



APPENDIX 6 (F)

FORMAL ROLES

AND

RESPONSIBILITIES

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This Appendix details the roles and responsibilities of individual formal positions within the Council that are either statutory or occupy a significant role in respect of the executive, scrutiny or civic and ceremonial infrastructure of the Council

The following positions are detailed in the numbered sections indicated:

- 1 City Councillor
- 2 Lord Mayor
- 3 Deputy Lord Mayor
- 4 Leader of the Council
- 5 Deputy Leader of the Council
- 6 Sheriff of Nottingham
- 7 Chief Executive (Head of Paid Service)
- 8 Deputy Chief Executive
- 9 Monitoring Officer
- 10 Chief Finance officer
- 11 Corporate Director of Resources
- 12 Corporate Director of Environment and Regeneration
- 13 Corporate Director of Children's Services
- 14 Corporate Director of Adult Services, Housing and Health
- 15 Corporate Director of Community and Culture
- 16 Portfolio Holders - General responsibilities
- 17 Portfolio Holder – Community Safety and Performance Management
- 18 Portfolio Holder – Resources, Economic Development and Reputation
- 19 Portfolio Holder – Environment and Climate Change
- 20 Portfolio Holder – Transport and Area Working
- 21 Portfolio Holder – Neighbourhood Regeneration
- 22 Portfolio Holder – Communities, Leisure and Culture
- 23 Portfolio Holder – Children's Services
- 24 Portfolio Holder - Adult Services and Health
- 25 Portfolio Holder – Human Resources, Customer Services and Consultation
- 26 Executive Assistants to Portfolio Holders
- 27 Chairs of Overview and Scrutiny Committee and Select Committees
- 28 Vice Chairs of Overview and Scrutiny Committee and Select Committees
- 29 Chair of Development Control Committee
- 30 Chair of Licensing Committee
- 31 Chairs of Area Committees
- 32 Chair of Standards Committee
- 33 Chair of Appointments and Conditions of Service Committee
- 34 Chair of the Regulatory and Appeals Committee

The names and addresses of members of the Executive board are listed in section 36.

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1 CITY COUNCILLOR

Roles and Responsibilities

All councillors:-

- (i) are collectively the ultimate policy makers and carry out a number of strategic and corporate functions appropriate to a member of Council;
- (ii) represent their communities and bring their views into the Council's decision making process. They are the advocate of, and for, the communities they serve;
- (iii) effectively, fairly and impartially represent the interests of their ward and those of individual constituents;
- (iv) undertake the necessary action arising from constituent casework;
- (v) contribute to the good governance of the Council and of the City and actively encourage community participation in decision making;
- (vi) are members of the area committee covering the ward which they represent;
- (vii) undertake training relevant to their role and responsibilities as City Councillors and keep informed on matters relating to the Council, the City and local government generally;
- (viii) are willing to take on special standing or time-limited responsibilities should it be required of them;
- (ix) are available to represent the Council on other bodies;
- (x) are required to maintain the highest standards of conduct and ethics. Additionally, a number of members are appointed to special roles within the Council and these roles and their responsibilities are also set out later in this Appendix 6 (F).

Rights and duties

Upon being elected a Councillor, certain rights and duties are conferred upon individual members:

- (xi) all councillors have a right of access to documents, information, land and buildings of the Council as is necessary for the proper discharge of their duties and in accordance with the law and the protocols set out in this constitution;

- (xii) councillors must not make public information which is confidential or exempt or divulge information given in confidence to anyone other than a councillor or officer entitled to know it; for these purposes “confidential” and “exempt” information are defined in the Core Constitution (Access to Information).

2 LORD MAYOR

The Lord Mayor is responsible for:

- (i) upholding and promoting the purposes of the Council's constitution, the interests of the wider Council and the public;
- (ii) presiding over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community; to make rulings that are binding in the Council meeting;
- (iii) ensuring that the business of the Full Council is planned and managed effectively and transparently in the interests of the wider Council and the public, with the support of an informal cross party steering group;
- (iv) to ensure that the plans and strategies that form the Council's Policy Framework are considered by Council in a planned and co-ordinated manner;
- (v) ensuring that the Council meeting is a forum for the debate of matters of concern to the local community;
- (vi) the resolution, in accordance with the Council's standing orders, of any disagreement between the Council and the Executive Board in respect of the budget and the policy framework;
- (vii) attending such civic and ceremonial functions as the Council requires;
- (viii) presiding over Citizenship ceremonies to welcome new British citizens to the City of Nottingham;
- (ix) receiving members of the Royal Family and other important visitors to the City.

3 DEPUTY LORD MAYOR

In the absence of the Lord Mayor, the Deputy Lord Mayor assumes the specific responsibilities outlined above. The Deputy Lord Mayor should normally chair “Council in Committee” meetings.

4 LEADER OF THE COUNCIL

1. The key responsibilities for this portfolio are identified as follows:-
 - (1) working with partners to build a shared vision for the City, aiming to ensure that Council policies and plans, and those of the Council's partners, match that vision;
 - (2) promoting the City, and the Council and its core values and objectives;
 - (3) steering and overseeing the strategic use of resources and the strategic planning cycle of the Council to achieve its objectives;
 - (4) leading the political development of the City, within the context of regional, national, European and international policy and strategic partnerships;
 - (5) leading the work of the Executive Board in developing, setting and implementing policy and in taking key decisions.
 - (6) speaking and issuing statements on behalf of the City Council.
 - (7) leading on city centre management.
2. To be responsible for presenting a report to the Annual Council meeting setting out his or her proposals for Executive Board composition and allocation of responsibilities to portfolio holders.
3. To prepare the forward plan of 'key decisions'.
4. The Leader is also empowered:-
 - (1) To exercise Executive powers and duties included within any portfolio of any other Executive member in the event that the Executive member concerned is unavailable or otherwise unable to act;
 - (2) To determine that any decision which an Executive member would otherwise be empowered to make shall only be made by the Executive Board;
 - (3) To exercise all the statutory functions of the Leader within Leader and Cabinet executive arrangements of the Local Government Act 2000.
5. To carry out the functions of his/her specifically allocated portfolio.
6. To ensure that the Code of Conduct is observed and that ethical behaviour is promoted.

5 DEPUTY LEADER OF THE COUNCIL

The key responsibilities for the Deputy Leader are identified as follows:-

- (1) To deputise for and assist the Leader in respect of all the Council's affairs and responsibilities
- (2) To provide assistance and support to all portfolio holders in the delivery of their individual areas of responsibility
- (3) To carry out the functions of his/her specifically allocated portfolio.

6 SHERIFF OF NOTTINGHAM

Section 246 of the Local Government Act 1972 preserves the right of Councils to appoint a Sheriff. The post of Sheriff does not have a legal position within a Council nor within Royal or social precedence. It is therefore without legal or administrative functions.

The role of the Sheriff of Nottingham City is a ceremonial one to promote the City as a destination for visitors for short breaks, conferences, business and shopping; and to encourage local residents to use and take part in cultural and leisure activities in the City. This is achieved by performing the following functions:

- (i) supporting the tourism strategy for the city and county;
- (ii) welcoming tourists and visitors to the city at various events, including conferences and entertainment/hospitality venues;
- (iii) hosting welcome receptions in order to promote the city, in particular for conference delegates and journalist familiarisation visits;
- (iv) working with Experience Nottinghamshire at promotional events such as tourism and destination exhibitions ;
- (v) opening new retail, entertainment or visitor attractions in the city and county.

7 CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

The role of the Chief Executive is to be responsible for:

- (i) discharging the statutory responsibilities of the Head of Paid Service;
- (ii) the corporate management and operational responsibilities of the authority;
- (iii) the appointment and proper management of the Council's staff;
- (iv) the development and implementation of restructuring proposals for the City Council's management structure, provided that he/she shall not do so, or commence formal consultation with affected staff and trade unions on significant restructuring proposals until he/she has, first, submitted the proposals to the Appointments and Conditions of Service Committee and obtained that Committee's approval to them;
- (v) the setting of salary levels (and ranges of salaries) for Corporate Directors and the Deputy Chief Executive (excluding national pay awards), providing he/she has, first, submitted any proposed salary changes (including to ranges of salaries) to the Appointments and Conditions of Service Committee and obtained that Committee's approval to them;

NB

"Significant restructuring" is a restructuring which involves:

- (a) the transfer of a significant function between Council departments, or to an external body, or
 - (b) the addition or deletion of a Corporate Director or Director post to or from a department.
- (vi) acting as the Council's principal policy advisor;
 - (vii) the development and promotion of the city's and council's interests and priorities, in conjunction with the Leader of the Council;
 - (viii) developing the strategic direction of the Council and its plans in accordance with the Council's overall policy framework;
 - (ix) the Equality and Diversity policy;
 - (x) the Health, Safety and Welfare Policy statement and for ensuring that Corporate Directors discharge their responsibilities in relation to this;
 - (xi) ensuring that the Code of Conduct is observed and that ethical behaviour is promoted.

8 DEPUTY CHIEF EXECUTIVE

The role of the Deputy Chief Executive is to:

- (i) support and deputise for the Chief Executive;
- (ii) advise members on policy development;
- (iii) lead a portfolio of services on behalf of the Strategic Management Team;
- (iv) lead on performance, strategy and policy and partnerships;
- (v) lead the Council's change programme;
- (vi) lead on corporate communications and the promotions function;
- (vii) provide a strategic input to the budget planning process.

9 MONITORING OFFICER

The role of the Monitoring Officer is a statutory position and cannot be combined with that of the Chief Finance Officer or the Chief Executive.

Functions of the Monitoring Officer include:-

- (i) Maintaining the Constitution – to maintain an up-to-date version of the Constitution which is widely available to members, staff and the public;
- (ii) Ensuring lawfulness and reasonableness of decision making – after consulting with the Head of Paid Service and the Chief Finance Officer, to report to Council, or to the Executive Board in relation to an executive function, if it appears to him/her that any proposal, decision or omission has given or would give rise to contravention of any enactment or rule of law or to maladministration, provided in the last mentioned case, the Local Government Ombudsman has investigated the matter concerned. Such reports would have the effect of stopping the implementation of the proposal or decision until the report has been considered;
- (iii) Supporting the Standards Committee – to contribute to the promotion and maintenance of high standards of conduct;
- (iv) Receiving reports – to receive and act on reports made by ethical standards officers and decisions of case tribunals;
- (v) Conducting investigations – to conduct investigations into matters referred to him/her by the Standards Board and to report and make recommendations in respect of them to the Standards Committee;
- (vi) Proper officer for access to information – to ensure that executive decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible;
- (vii) Advising whether executive decisions are within the budget and policy framework – to advise whether decisions of the executive are in accordance with the agreed budget and policy framework;
- (viii) Providing advice – to provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all members of the Council.

The Director of Corporate Resources is the designated Monitoring Officer for the City Council. The Council will provide the monitoring officer with such officers, accommodation and other resources as are, in their opinion, sufficient to allow their duties to be performed.

10 CHIEF FINANCE OFFICER

This is a statutory position as the Responsible Financial Officer under section 151 of the Local Government Act 1972. The functions of the Chief Finance Officer are:

- (i) Ensuring lawfulness and financial prudence of decision making – after consulting with the Head of Paid Service and the Monitoring Officer, to report to Council, or the Executive Board in relation to executive functions, and the Council's external auditor if it appears to him/her that any proposal, decision or course of action would involve incurring unlawful expenditure, is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.
- (ii) Administration of financial affairs – responsibility for the administration of the financial affairs of the Council.
- (iii) Contributing to corporate management – in particular through the provision of professional financial advice.
- (iv) Providing advice – to provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all members of the Council and to support and advise councillors and officers in their respective roles.
- (v) Giving financial information – to provide appropriate financial information to the media, members of the public and the community.
- (vi) The Chief Finance Officer within Corporate Services is the designated Section 151 Responsible Financial Officer. The Council will provide the Chief Finance Officer with such officers, accommodation and other resources as are, in their opinion, sufficient to allow their duties to be performed.

11 CORPORATE DIRECTOR OF RESOURCES

The Director is responsible for support services and shared resources of the Council and includes Finance, Property, Human Resources, Risk Management, Internal Audit, Legal, Information Technology, Administration, Members Services and Home Office Services.

12 CORPORATE DIRECTOR OF ENVIRONMENT AND REGENERATION

The Director is responsible for economic development, the local plan, development control, regeneration, public protection and regulation, highways, transportation and traffic management, waste management and street scene management.

13 CORPORATE DIRECTOR OF CHILDREN'S SERVICES

The Director is responsible for all aspects of education services and all matters relating to the proper support and management of schools and responsibility for developing the Council's strategy on children.

14 CORPORATE DIRECTOR OF ADULT SOCIAL SERVICES, HOUSING AND HEALTH

The Director is responsible for all social and welfare services and services to children, adults, elderly and other vulnerable people. The residual housing functions of the Council are also the responsibility of this Corporate Director.

15 CORPORATE DIRECTOR OF COMMUNITY AND CULTURE

The Director is responsible for library and information services, arts, events and entertainment, sports and leisure facilities, parks and nature conservation and the City's cultural, heritage and museum collections and resources, community safety, neighbourhood focus, area committees and community services.

16 PORTFOLIO HOLDERS - GENERAL RESPONSIBILITIES

In addition to their specific portfolio responsibilities all portfolio holders also have the following common responsibilities:-

- 1 Sharing responsibility with the Leader, Deputy Leader and other members of the Executive for the Executive business of the Council.
- 2 Promoting and being accountable for the services in their portfolio within the Council and the City as a whole, and nationally and internationally as required, representing the Council's views on matters of corporate or strategic policy within their portfolio.
- 3 Ensuring that the executive functions within the portfolio are performed in accordance with approved Council policies and strategies, and to the highest ethical standards.
- 4 Below the level of Key Decisions, and where not otherwise delegated, taking executive decisions in relation to executive functions within their portfolio, and in accordance with constitutional requirements. A portfolio holder may delegate decisions in respect of matters within their portfolio to an officer (subject to the financial limits set out in the constitution).
- 5 Reporting to the Leader, Executive Board and Overview and Scrutiny bodies on the performance of their portfolio, as reasonably required.
- 6 Directing, encouraging and developing Executive Assistants working on behalf of the Executive, and other Councillors and, generally, acting as a role model.
- 7 Approving capital expenditure in accordance with Financial Regulations on schemes within the remit of their portfolio which form part of the approved capital programme.
- 8 Speaking and issuing statements on behalf of their area of responsibility, in line with policy agreed by the Leader.

17 PORTFOLIO HOLDER FOR COMMUNITY SAFETY AND PERFORMANCE MANAGEMENT

The key responsibilities of a Lead Member for Community Safety and Reputation are identified as follows:-

- (1) leadership on the City Council's Community Safety and Respect for Nottingham Strategy (which includes the Safe Strategy);
- (2) the effective discharge of the Council's Section 17 Crime and Disorder Act 1998 responsibilities, by ensuring Section 17 issues are considered, as relevant, throughout the performance of Council functions;
- (3) performance management;
- (4) leadership on Serving Nottingham Better.

18 PORTFOLIO HOLDER – RESOURCES, ECONOMIC DEVELOPMENT AND REPUTATION

The key responsibilities of a Lead Member for Resources, Economic Development and Reputation are identified as follows:-

- (1) To lead on value for money matters and organisational health
- (2) Leading on the improvements required to cross-cutting service delivery
- (3) management of the commercial and operational estate and other asset management(except for regeneration land)
- (4) risk management and emergency planning
- (5) support services, including information communication technology, democratic and legal and financial services
- (6) overview of the City Council's budget process and capital programme
- (7) communications and ensuring that the reputation of the City is maintained and improved
- (8) Economic Development and Skills, including:-
 - (i) leading on the skills and employment strategy which includes the 14-19 skills strategy led by the Portfolio Holder for Children's Services
 - (ii) investment, including major developments such as Science City;
 - (iii) ensuring investments benefits the local economy by initiatives such as Local Jobs for Local People – Making the Connections.
 - (iv) ensuring effective investment in initiatives to achieve jobs for excluded and disadvantaged groups in the City.

19 PORTFOLIO HOLDER – ENVIRONMENT AND CLIMATE CHANGE

The key responsibilities of a Lead Member for Environment and Climate Change are identified as follows:-

- (1) Climate change and sustainability
- (2) waste management
- (3) local liveability being the encouragement of the attractiveness of the City as a place to live, work and visit
- (4) street scene being the performance of local services to maintain neighbourhoods and improve the local environment
- (5) leadership of the strategy for tackling Envirocrime, as part of the Respect for Nottingham Strategy
- (6) markets, fairs and toilets
- (7) street lighting
- (8) nature conservation

20 PORTFOLIO HOLDER – TRANSPORT AND AREA WORKING

The key responsibilities of a Lead Member for Transport and Area Working are identified as follows:-

- (1) Nottingham Express Transit - Phases 1 and 2 and future development
- (2) traffic projects and parking, ensuring these support the economic development of the City in a sustainable way
- (3) ensuring that Nottingham continues to be a leading authority in the field of local transport initiatives, encouraging and promoting the increased use of public transport
- (4) the role of Highway Authority including highway construction and maintenance
- (5) area, neighbourhood and town centre management.
- (6) the performance of Nottingham Express Transit and Nottingham City Transport Ltd

21 PORTFOLIO HOLDER – NEIGHBOURHOOD REGENERATION

The key responsibilities of a Lead Member for Neighbourhood Regeneration are identified as follows:-

- (1) strategic housing
- (2) the performance of Nottingham City Homes Ltd in managing the City Council's housing stock
- (3) ensuring that the Town and Country Planning function is operating in accordance with, and promoting, Council objectives
- (4) co-ordinating of capital investment of the City Council, and its partners, to achieve added value in attaining City Council and partnership objectives in regenerating and development initiatives
- (5) physical neighbourhood transformation and regeneration, including the acquisition and disposal of property to achieve this
- (6) management of regeneration land

22 PORTFOLIO HOLDER – COMMUNITIES, LEISURE AND CULTURE

The key responsibilities of a Lead Member for Communities, Leisure and Culture are identified as follows:-

- (1) performing a Lead role at political level in the City Council's dealings with the Voluntary and Community Sector, seeking to promote the sector, where appropriate, as a service partner for the City Council
- (2) provision of Community Development
- (3) sports development
- (4) provision of Community Cohesion
- (5) parks, allotments and open spaces
- (6) tourism and heritage
- (7) leisure and its transformation programmes
- (8) libraries

23 PORTFOLIO HOLDER – CHILDRENS SERVICES

The key responsibilities of a Lead Member for Children's Services are identified as follows:-

- (1) acting as the champion for children and children's services
- (2) safeguarding of children
- (3) children looked after, fostering and adoption and children with disabilities
- (4) education provision for children aged 3-19
- (5) Building Schools for the Future, academies and school reorganisation
- (6) development of Children's Trust arrangements
- (7) Early Intervention
- (8) Children and Young People's Plan
- (9) Integrated Youth Services (including the Youth Offending Team)
- (10) transition of children to adulthood
- (11) the Connexions Information and Advice Service
- (12) Early years, including Sure Start and Children's Centres
- (13) leading on 14-19 skills strategy within the context of the wider skills and employment strategy led by the Deputy Leader

24 PORTFOLIO HOLDER - ADULT SERVICES AND HEALTH

The key responsibilities of a Lead Member for Adult Services and Health are identified as follows:-

- (1) acting as the champion for vulnerable adults and for older persons, and for services for them, including the promotion of independent living
- (2) Corporate Strategies for Older People
- (3) public health and wellbeing, including strategies and plans for dealing with health inequalities, smoking, avoidable injuries and other health consequences of economic disadvantage
- (4) partnership and integration with the PCT and other health services to achieve the joint objectives of the partner organisations
- (5) ensuring the Council has an effective Supporting People programme and homelessness and supported housing services, including telecare, and other retained housing functions

25 PORTFOLIO HOLDER – HUMAN RESOURCES, CUSTOMER SERVICES AND CONSULTATION

The key responsibilities of a Lead Member for Human Resources, Customer Services and Consultation are identified as follows:-

- (1) ensuring that all of Nottingham's people have excellent access to services
- (2) customer research, engagement and consultations to achieve better services and better access to services
- (3) Contact Centre (Front and back office) and locally based contact with customers
- (4) complaints handling and learning from our experience and those of others
- (5) consumer protection, including trading standards, local licensing and food hygiene
- (6) championing equality and diversity throughout council functions, and for the whole city
- (7) human resources and health and safety
- (8) performance in relation to collection of Council Tax, Business Rates and processing claims for Housing Benefit and Council Tax Benefit
- (9) welfare rights

26 EXECUTIVE ASSISTANTS

COMPOSITION AND GENERIC ROLES AND RESPONSIBILITIES FOR EXECUTIVE ASSISTANTS

- 1 Executive Assistants will provide general political support to the Executive and will, mainly, achieve this by supporting particular Executive Members' portfolios and areas of executive work. Their roles will include the following:-
 - (1) development of policy in areas allocated by the Executive;
 - (2) assisting Executive Members in all elements of work within their portfolios, including:-
 - (a) carrying out research and providing advice on executive functions, including briefings to support portfolio decisions;
 - (b) supporting liaison between the Executive Members and other Councillors, Corporate Directors and Overview and Scrutiny function, and external organisations;
 - (c) representing the Executive Members at internal and external meetings and events;
 - (3) development of knowledge, experience and expertise in the portfolio of the Executive Member;
- 2 Executive Assistants do not have delegated authority to take executive decisions in relation to any executive functions.

An Executive Assistant may not participate in the business of the Overview and Scrutiny Committee nor any of its Select Committees or Task and Finish Panels involving a portfolio with which they are assisting. They may, however, be invited to attend the meeting in the capacity of expert witness.

27 CHAIRS OF OVERVIEW AND SCRUTINY COMMITTEE AND SELECT COMMITTEES

The role of Chair is to promote the overall development of the overview and scrutiny function as well as having responsibility for their own committee. These responsibilities include:-

- (i) chairing and managing meetings, including high standards of conduct and courtesy are maintained;
- (ii) working with the appropriate member of the overview and scrutiny team to decide on the business to be undertaken at each meeting, the methods to be employed and agreeing the agenda;
- (iii) leading the committee in prioritising committee work;
- (iv) coordinating work with other overview and scrutiny bodies and chairs;
- (v) ensuring the remit and timescale for each review topic is clear (scoping), taking into account resources and workload;
- (vi) ensuring all members are engaged in the work and have the opportunity to contribute and be heard;
- (vii) keeping Members focussed on the topic; making sure witnesses and officers are introduced to the panel and are treated with courtesy and consideration;
- (viii) liaising with Executive Members in a systematic way on both scrutiny and policy matters which are relevant to their portfolios;
- (ix) working with the overview and scrutiny review coordinator on final reports following a major review;
- (x) making sure recommendations are based on evidence gathered during the review or other scrutiny work and are focused on the key issues, are clear and achievable.

In addition to the above responsibilities the Chair of the Overview and Scrutiny Committee is responsible for chairing meetings which is responsible for:-

- (i) A special development and review role for financial matters in support of the Deputy Leader's remit.
- (ii) Working with Executive Members on policy development within the remit of the Overview and Scrutiny Committee. On behalf of the committee, requiring or requesting the attendance of Executive members and/or other members, officers and outside witnesses when reviews are being undertaken.
- (iii) Liaising with Executive members on matters called in for reconsideration.
- (iv) Liaising with the Leader or his/her deputy on matters requiring urgent determination.

28 VICE CHAIRS OF OVERVIEW AND SCRUTINY COMMITTEE AND SELECT COMMITTEES

The role of the Vice-chair is to support the Committee Chair in their management role and to promote the development of the overview and scrutiny function. Key responsibilities include:-

- (i) Chairing and managing meetings in the Chair's absence;
- (ii) Playing a leading role in scoping overview and scrutiny reviews;
- (iii) Playing a leading role in evidence gathering and consultation to support overview and scrutiny reviews;
- (iv) Taking responsibility with the appropriate member of the Overview and Scrutiny Team to ensure recommendations are monitored and followed up.

29 CHAIR OF DEVELOPMENT CONTROL COMMITTEE

- (i) Chairing meetings of the committee;
- (ii) Ensuring that applications for planning permission and consent to display advertisements, building regulation aspects of proposals submitted to the City Council and other matters relating to development control are determined in accordance with legislative requirements and Council policies, in particular the Nottingham Local Plan and the Nottinghamshire Structure Plan, and with regard to central and regional guidance and directives;
- (iii) Ensuring that highway and public rights of way functions are dealt with;
- (iv) Ensuring consultation is undertaken as appropriate and according to regulation and that appropriate notices are provided;
- (v) Keeping in regular contact with the Executive Member with responsibility for strategic planning and with the Corporate Director of Resources , the Corporate Director of Environment and Regeneration and other officers as appropriate regarding development control and other related matters;
- (vi) Ensuring that site visits are undertaken by members of the committee when considered necessary.

30 CHAIR OF LICENSING COMMITTEE

The Chair of the Licensing Committee will be responsible for ensuring that issues relating to the determination and regulation of the issue of licences and other related matters are properly considered in accordance with legislative requirements and Council policy. Full Council may reserve to itself decisions on particular matters within the Committee's remit. The Chair will have the following specific responsibilities:-

- (i) Chairing meetings of the committee to determine those applications for local licences, permissions and registrations which are not delegated to officers, ensuring decisions conform to licensing law, Council byelaws and policies and with central and regional guidance;
- (ii) Ensuring that consultation is undertaken as appropriate and according to regulation and that appropriate notices are provided when required;
- (iii) Liaising with the Transforming Neighbourhoods and Environment, Transport and Street Services portfolio holders on issues relating to the remit, including responses to regional and national consultation;
- (iv) Maintaining close liaison with the Corporate Director of Resources , the Corporate Director of Environment and Regeneration and other officers as appropriate regarding licensing and other related matters.

31 CHAIRS OF AREA COMMITTEES

Chairs of area committees are the spokespersons and champions of their areas and have the following specific responsibilities:-

- (i) Chairing Area Committee meetings;
- (ii) Leading and promoting consultation, area working, partnership development, community planning and regeneration and renewal activity at a local level;
- (iii) Reporting to and liaising with the Consultation and Area Working portfolio holding Executive Member on matters relating to the area committee and its work programme on a regular basis and as required;
- (iv) Ensuring that the area committee examines and comments on the effectiveness of Council services and inter-agency provision in the area, that reviews of service areas are commissioned as deemed necessary by the Executive, the Overview and Scrutiny Committee and the area committee and the results reported back to the Overview and Scrutiny Committee and the Executive Board or Council;
- (v) Leading the area committee in drawing up the action plan for the area and determining the budgetary requirements, and submitting them to the Executive Board for approval;
- (vi) Ensuring effective participation and representation at area committee meetings and area committee activities in general;
- (vii) Member of the Area Chairs Panel;
- (viii) With the Consultation and Area Working Executive Member and other members of the Area Chairs Panel, ensuring that the needs and priorities of the area are brought to the attention of the Executive and the Overview and Scrutiny Committee and are considered during the Council's policy planning and budgetary processes;
- (ix) Liaising with the Lead Corporate Director and Area Co-ordinator for the area and other officers engaged in providing services within the area.

32 CHAIR OF STANDARDS COMMITTEE

The role of the Chair is to:

- (i) chair meetings of the Standards Committee;
- (ii) champion high standards of conduct by councillors and co-opted members;
- (iii) act as an advisor on aspects of the code of conduct;
- (iv) ensure training and overview is available on matters relating to the code of conduct;
- (v) ensure any reports received from the Monitoring Officer about complaints relating to conduct and propriety are handled appropriately;
- (vi) ensure any recommendations from the District Auditor on these matters are considered;
- (vii) ensure cases arising from complaints about members' conduct are heard under the Council's procedure;
- (viii) ensure matters referred under legislation or from the Standards Board are considered.

33 CHAIR OF APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

To chair meetings of the Appointments and Conditions of Service Committee, the functions of which are:

- (i) to undertake the appointment process in respect of the Chief Executive and Corporate Directors; (long listing, short listing and formal interview) and, subject to having ascertained the views of the Executive Board in accordance with Standing Orders, to make recommendations to Council;
- (ii) to determine the terms and conditions of City Council employees and procedures for disciplinary action and dismissal;
- (iii) to designate proper officers;
- (iv) 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;
- (v) to exercise any other personnel functions which cannot be the responsibility of the Executive;
- (vi) to receive reports on action taken in respect of terms agreed for the Chief Executive, Corporate Directors or Service Directors to leave the employment of the Council where those terms included compensation;
- (vii) to determine redundancies and efficiency retirements for Corporate Directors and Service Directors and to determine efficiency retirement for the Chief Executive;
- (viii) to appoint an independent person to investigate matters of misconduct and capability involving the Chief Executive, the S.151 Officer and Monitoring Officer.

34 CHAIR OF THE REGULATORY AND APPEALS COMMITTEE

To chair meetings of the Regulatory and Appeals Committee, the functions of which are to deal with:-

1. applications for local licences and registrations of various kinds including:-
 - the licensing and registration functions and functions relating to health and safety at work set out in Schedule 1 of the Functions Regulations and
 - the regulation, under the Nottingham City Council Act 2003, of occasional sales and dealers in second-hand goods;

but excluding

- matters which are statutorily the responsibility of the Licensing Committee;
2. Individual case panels selected by the Corporate Services Director from a wider group of members constituting the Appeals Panel 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;
 - (viii) recommendations from the Social Services Complaints Review Panel.

The Appeals Panel also provides two representatives for the Social Services Review Complaints Panel and carries out any other appellate functions which, by virtue of statutory provision or any procedure agreed by the Council, require member determination.

**35 EXECUTIVE BOARD MEMBERS
(names and addresses)**

Leader of the Council and Portfolio Holder for Community Safety and Performance Management

Councillor J N Collins
99 Watcombe Circus
Sherwood
Nottingham
NG5 2DH

Deputy Leader of the Council and Portfolio Holder for Resources, Economic Development and Reputation

Councillor G Chapman
50 Caledon Road
Sherwood
Nottingham
NG5 2NG

Portfolio Holder for Environment and Climate Change

Councillor K Bull
The Council House
Old Market Square
Nottingham
NG1 2DT

Portfolio Holder for Human Resources, Customer Services and Consultation

Councillor E Campbell
28 Wynndale Drive
Sherwood
Nottingham
NG5 1GZ

Portfolio Holder for Neighbourhood Regeneration

Councillor A M Clark
28 Wynndale Drive
Sherwood
Nottingham
NG5 1GZ

Portfolio Holder for Transport, Area Working

Councillor J Urquhart
The Council House
Old Market Square
Nottingham
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Portfolio Holder for Communities, Leisure and Culture

Councillor D Trimble
8 Bluecoat Close
North Sherwood Street
Nottingham
NG1 4DP

Portfolio Holder for Adult Services and Health

Councillor D Liversidge
181 Windmill Lane
Sneinton
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Portfolio Holder for Children's Services

Councillor D Mellen
447 Meadow Lane
Sneinton
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