service, Section 151 Officer and Monitoring Officer;
- k) To approve any proposals for significant restructuring of the Council's management

structure;

l) 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 and is politically balanced. One place is reserved for the relevant Portfolio Holder with a remit covering Resources (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.

Audit Committee

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

- (i) provide assurance of the adequacy of the Risk Management Framework and the associated control environment;
- (ii) 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;
- (iii) oversee the financial reporting process;
- (iv) approve the Council's Statement of Accounts;
- (v) comment on the scope and nature of external audit;
- (vi) oversee proposed and actual changes to the Council's policies and procedures pertaining to governance.

(b) Its functions include the following:

- (i) reviewing the mechanisms for the assessment and management of risk;
- (ii) approving the Council's statement of accounts;
- (iii) receiving the Council's reports on the Statement on the Annual Governance Statement and recommending their adoption;
- (iv) approving Internal Audit's strategy, planning and monitoring performance;
- (v) receiving the Annual Report and other reports on the work of Internal Audit;
- (vi) considering the external auditor's annual letter, relevant reports and the report to those charged with governance and the Council's responses to them;
- (vii) considering arrangements for and the merits of operating quality assurance and performance management processes;
- (viii) considering the exercise of officers' statutory responsibilities and of functions

delegated to officers;
(ix) to recommend external audit arrangements for the Council;
(x) to receive and consider the results of reports from external inspectors, ombudsman and similar bodies and from statutory officers;
(xi) 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.

Licensing Committee

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; or 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 nonChair 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.

A table of delegated functions is available upon request by the LGBCE.

Planning Committee

(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 be consulted, and provide comments to Executive Board, on draft Local Development Documents.

(d) 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 16 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 landuse, 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.

Regulatory and Appeals Committee

(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 14 members (politically balanced), and meets as and when required.

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 Standards Committee

(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 has 8 members (politically balanced).

The Committee meets as and when required.

Executive and Committees - Terms of Reference

Executive Board

The City Council operates a Strong Leader and Cabinet form of governance as set out in the provisions of the Local Government Act 2000 (as amended).

The Executive Board has responsibility, delegated by the Leader, for the Council's functions which are not the responsibility of any other part of the Council, whether by law or under the constitution.

Accordingly the role of the Executive Board is to:

- (a) take key decisions;
- (b) require the development of plans and strategies for approval by full Council that form the Policy Framework, with the exception of the Licensing Policy, due to it being a non-executive function;
- (c) take all other decisions that are not delegated to a specific committee or individual within the Scheme of Delegation or any that have been reserved by the Leader;

(d) respond to reports or recommendations received from the Overview and Scrutiny Panels within two months of receipt and to publish the response if the report or recommendation has been published, excepting when reports or recommendations have been received by individual members of the Executive, in which case the responsibility to respond and publish lies with that individual.

The Executive Board normally meets once per month at times agreed by the Leader.

The Executive Board's membership comprises the Leader of the Council, the Deputy Leader and up to eight other City Councillors. Political balance rules do not apply and the Board is currently a single party Executive.

Election of Leader

The Leader is elected by full Council at its post-election annual meeting (or if the Council fails to elect a Leader at that meeting, at a subsequent meeting of the Council). The term of office of the Leader starts on the day of his/her election as Leader and ends on the day of the next post-election annual meeting (under whole elections) unless he/she before that day:

- is removed from office or resigns;
- ceases to be a councillor;
- is disqualified from being a councillor.

Appointment of Executive and Scheme of Delegation

The Leader determines the size of the cabinet (Executive Board) and appoints between 2 and 9 members of the Council to be the Executive Board in addition to himself/herself, allocates any areas of responsibility (portfolios) to them, and may remove them from the Executive Board at any time. The Leader determines the responsibility for the discharge of the executive functions of the Council. The Leader will report to the Council on all appointments to and changes to the Executive Board. There can be no co-optees or substitutes, nor can the Lord Mayor or Sheriff be members.

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

Executive Board members hold office until:

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

There are Executive Assistants to Portfolio Holders and their role is to support Executive Councillors in fulfilling their responsibilities, but ONLY Executive Councillors can formally make decisions and take part in Executive Board decision-making. Assistants can work with officers, represent Executive Councillors at meetings and offer advice and support.

Absent Leader

If for any reason the Leader is unable to act or the office of Leader is vacant, the Deputy Leader must act in his/her place. If the Deputy Leader is unable to act or the office is vacant, the Executive Board must act in the Leader's place or arrange for a member of the Executive Board to do so.

Commissioning and Procurement Sub-Committee

To approve and oversee the delivery of the Council's commissioning and procurement work programme.

Responsibilities:

- (a) To review the implementation of the Commissioning Framework and Procurement Strategy across the City Council;
- (b) to evaluate the impact of the Commissioning Framework;
- (c) to evaluate the impact of the Procurement Strategy;
- (d) to approve the Council's annual commissioning work programme;
- (e) to approve the Council's annual procurement plan;
- (f) to approve procurement, commissioning and de-commissioning proposals, including at key decision level, identified for review in the annual work programme and occasional urgent decisions not included in the work programme;
- (g) to review, by exception, outcomes achieved and delivery against the Nottingham City Council Commissioning Framework's Guiding Principles;
- (h) to review, by exception, outcomes achieved and delivery against the Nottingham City Council Procurement Strategy Guiding Principles;
- (i) to approve and oversee the commissioning and implementation of the third sector Area Based Grant programme and any other voluntary sector grants of £25,000 and above.

The Committee is accountable to the Executive Board.

The Committee meets monthly and the membership comprises:

- The Portfolio Holder whose remit includes Commissioning (if not included in a portfolio listed below)
- The Leader of the Council
- The Portfolio Holders whose remits include:
- Adults and Health

- Children's Services
- Community Safety, Housing and Voluntary Sector
- Leisure and Culture
- Procurement

The Chair of the Committee will be the portfolio holder whose remit specifically includes Commissioning.

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

Standing invitations, with speaking but not voting rights, are made to representatives of the Voluntary Sector, namely Nottingham Community and Voluntary Service and Nottingham Equal. The quorum for this Committee has been fixed at 2.

Executive Board Strategic Regeneration Committee

The establishment of the Executive Board Strategic Regeneration Committee (executive decision taken by the Leader on 1 July 2014)

- (a) To oversee and give impetus to regeneration projects, including but not limited to, major transport schemes, jobs and growth projects, significant property sales, acquisitions and developments and Housing projects;
- (b) To agree strategies and policies relating to regeneration projects including a vision for the future of the city;
- (c) To assess the feasibility of potential regeneration projects and establish a strategy to identify which opportunities to pursue;
- (d) To agree to pursue, and prioritise, regeneration projects;
- (e) To make decisions, including key decisions which help deliver regeneration projects;
- (f) To agree the use of resources, including the acceptance and allocation of external sources of funding for regeneration projects;

The Committee is accountable to the Executive Board and will meet at the rising of Executive Board, or as required. The quorum has been fixed at 3 voting members, one of which must be the Leader and substitute members are not allowed.

Its membership comprises the Leader (Chair) and Deputy Leader of the Council, and Portfolio Holders with the following remits:

- Jobs and Growth
- Planning and Transport
- Community Safety, Housing and Voluntary Sector

The Committee may invite any person it considers able to support its work to participate on a non-voting basis, either generally or in relation to specific strategies,

projects and/or initiatives.

A standing invitation will be extended to the Executive Assistant for Housing to observe and contribute.

East Midlands Shared Services Joint Committee

Subject to the terms of the East Midlands Shared Services Partnership Agreement to:

- (a) Oversee and provide strategic direction for the development, implementation and on-going operation of EMSS;
- (b) Ensure the effective delivery of the shared service functions in accordance with the terms of the agreement
- (c) Monitor the effectiveness of those arrangements and make recommendations to the Member Authorities e.g. in the event of any changes to legislation, developments in best practice or the requirements imposed on Member Authorities;
- (d) On an annual basis, agree a three year business plan for EMSS including:
 - Service delivery, service development & financial objectives
 - Performance improvement & efficiency targets
 - Staffing
 - Business continuity planning
 - Risk management
- (e) Set annual capital, revenue and staffing budgets for EMSS and no later than 1st December in each year submit these to the Member Authorities for approval as part of the business plan.
- (f) Monitor the operational performance of EMSS on a quarterly basis.
- (g) Ensure service delivery is in accordance with the key performance indicators and agreed national, regional and local priorities.
- (h) Ensure effective action is taken to remedy any under-performance in the delivery of services.
- (i) Monitor the financial performance of EMSS – quarterly report and monthly updates.
- (j) Determine the arrangements for support services in agreement with the Host Authority and in consultation with the Head of Shared Service
- (k) Produce an annual report to the member Authorities by no later than 30th June in each year covering the performance of EMSS in the 12 month period ending on the preceding 31st March
- (l) Co-operate with and participate in Overview and Scrutiny exercises of the Member Authorities into the activities of EMSS
- (m) Review the operation and effectiveness of the shared service arrangements at least every two years, consider ways in which the Shared Services partnership can be expanded and make recommendations to the Member Authorities as appropriate

Membership;

1 The membership of the Joint Committee to comprise four elected members, two being drawn from each Council's Executive

2 Each Authority will have the right to appoint a substitute elected member drawn from their Executive to attend any meeting of the Joint Committee in place of an appointed elected member.

3. Appointment of Chairman, Vice Chairman, Secretary and Treasurer

3.1 The Joint Committee shall appoint one of its Members to be Chairman of the Joint Committee who shall subject to paragraph 3.2 and, unless he resigns his office or ceases to be a member of the Joint Committee, continue in office for a period of 24 months or until his successor becomes entitled to act

3.2 The first Chairman of the Joint Committee shall be a person nominated by Nottingham City and shall hold office for the period up to 31st May 2013

3.3 The Chairmanship of the Joint Committee following the initial appointment by Nottingham City shall rotate between Leicestershire and Nottingham City on a two year cycle

3.4 The Joint Committee shall appoint one of its Members to be Vice Chairman of the Joint Committee who shall subject to paragraph 3.5 and, unless he resigns his office or ceases to be a member of the Joint Committee, continue in office for a period of 24 months or until his successor becomes entitled to act

3.5 The first Vice Chairman of the Joint Committee shall be a person nominated by Leicestershire and shall hold office for the period up to 31st May 2013.

3.6 The Vice Chairmanship of the Joint Committee following the initial appointment by Leicestershire shall rotate between Nottingham City and Leicestershire on a two year cycle.

3.7 The role of Secretary and Treasurer to the Joint Committee will be provided by Nottingham City Council.

4 The Head of Paid Service the Monitoring Officer and the s151 Officer of each Member Authority or their respective nominees shall be entitled to attend every meeting of the Joint Committee in the capacity of observer.

5. Quorum

5.1 The number of Members constituting a quorum shall be one quarter of the membership of the Joint Committee provided that in no case shall a quorum be less than three members and further provided that no item of business shall be transacted at a meeting of the Joint Committee unless at least one member from each Founding Member Authority is present and entitled to vote thereon.

6. Voting

Given the composition of the Joint Committee, decisions shall normally be taken on the basis of consensus

The City of Nottingham and Nottinghamshire Economic Prosperity Committee

1. Purpose: to bring together local authority partners in Nottingham and Nottinghamshire in a robust, formally constituted arrangement which will drive future investment in growth¹ and jobs in the City and County.

2. Governance

The EPC will comprise the local authorities within the Nottinghamshire area: Ashfield District Council, Bassetlaw District Council, Broxtowe Borough Council, Gedling Borough Council, Mansfield District Council, Newark and Sherwood District Council, Nottingham City Council, Nottinghamshire County Council and Rushcliffe Borough Council ("constituent authorities").

2.3 Political Proportionality rules will not apply to the EPC as so constituted.

2.4 The EPC will be a legally constituted body with powers delegated to it by the constituent authorities in the following areas:

- a) to prioritise and make decisions on the use of the funding that the EPC may influence or control;
- b) to review future governance requirements and delivery arrangements and how these can be best achieved in Nottingham and Nottinghamshire;
- c) to have direct oversight of key economic growth focussed projects and initiatives that the EPC has influence over the funding of or contributes to;
- d) to have strategic oversight of other key growth focussed projects and initiatives in Nottingham and Nottinghamshire.

3. Remit

3.1 The remit of the EPC will be:

- a) to act as a local public sector decision making body for strategic economic development, and to make recommendations to the D2N2 LEP on its investment and other priorities;
- b) to prioritise, commission and monitor both investment plans and all European Structural Investment Funds (SIF), and Single Local Growth Fund money that is available to Nottingham and Nottinghamshire via the D2N2 LEP and the EPC;
- c) to oversee the alignment of relevant local authority plans and ensure that they contribute to economic growth;
- d) to actively engage with a range of businesses in Nottingham and Nottinghamshire in relation to the EPC's decision making, and to engage with other stakeholders where appropriate;
- e) to consider and advise on the appropriateness and viability of alternative, successor economic governance arrangements;

f) to ensure that potential benefits stemming from any overlaps with other LEPs are fully maximised.

4. Membership

4.1 One member from each constituent authority (such member to be the Leader/Elected Mayor or other executive member or committee chairman from each constituent authority) and for the purposes of these terms of reference this member will be known as the principal member.

4.2 Each constituent authority to have a named substitute member who must be an executive member where the authority operates executive governance arrangements. In those constituent authorities where governance is by committee, that alternate member shall be as per that authority's rules of substitution.

5. Quorum

5.1 The quorum shall be 6 members. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chairman or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.

6. Chairman and Vice Chairman

6.1 The chairmanship of the EPC will rotate annually between the principal member of the City of Nottingham and the principal member of Nottinghamshire County Council. The position of Vice Chairman shall be filled by the principal member of one of the district/borough council members of the EPC and this role will rotate annually between district/borough councils. The Chairman or in his/her absence the Vice-Chairman or in his/her absence the member of the EPC elected for this purpose, shall preside at any meeting of the EPC.

7. Voting

7.1 One member, one vote for each constituent authority.

8. Sub-Committees and Advisory Groups

8.1 The EPC may appoint sub-committees from its membership as required to enable it to execute its responsibilities effectively and may delegate tasks and powers to the subcommittee as it sees fit.

8.2 The EPC may set up advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks as it sees fit to these bodies, which may be formed of officers or members of the constituent authorities or such third parties as the EPC considers appropriate.

9. Hosting and Administration

9.1 The EPC will be hosted by Nottingham City Council and the Director for Legal and Democratic Services from that authority shall be Secretary to the Committee ("the Secretary"). The Host Authority will also provide s151 and Monitoring Officer roles and legal advice to the EPC. The administrative costs of supporting the committee will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members.

Scrutiny Committees

Overview and Scrutiny Committee

- (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 Committee, 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 Committee;
- (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 is politically balanced, with allocation of seats between political groups determined on a year by year basis.

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).