

Part 8

Terms of Reference

Of

Committees, Sub-Committees

Panels and Working Parties

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TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

Policy and Resources Committee

Approved by Council - 1 March 2007 - Minute 391 and amended as a result of the introduction of the Planning Policy Committee in May 2008

Amended by Council - 26 April 2010 – Minute 472(c)

Amended by P & R as result of change of Finance Sub Committee to a working party (11 October 2010)

Amended by Council 23 April minute 487 change of Finance Working Party to a Sub-Committee

Amended by Council 13 January 2014 minute 319

Amended by Council 17 October 2016 minute 228

Amended by Council 8 November 2017

Amended by Council 15 October 2018 minute

- 1 The Policy & Resources Committee is a policy committee within the meaning of Article 8.01 of the Constitution.
- 2 The Policy & Resources Committee comprises 15 members appointed by the full Council at the Annual meeting, in accordance with the statutory political balance requirements, to be responsible for the formulation and development of the Council's overall strategic policy (with the exception of the strategies and plans which together comprise the Local Development Framework), the formulation and development of its budgetary and financial management framework and its capital and revenue programme.
- 3 The Policy & Resources Committee coordinates the implementation of policy and strategic objectives across the Council and implements strategy in respect of the social, economic and environmental well-being of the citizens of East Northamptonshire, and the functions and services not otherwise the responsibility of the full Council or the Planning Policy Committee. In doing so, the Committee is responsible for formulating and resourcing the capital programme and for ensuring that the policies and strategic objectives of the Council support the Community Plan and take account of crime and disorder matters pursuant to the Police & Justice Act 2006.
- 4 Functions which are delegated on, for example to a standing Sub Committee or an Officer, and the limits of that delegation, are defined in Part 3 of the Constitution.
- 5 The Committee's terms of reference are
 - (i) To consider and make recommendations to the Council on all questions of major policy in accordance with the Budget and Policy Framework Procedure Rules and the Financial Rules in Parts 4.3 and 4.5 of the Constitution, and generally to promote a corporate approach to all of the Council's functions;
 - (ii) To consider the financial impact of policy decisions, including the allocation and reallocation of resources and future levels of local taxation;
 - (iii) To develop the budget and policy framework in accordance with the Budget and Policy Framework Procedure Rules in Part 4.3 of the Constitution/continued
 - (iv) To oversee the finances of the Council, and the implementation of the budgetary framework and the approval and implementation of the medium term

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

financial strategy, considering the resourcing of policy decisions and the financing of capital expenditure, in accordance with the Financial Procedure Rules set out in Part 4.5 of the Constitution;

- (v) To publish an annual programme for establishing the budget and policy framework for the following year, for Council approval, taking into account the outcomes of any service reviews or customer surveys;
- (vi) To co-ordinate, on behalf of the Council, the implementation of the Council's strategic aims and priorities, determining policies to deliver the Council's objectives;
- (vii) To review the need for existing services, and the method of provision.
- (viii) To carry out the duties imposed by the Council's financial regulations and any statutory obligations, including recommending the council tax to be levied for the ensuing year;
- (ix) To establish a standing Personnel Sub-Committee to oversee and monitor matters relating to conditions of service, health and safety and employment policies relating to officers, and changes to the establishment as set out in that Sub-Committee's Terms of Reference,
- (x) To establish a standing Finance & Performance Sub Committee to manage revenue and capital expenditure and the progress of the capital programme and undertake other specific duties as set out in the Sub-Committee's Terms of Reference.
- (xi) To deal with applications for financial assistance not otherwise delegated;
- (xii) To consider recommendations from the Finance & Performance Sub Committee in respect of the sale of the Council's land, buildings or assets or the acquisition thereof;
- (xiii) To receive an Annual Asset Management Position Statement within the agreed Council Outcome RES02 (Well Maintained Assets – measure % of assets rated as in good/satisfactory condition).
- (xiv) To monitor and authorise debt write-offs in accordance with paragraph 5.49 of Part 4.3 of this Constitution.
- (xv) Agreement of use of underspend from the previous financial year carry-forwards and creation or enhancement of reserves.
- (xvi) Within the Council's published Petitions Scheme, consider petitions which call for a senior officer of the Council to attend the Committee to answer questions on how a particular service is being delivered; and also to review the Council's response to petitions in cases where the petition organiser feels this is inadequate.

- 6 Proceedings of the Committee take place in accordance with the Procedure Rules set out in Part 4 of the Constitution.

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Planning Policy Committee

Approved by Planning Policy Committee – 5 June 2008 – Minute 39

Amended by Council – 11 January 2010 – Minute 311(a)

- 1 The Planning Policy Committee comprises 15 members appointed by the full Council at the Annual meeting, in accordance with the statutory political balance requirements, to be responsible for the formulation and development of the Council's Local Development Framework within the meaning of the Planning and Compulsory Purchase Act 2004.
- 2 The Planning Policy Committee coordinates the implementation of spatial planning policy and determines the strategic planning objectives for East Northamptonshire within the framework provided by the agreed North Northamptonshire Core Spatial Strategy.
- 3 Functions which are delegated, for example to a standing sub committee, working party or an Officer, and the limits of that delegation, are defined in Part 3 Table 1 and Section 3.2 of the Constitution.
- 4 The Committee's terms of reference are:
 - (i) To lead the preparation of the Local Development Framework (LDF) for East Northamptonshire;
 - (ii) To determine a Local Development Scheme for East Northamptonshire, in conformity with the Core Spatial Strategy for North Northamptonshire, including the approval of the timetables, programmes and development plan documents forming the LDF;
 - (iii) To consider the community's response to consultation on land use policy issues in accordance with the Statement of Community Involvement;
 - (iv) To agree the strategic policies, area strategies and allocations, and monitoring frameworks that comprise the LDF for East Northamptonshire,
 - (v) To establish (unless reserved to the full Council) appropriate area working parties to guide the preparation of plans for various parts of the District;
 - (vi) To receive the minutes of, and consider recommendations for area strategies and allocations, and monitoring frameworks arising from the work of, the area working parties;
 - (vii) To approve draft policy documents for public consultation and Plans for submission;
 - (viii) To consider the timing and prioritisation of Plans and proposals recommended by the area working parties;
 - (ix) To respond to consultations on planning policy matters and proposed legislative changes,
 - (x) To adopt new Conservation Areas and review existing ones following public consultation;
 - (xi) To consider the financial impact of its decisions, and make recommendations for the allocation or reallocation of resources to the Policy & Resources Committee;

Proceedings of the Committee take place in accordance with the Procedure Rules set out in Part 4 of the Constitution.

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Licensing Committee

Approved by Licensing Committee - 25/01/07 - Minute 328

Amended by Council - 21/04/08 – Minute 418

Amended by Council - 26 April 2010 – Minute 472(c)

The Committee is a statutory Committee within the meaning of the Licensing Act 2003 and the Gambling Act 2005, comprising 15 members appointed by the full Council at the Annual meeting, in accordance with the statutory political balance requirements.

- 1 To consider delegation arrangements to Sub-Committees or Panels and appoint Members to serve thereon, and to make recommendations to Council on the matters which will be delegated to officers.
- 2 To consider three yearly revisions to the Council's Statement of Licensing Policy for both the Licensing Act 2003 and the Gambling Act 2005 and any interim amendments and make recommendations to Council.
- 3 To receive reports on grants of Premises and Licences, club premises certificates and grants of Personal Licences delegated to officers and activities taking place under Temporary Event Notices for information only.
- 4 To receive reports as appropriate on
 - (a) the needs of the local tourist economy and cultural strategy and
 - (b) the local employment situation and need for new investment and employment where appropriate and make any necessary recommendations.
- 5 To make reports as appropriate to the Development Control Committee on the situation regarding licensed premises in the area including the impact of alcohol related crime and disorder (reports on matters affecting community safety will also be submitted to the relevant policy committee).
- 6 Any other related licensing matters within the scope of Section 7 of the Licensing Act 2003, any matters not covered by delegation to officers under the Gaming Act 2005.
- 7 To agree arrangements for councillor involvement in the effective monitoring of compliance with licensing decisions.

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Planning Management Committee

Approved by Council – 12/05/04 – Minute 12(a)

Amended by Council – 17/01/05 – Minute 330(b)

- 1 The Planning Management Committee is a Regulatory Committee within the meaning of Article 8.03 of the Constitution.
- 2 The Committee comprises 18 members appointed by the full Council at the Annual meeting, in accordance with the statutory political balance requirements, to be responsible for the functions relating to town and country planning and development control, as specified in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
- 3 Functions which are delegated on, for example to an Officer, and the limits of that delegation, are defined in Part 3 Table 1 and Part 3.2 of the Constitution.
- 4 The Committee acts in a quasi-judiciary manner to determine applications made, balancing the consideration of private proposals against the wider public interests and its members are bound by the Council's Code of Practice for Planning Procedures at Part 5.4 of the Constitution.
- 5 All members of the Committee are required to attend training in planning procedures as a prerequisite of membership.
- 6 Proceedings of the Committee take place in accordance with the Procedure Rules set out in Part 4 of the Constitution.

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GOVERNANCE AND AUDIT COMMITTEE

Amended by Council 13 January 2014 – minute 319

Amended by Council 17 October 2016 – minute 228

Amended by Council 15 October 2018 – minute 241

The Council has appointed a Governance and Audit Committee, comprising 10 members of the Council appointed at the Annual Meeting, in accordance with the statutory political balance arrangements.

Statement of Purpose

Our Governance and Audit committee is a key component of East Northamptonshire council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of our audit committee is to provide independent assurance to councillors of the adequacy of the risk management framework and the internal control environment. It provides an independent review of East Northamptonshire council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Audit

To consider the available mechanisms for the appointment of the External Auditor, the audit fee, the provision of any non-audit services by the external auditor and any questions of resignation or dismissal of the External Auditor.

- 1.1 To consider the available mechanisms for the appointment of the External Auditor, the audit fee, the provision of any non-audit services by the external auditor and any questions of resignation or dismissal of the External Auditor.
- 1.2 To receive the External Audit Annual Plan and discuss, if necessary, with the External Auditor before the audit commences the nature and scope of the audit.
- 1.3 To consider specific reports as agreed with the external auditor and review the scope and depth of external audit work to ensure it gives value for money.
- 1.4 To review the Financial Statements and External Audit opinion. To report to Policy and Resources Committee any matters requiring their consideration, and monitor Management Action in response to any issues raised.
- 1.5 To approve the delivery of any non-audit services by the External Auditor.
- 1.6 To ensure free and unfettered access to the audit committee by the Head of Internal Audit.
- 1.7 To approve the Internal Audit annual Plan for the Council and annual Internal audit report, identifying areas of concern in terms of strategic risk and addressing key internal control issues as required.
- 1.8 To approve changes to the risk –based internal audit plan and resource requirements.

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- 1.9 To consider the level of assurance Internal Audit work provides on the Council's arrangements and whether there are concerns arising that need to be brought to the attention of the Policy and Resources Committee.
 - 1.10 To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
 - 1.11 To report on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
 - 1.12 To consider the head of internal audit's annual report, including the statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of internal audit.
 - 1.13 To keep under review the effectiveness of internal control systems, to receive the External Audit Management Letter on behalf of the Council and refer any issues requiring attention to the relevant Committee and/or officer.
 - 1.14 To monitor the performance of Internal Audit, including agreeing the scope of external assessment and receiving reports on the management and performance of the providers of internal audit services, including the results of the quality assurance and improvement programme which will form part of the Chief Audit Executive's annual report.
 - 1.15 To review Internal Audit reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
 - 1.16 To ensure that there are effective arrangements between Internal and External Audit and that the value of the audit process is actively promoted.
 - 1.17 To review and approve the internal audit charter after consideration by the Corporate Management Team.
2. Governance
- 2.1 To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
 - 2.2 To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
 - 2.3 To monitor the openness of the Council in its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.
 - 2.4 To have oversight of the Council's management and response to the Freedom of Information Act and Data Protection Act requests.

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- 2.5 Oversight and review of reports and investigations from other regulatory bodies such as the Local Government Ombudsman.
- 2.6 To review any issue referred to it by the Council's statutory officers or any Council Committee.
3. Risk Management and Internal Control
 - 3.1 To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
 - 3.2 To monitor the effective development and operation of risk management in the Council.
 - 3.3 To monitor progress in addressing risk-related issues reported to the committee.
 - 3.4 To have oversight of provisions which reflect the transparency of the Council including Whistleblowing Policy and Procedures, Fraud and Corruption Policy and Procedures, and other related matters.
 - 3.5 To oversee the arrangements to introduce new regulatory legislation.
4. Financial Reporting
 - 4.1 To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
 - 4.2 To approve the annual statement of accounts and have oversight of the publication of an Annual Report in the most appropriate format.
 - 4.3 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
5. Ethics and Probity
 - 5.1 To review the ethical framework of the Council, including the code of conduct for Councillors and co-opted members.
 - 5.2 Ensure the provision of training, guidance and support in the context of Ethics and Probity, including promoting and maintaining the Member/Officer protocol (Part 5.3 of this Constitution).
6. General
 - 6.1 The Governance and Audit Committee has the power to appoint time-limited working parties, review teams and panels as necessary.
 - 6.2 Proceedings of the Governance and Audit Committee and any Sub Committee, working party or scrutiny panel appointed by it shall take place in accordance with the Procedure Rules set out in Part 4.1 of the Constitution.

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Joint Standards Complaints Committee

Approved by Council – 16 July 2012 Minute 108, 14 October 2013 – minute 212(d)

- a) This joint committee, to be known as the East Northamptonshire Joint Standards Complaints Committee, will be constituted for the discharge of the duties as provided under the Localism Act 2011 section 18. It will act, under powers delegated under section 101 of the Local Government Act 1972, to implement the arrangements agreed by East Northamptonshire (as Part 9 of the Constitution) for the investigation and determination of allegations.
- b) The East Northamptonshire Joint Standards Complaint Committee will have the following roles and functions in addition to the provision of Panels for the Hearing and Appeal stages of a complaint or a Dispensations Panel when necessary under Part 9:
 - i) Receive a quarterly activity report from the Monitoring Officer which includes for the preceding quarter:
 - the number of complaints received under the Code and Complaints procedure
 - summary outcome of any complaints determined (with appropriate written report/summary as an appendices)
 - feedback on any 'other action' taken in respect of complaints
 - details of the dispensations granted and refused by the Monitoring Officer and Dispensations Panels
 - ii) advising East Northamptonshire Council on the adoption or revision of the Members' Code of Conduct or arrangements for the review of its procedures for handling complaints against councillors
 - iii) advising, training or arranging to train Councillors on matters relating to the Members' Code of Conduct;
 - iv) granting dispensations to Councillors from requirements relating to interests set out in the Members' Code of Conduct;
 - v) provision of an appointments panel to select an Independent Person and reserve for recommendation to (full) Council for appointment.
- c) In addition, in accordance with part 9 of the ENC Constitution the Chairman or Vice Chairman may be consulted by the Monitoring Officer when decisions are taken on:
 - Initial assessment of a complaint
 - If an Investigation Report concludes there is evidence of failure and it is proposed that other action is to be taken
 - The shortlisting of candidates for Independent Person
- d) Political Balance: As a joint committee, membership of this committee is exempt from the political proportionality requirements of section 15 of the Local Government & Housing Act 1989 (as a result of agreement of these Terms of Reference by Council July 2012)
 1. The Committee shall meet a minimum of three times per Council year, in February, July and October, and
 2. With the consent of the Chairman and Vice-Chairman of the Joint Standards Complaints Committee additional meetings of the Committee be convened if required.

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Finance & Performance Sub Committee

Approved by Council – 1 March 2007 - Minute 391

- Policy & Resources Committee 21 January 2008 (Minute 291)
- Council – 21 July 2008 – (Policy & Resources Committee 16/06/08 Recommendation R2 - Minute 56)
- Council - 26 April 2010 – Minute 472(c) to replace with Working Party
- Policy and Resources Committee 12 October 2010
- Council – 1 November 2010 – minute 212

Amended by

- Council – 23 April 2012 – minute 487 to return to Sub-Committee
- Amended by Council – 13 January 2014 – Minute 319
- Amended by Council – 17 October 2016 – Minute 228
- Amended by Council – 23 January 2017 – Minute 371
- Amended by Council – 15 October 2018 – Minute

The Finance & Performance Sub Committee is a standing sub committee comprising 7 members, in accordance with the statutory political balance requirements, of the Council's Policy & Resources Committee established to manage the financial resources of the Council. It will meet quarterly, with additional meetings as and when required.

Terms of Reference:

1. To monitor and manage the capital programme and revenue expenditure and report to the Policy and Resources Committee accordingly (with power to vary the capital programme during the year and manage under-spending).
2. To consider the capital and revenue budgets and recommend to the Policy and Resources Committee the revenue budget, capital programme and fees and charges
3. To consider and make recommendations to the Policy and Resources Committee on the financial aspects of the long and medium term financial strategies of the Council.
4. To recommend to the Policy and Resources Committee any changes in the financial management arrangements set out in the Budget and Policy framework.
5. To review and approve Financial Regulations every three years, taking into account any recommendation by the Scrutiny Committee on de minimis figures.
6. To review and develop the detailed financial and procurement rules and recommend changes to the Policy and Resources Committee
7. To recommend, to Policy and Resources Committee, approval of the Treasury Management Policy Statement (TMPS), Treasury Management Strategy Statement (TMSS); and borrowing limits; to consider the annual report on investments and borrowing; and to review and scrutinise treasury management strategy and policy.

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8. To ensure the Council maintains adequate and appropriate insurance cover.
9. To be responsible for the strategic management of all Council land and property assets and co-ordinate the disposal and acquisition of any capital assets, making appropriate recommendations to the Policy and Resources Committee in relation to the principal of disposal.
10. To agree the final sale details, including price, where a site has been identified by Council for disposal.
11. To undertake any of the following functions in relation to the performance and efficiency of the council:-
 - a) Receive reports on the council's performance framework to enable monitoring of overall performance and achievement of the council's policy objectives.
 - b) Review services where performance indications are consistently not achieved, additional resources maybe required or customer satisfaction is low and make recommendations for improvement
 - c) Consider key service area achievements or services with above target performance where there may be transferable learning.
 - d) Consider emerging financial risks and significant budget variations.
12. To monitor and manage the development of ENC's building and system assets, ensuring it is tailored to the direction of travel of the new North Northamptonshire Council.

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Personnel Sub Committee

Approved by Council - 1 March 2007 - Minute 391

The Personnel Sub Committee is a standing sub committee comprising 7 members, in accordance with the statutory political balance requirements, of the Council's Policy & Resources Committee established to determine matters relating to personnel and the health and safety of officers.

Terms of Reference:

- 1 To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all officers
- 2 In line with the Council's strategic objectives, to recommend to the Policy and Resources Committee, any changes in the Council's establishment resulting from a management review of the structure.
- 3 To receive reports from the Chief Executive on changes in the Council's officers and recommendations relating to training.
4. To consider and make recommendations to the Policy and Resources (full) Council on the appointment of the Chief Officers (CMT) and on any matter relating to the conditions of employment of the Chief Executive and Chief Officers.
- 5 To make recommendations to the full Council on the appointment or dismissal of the Chief Executive/Head of the Paid Service and on the dismissal of any of the Chief Officers.

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Grievance Committee

Approved by Annual Council – 15 May 2019 - Minute

1. Membership

- 1.1 The Committee will consist of three Elected Members and will be chaired by an Elected Member.
- 1.2 Members will be appointed by the full Council at the Annual meeting, in accordance with the statutory political balance requirements.

2. Terms of Reference

- i. To consider any proposed changes to the terms and conditions of the Contract for the Housing Options Service prior to presentation to Policy and Resources Committee
- ii. To review the Housing Allocation Policy for presentation to Policy & Resources Committee
- iii. To steer the development of flexible and fair housing policies for the provision, adaptation and allocation of accessible properties for presentation to Policy and Resources Committee
- iv. To steer the development of a Supplementary Planning Document in respect of the Housing Mix Requirements for the district for presentation to Planning Policy Committee
- v. To consider the consequences for housing in the district, and report any recommended action to the appropriate committee, as a result of
 - a. Changes to the Right to Buy and rent setting legislation for housing associations
 - b. Welfare reform and in particular the introduction of Universal Credit
 - c. The current refugee crisis.
- vi) If appropriate following the review of the Allocations Policy and changes to legislation, to review the Tenancy Strategy for presentation to Policy & Resources Committee

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Licensing (Liquor & Gambling) Panels

Amended by Council – 11 January 2010 – Minute 311(a)

Liquor & Gambling Licensing Panels function as sub-committees of the Licensing Committee (a statutory Committee) and operate under powers initially delegated to them by the Licensing Committee on 26 January 2005 (Minute 349) and 25 January 2007 (Minute 328) but amended by Council on 21 April 2008 (Minute 418).

The membership of each Panel varies. All Panels consist of 3 Members of the Licensing Committee (who have had training) and determined under delegated powers exercised by the Democratic & Electoral Services Manager.

Panels conduct hearings which follow the rules of natural justice and are governed by The Licensing Act 2003 (Hearings) Regulations 2005 and The Gambling Act 2005 (Proceedings of Licensing Committees and Sub-Committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007.

Panels have the power to –

- determine applications under the Licensing Act 2003:
 - for personal licence if a representation made;
 - for personal licence with unspent convictions;
 - for premises licence/club premises certificate if a representation made;
 - for provisional statement if a representation made;
 - to vary premises licence/club premises certificate if a representation made;
 - to vary designated personal licence holder if a police representation;
 - to be removed as designated personal licence holder;
 - for transfer of premises licence if a police representation;
 - for Interim Authorities if police representation;
 - review premises licence/club premises certificates.
- determine police representations to a temporary event notice;
- determine applications under the Gambling Act 2005:
 - for a premises licence where representations have been received and not withdrawn
 - for a variation to a licence where representations have been received and not withdrawn
 - for a transfer of a licence where representations have been received from the Commission
 - for a provisional statement where representations have been received and not withdrawn
 - for a review of a premises licence
 - for club gaming/ club machine permits where objections have been made (and not withdrawn)
 - for the cancellation of club gaming/ club machine permits
 - for a decision to give a counter notice to a temporary use notice

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Minutes will be submitted for information to either the Licensing Committee or to the full Council.

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Licensing (Taxi & Miscellaneous) Panels

Amended by Council – 11 January 2010 – Minute 311(a)

Amended by Council – 14 July 2014 – Minute 84(b)

These Panels are effectively “Committees” in legal terms and originally operated for taxi licensing matters under powers initially delegated to them by the Council in January 2005 (Resources Committee minute 264 – 15 November 2004) and confirmed by the Council on 21 April 2008 (Minute 418). The remit of the Panels was extended to other miscellaneous licensing matters in January 2010

The membership of each Panel varies. All Panels consist of 3 Members drawn from the membership of the Licensing Committee (who have had appropriate training) and determined under delegated powers exercised by the Democratic & Electoral Services Manager.

The Panels conduct hearings which are not governed by statutory rules but nevertheless follow the rules of natural justice.

Panels have the power to determine –

- (a) applications under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 relating to hackney carriage and private hire drivers’ licences not otherwise delegated to officers and to determine applications for driver, vehicle and operator licences where the Head of Environmental Services is minded to refuse
- (b) specifically, applications –

Where a Criminal Records Bureau Check reveals:

- Offences of a sexual nature
- Offences relating to violent conduct
- Offences involving substance abuse
- Offences involving obscene material
- Offences relating to dishonesty
- Offences relating to Motoring Offences, including those listed in the schedule contained within the conditions of licence, as detailed below:-
 - (i) Dangerous driving.
 - (ii) Driving or attempting to drive whilst unfit through drink or drugs.
 - (iii) Unfit through drink or drugs whilst in charge (as opposed to actually driving or attempting to drive) the vehicle.
 - (iv) Driving or whilst in charge of vehicle with excess alcohol in the blood.
 - (v) Motor racing on highway.
 - (vi) Taking and driving away a vehicle without consent.
 - (vii) Using without insurance.
 - (viii) Driving without a licence.
 - (ix) Driving with defective sight (and refusing to submit to eye-sight test).

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- (x) Parking in a dangerous position.
- (xi) Failure to stop and give particulars after an accident.
- (xii) Failing to conform with the requirements relating to pedestrian crossing or a school crossing.
- (xiii) Failing to conform with traffic signs (including double white lines) or a policeman's signal.
- (xiv) Breach of traffic regulations i.e. (no waiting, one-way working).
- (xv) Using, causing or permitting to be used, a vehicle in a dangerous condition or with defects (e.g. brakes, steering, tyres).
- (xvi) Permitting a vehicle to be driven without insurance and/or without a licence.
- (xvii) Permitting a person to drive under age if the offence occurred after the first application.
- (xviii) Careless driving, driving without reasonable consideration and driving without due care and attention.
- (xix) Any three current endorsements for speeding.

Where Medical Conditions require specialist medical consultation and;

(All other hackney carriage and private hire licences are determined under delegated powers exercised by the Head of Environmental Services).

- (c) all other applications for licences or registrations (house to house collections, sex establishments etc) which the Head of Environmental Services is minded to refuse.
- (d) the Public Health Acts Amendment Act 1907. To determine appeals against decisions taken by Officers in respect of licences for boats for hire, including conditions imposed on licences.

Minutes of the Panels will be submitted for information to the full Council.

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DISABLED FACILITIES GRANTS CASE REVIEW PANEL

1. Introduction

The purpose of the case review panel is to provide a clear and equitable framework and process to consider valid applications for funding under the Disabled Facilities Grant (DFG) process that cannot be funded out of the set budget within a financial year.

The case review panel shall establish a consistent approach when assessing valid DFG applications from across the district. Only applications that have been classified as a Priority following the assessment by the Occupational Therapists will be presented at the panel for members to determine.

1.2 Constitution

This Group, known as the Disabled Facilities Grants Case Review Panel is established as a panel formed from members of the Policy and Resources Committee.

2 Membership

The Case Review Panel will consist of three elected members. Meetings will only be held with representation from the following, as a minimum, in attendance as advisors:

- Community Occupational Therapist
- Environmental Protection Manager
- Care and Repair case officer – if applicable
- Any other required agency such as Social Services, support workers, representatives from Housing Associations.

Additional officers/agencies will be invited to provide information to members regarding a grant application they are involved in. Panels will be held on an as and when basis initially with two panels to be set up this financial year.

2.1 Appointments

Appointed elected members to the panel shall be determined and approved by the Policy and Resources Committee.

3 Arrangement for the Conduct of Business

3.1 Chairing the meetings

An elected member shall chair the meetings of the Case Review Panel.

3.2 Quorum

Three members and representation from the relevant agencies must be present for a panel hearing to be quorate.. The case review panel cannot go ahead if the key representatives are not in attendance. Meetings will be arranged in as much advance as possible to ensure full attendance.

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3.3 First meeting of the panel

At the first meeting of the panel the Terms of Reference will be approved. Members will agree the criteria to be applied when assessing valid priority disabled facilities grant applications.

3.4 Frequency of meetings

The Disabled Facilities Grants Case Review Panels will be held on an ad hoc basis. It is expected that there will be at least two meetings per year and that the panel will become active once the budget allocation for DFGs has been committed. Based on previous years experience this is likely to be in September/October time. The funding allocated to the panel must be committed and paid within the financial year that the panel sits, so the second panel will be in January/February time to ensure work can be completed by the end of March.

There is no intention at this time to hold emergency meetings.

3.5 Declaration of interests

If any member has an interest in any application to be discussed and voted on at the panel, they must declare that interest as early as possible and should not participate in the discussions. The Chair shall have the power to request that the member in question withdraw from the panel until consideration and voting has been completed.

All declarations of interest expressed at the panel shall be minuted.

4 Authority

Each Disabled Facilities Case Review Panel will have powers for decision making in line with the Council's Housing Grants Policy and the Procurement Policy.

5 Role and functions

5.1 Role and duties

The role of the Disabled Facilities Grants Case Review Panel is to assess the valid priority applications for grant assistance once the budget for grants has been fully committed. The panel has its own budget of £100,000 to approve grant applications. This funding must be spent within the financial year and therefore members must be satisfied as to the following:

- The priority need of the applicant
- The specified works detailed in the application are essential
- The quotes provided and timescales
- The work will be completed and paid for within the financial year

5.2 Management support and administration

Environmental Services will ensure the co-ordination of all grant applications, correspondence with applicants and related agencies and the organisation of panel meetings. The meeting dates will be set up in partnership with Member

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Services to ensure the elected members' meeting diaries are kept up to date, and minutes will be taken by the Environmental Services Administration Team.

All correspondence to grant applicants following the decision by the panel will be given in writing to the applicant.

5.3 Confidentiality

Every effort should be made to ensure the confidentiality of the grant applicant concerned. The minutes of the panel are not for the public domain and should not be discussed outside of the panel forum.

5.4 Ethical considerations

The Disabled Facilities Grant Case Review Panel shall not discriminate on the grounds of physical, sensory or learning disability, age, gender, sexual orientation, ethnicity, social position, religious beliefs, employment status, financial status, family or other personal circumstances or lifestyle in line with the Equality Act 2010, which has superseded all previous legislation.

5.5 Appeals process

The Disabled Facilities Grant Case Review Panel is set up in such a way that allows applications to be reconsidered by the panel. If the circumstances of the applicant and their priority need changes or further pertinent information becomes available that wasn't at the time of the initial panel the application may be reconsidered. In addition, should an application not be awarded a grant at the time due to lack of funding, it will be reconsidered in the future.

Once a decision has been made at the panel and the applicant has been made aware of the outcome, should they not be happy with the decision a formal appeal may be lodged. The appeal must be in writing and directed to the Head of Environmental Services for consideration. Whilst DFGs are mandatory the funding available is limited. It is envisaged that the only likely reason for an appeal to be sought is on the grounds that the works are urgently required and cannot be put back to the next panel or the next financial year.

Should the Head of Environmental Services determine that there are grounds for appeal a decision will be made regarding the application. If the appeal is granted the case review panel will be made aware of the decision and reasons for this decision prior to the next case review panel. Any decision must be made in line with the panel's allocated budget and any works must be completed within the financial year. If the Head of Environmental Services does not consider that there are grounds for the appeal, the appellant will be advised of this decision and the reasons why the appeal has been refused, and it will be reconsidered at a future date.

5.6 Complaints

If an applicant wishes to complain about the panel and how they have been dealt with they should be advised of the Council's Complaint Policy and any complaints received shall be dealt with in accordance with this policy.

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5.7 Training

Prior to the first panel hearing all members will be required to attend a training session. This session will introduce the elected members to the officers and explain the DFG process, the terms of reference will be discussed and comments or concerns addressed wherever possible. The purpose of the training session is to ensure each member of the panel is clear on how the panel will operate to enable the first panel to operate effectively.

5.8 Duties

In discharging the role of the case review panel as detailed above the specific duties of the Disabled Facilities Grant Case Review Panel are as follows:

- Consider all information provided on the valid priority DFG application. This will include the applicant's requirements assessed by the Occupational Therapist and any other relevant information in the case. The Panel can defer the decision on the application to the next panel if further information is requested.
- To determine if the works listed can be reasonably completed within the financial year to ensure payment from the panel.
- To ensure that the allocation of grant funding is within the panel's allocated budget.
- To ensure that the allocation of funding meets the requirements of the Council's Housing Grants and Procurement Policies.
- To provide a report back to the Policy and Resources Committee at the end of each financial year detailing the number of grants and funding allocated and the outcomes achieved by the panel.
- To assist in any formal complaints investigation instigated by an applicant or on behalf of the applicant.

6 Relationships and reporting

6.1 Reporting Arrangements

All decisions of the Disabled Facilities Grant Case Review Panel shall be reported to the Policy and Resources Committee at the end of each financial year, detailing the panel's expenditure and the number of cases approved and those that remain on the waiting list.

7 Review of the terms of reference

The Terms of Reference shall be reviewed at the end of the first year of the panel prior to the first panel of the new financial year.

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

Waste Project Board

Approved by Policy & Resources Committee – 15/02/16 – Minute 331

1.0 **Role and Membership of the Project Board**

- 1.1 The Project Board will consist of five Elected Members and will be chaired by an Elected Member.
- 1.2 Members will be identified at the Annual Meeting.
- 1.3 The Project Board Chairperson and Vice Chairperson will be elected at the start of the first meeting of the Project Board.
- 1.4 For the Project Board to be quorate, a minimum of three elected Members must be present at the meeting.
- 1.5 The end date for the Project Board is 31 December 2018.
- 1.6 In accordance with the Council's constitution 4.1 rule 23 the Project Board has no formal powers of decision making and all proposals for changes to the service will be considered and approved by the Policy and Resources Committee which would then make recommendations within the budget and policy framework. The Project Board will present reports to the Policy and Resources Committee for all key decisions and milestones of the project.
- 1.7 Whilst the Waste Project Board will not be a decision making body the Project Board will be asked to develop the approach to the provision of Waste Services from 01 August 2018 until 31 July 2025, by defining the following for consideration;
 - scope of the service
 - method of procurement of the service
 - specification of service

It should be noted that during the life time of this project there are activities within Northamptonshire to identify large scale efficiencies to reduce the overall cost of waste management in the County. The Project Board should be kept aware of any emerging issues that relate to these activities and consider them as part of the wider context of waste management for Northamptonshire.

- 1.8 The requirements as defined in para 1.7 shall be in line with the Council's constitution and shall seek to contribute to the Corporate Outcomes of;
 - Clean
 - By identifying an appropriate level of specification to ensure that the Council's statutory duties are met with regard to clean streets and minimisation of litter.
 - By ensuring that waste and recycling collections are suitable for the locality and residents.
 - Healthy
 - By ensuring that waste management arrangements are continuous and have the appropriate business continuity plans in place.

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- Safe
 - Areas where there is evidence of environmental crimes, such as litter, fly tipping and graffiti tend to have lower levels of public satisfaction and wellbeing. The service can contribute to improvements in public satisfaction by ensuring that incidents of environmental crime are responded to appropriately and in a timely manner.
- 1.9 Any procurement project that is agreed as part of the actions for this Project Board will be run in accordance with the Council's Procedure Rules (part 4.6 of the Constitution) and will be in accordance with The Public Contracts Regulations 2015.
- 1.10 In addition the members of the Project Board will also be asked to;
 - Monitor the progress of the project against any agreed project plans.
 - Receive regular reports from the waste management team and senior officers and provide any comments and/feedback on these reports.
 - Act as 'critical friends' throughout the process by providing challenge, feedback and comments.
 - Act as the 'voice for the constituents' within the district to ensure that community views can be taken into account where required.
 - Give advice and suggestions on ways in which the community can be engaged with to ensure that the community are thoroughly informed and involved in any agreed projects.
 - Acts as 'champions' for the successful delivery of any agreed projects.
 - Undertaking tasks and activities as agreed and directed by the discussions of the Project Board.

2.0 Format of Meetings

- 2.1 The Project Board will be facilitated by the Head of Environmental Services, the Waste Services Manager and supported by officers as appropriate. The agenda and reports will be sent to Members at least 3 days in advance of the meeting. If Members wish for specific issues to be considered these can be raised at the meeting and officers will research these issues and present them to a future meeting of the Project Board.

The Project Board will report to Policy and Resources Committee at key milestones during the project and for any decision for which the Project Board wishes the Council to consider.

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

Community Facilities Fund Working Party

Approved by Policy & Resources Committee – 11/07/16 – Minute 86(ci). Approved at Council 15.10.18 – Minute 233(d)

Terms of Reference

- 1.0 The Community Facilities Fund Working Party is a working party established by the Policy and Resources Committee. Its membership is as follows:
 - Six members following appointments at Annual Council each year.
- 2.0 The Chairman and Vice-Chairman of the Working Party will be appointed at its first meeting following Annual Council.
- 3.0 The Working Party has delegated authority to act as a panel to:-
 - Develop, monitor and review the criteria for the Community Facilities Fund. This will also include the necessary terms and conditions of the grant awards to ensure clear governance arrangements are in place.
 - Consider and shortlist applications for each round of the CFF within the budget set by Full Council.
- 4.0 For applications seeking £10,000 and under it will make recommendations to Finance and Performance sub Committee and for applications seeking £10,001 to £50,000 it will make recommendations to Policy & Resources Committee. This will be through resolutions in the minutes of the meetings of the Working Party.
- 5.0 To be quorate the meetings must be attended by three members of the Working Party
- 6.0 The Working Party will observe the following risks identified in the administration of the CFF:-
 - Insufficient number and quality of applications to the fund
 - Decision challenged by an applicant(s)
 - Negative publicity arising from disappointed applicants

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

Tresham Village Board

Approved by Council – 14/12/15 – Minute 273

Terms of Reference

1. Purpose

1.1 The Board will shape the proposals for the development of the Deenethorpe Airfield Village area in line with Policy 14 of the North Northamptonshire Core Spatial Strategy. It is a collaborative partnership working for the benefit of existing communities and the surrounding area, by:

- agreeing the key outcomes and project plan
- ensuring the masterplan and delivery strategy meet the policy requirements
- shaping the broad areas for planning consent
- agreeing consultation and communication for the project

within the framework set by the Local Plan.

1.2 The Board will be councillor led but will include key officers tasked with providing information and liaison with interested parties. The Board will ensure that the project defines and achieves key outcomes relating to the development area and wider impacts on the surrounding area. It will provide a forum for discussion with the promoters and developers of key elements of the project, including viability.

1.3 The Board will monitor performance and delivery against the agreed project plan and targets and will determine the steps necessary to achieve the targets. It will decide on any changes to the programme or timetable which appear to it to be desirable or necessary to ensure delivery.

1.4 The Board has no statutory role and is not able to agree planning policy, planning permission or support any particular applications.

2. Membership

2.1 The Board will comprise:-

East Northamptonshire Council

- **5 nominees** as agreed at Annual Council (or in the case of unavoidable changes in membership at the next (full) Council).
- **Deene and Deenethorpe Parish Council (2 Nominees)**
- **Benfield Parish Council (2 Nominees)**
- **Northamptonshire County Council (1 Nominee)**

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Principal Officers advising the Board will be:

- For East Northamptonshire Council - Head of Planning Services
- Planning Policy and Conservation Manager
- For North Northamptonshire Joint Planning Unit - Head of JPU

2.2 The Board will be serviced by East Northamptonshire Council.

2.3 The Board will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

3 Meetings

3.1 Board meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Board five days in advance of the date of the meeting. At least 50% of the Board will need to be present for the meeting to be quorate.

3.2 The Board will be chaired by one of the District Councillors, as agreed between them. The Deputy Chair will also be elected by the Board.

3.3 Items for inclusion on the agenda will be agreed with the Chairman and should be submitted for consideration at least 7 days prior to the date of the meeting.

3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Board until either:

- The related policy has been presented for consideration to the Planning Policy Committee or
- Otherwise agreed by the Board.

Once no longer considered confidential reports and minutes will be published on the Council's website.

4 Members' Responsibilities

4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

5 Voting

5.1 The Board will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chairman will have a second, or casting, vote.

6 Variation of the Terms of Reference

6.1 These Terms of Reference may be altered by vote at (full) Council.

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Rushden East Project Board

Approved by Planning Policy Committee: 12 February 2014

1. Purpose

1.1 The Board will shape the proposals for the development of the area to the east of Rushden, provisionally titled Rushden East, for housing and employment use. It is a collaborative partnership working for the benefit of existing communities and the surrounding area, by:

- agreeing the key outcomes and the project plan
- creating the Masterplan
- identifying the necessary associated infrastructure and its funding routes
- shaping of the broad areas for planning consent
- agreeing consultation and communication for the project

within the vision statement and related framework sent by the Planning Policy Committee and the Local Plan Framework.

1.2 The Board will be Member led but will include key officers tasked with providing information and liaison with interested parties such as potential developers. The Board will ensure that the project defines and achieves key outcomes relating to the development area and wider impacts on the surrounding area. It will provide a forum for discussion with developers of key elements of the project, including viability.

1.3 The Board will monitor performance and delivery against the agreed project plan and targets and will determine the steps necessary to achieve the targets. It will decide on any changes to the programme or timetable which appear to it to be desirable or necessary to ensure delivery.

1.4 The Board has no statutory role and is not able to agree planning policy, planning permission or support any particular applications.

2 Membership

2.1 The Board will comprise:-

East Northamptonshire Council

- Rushden Ward Members (4 nominees)
- Chairman of Planning Policy Committee

Rushden Town Council (2 Nominees)

Higham Ferrers Town Council (1 Nominee)

Northamptonshire County Council (1 Nominee)

Principal Officers advising the Board will be:

- For East Northamptonshire Council
 - Chief Executive
 - Head of Planning Services
 - Planning Policy and Conservation Manager
- For North Northamptonshire Joint Planning Unit
 - Head of JPU

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- 2.2 The Board will be serviced by East Northamptonshire Council (ENC).
- 2.3 The Board will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

3 Meetings

- 3.1 Board meetings will take place every month initially. Timings of future meetings will be reviewed as the project develops. The business of the meeting shall be set out in an agenda and notified to members of the Group five days in advance of the date of the meeting. At least 50% of the Rushden Ward (ENC) Councillors on the Board will need to be present for the meeting to be quorate.
- 3.2 The Board will be chaired by one of the four Rushden Ward (ENC) councillors, as agreed between them. The Deputy Chair will be elected from the four Rushden Ward (ENC) councillors or the Chair of Planning Policy.
- 3.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.
- 3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

4 Members' Responsibilities

- 4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

5 Voting

- 5.1 The Board will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

6 Variation of the Terms of Reference

- 6.1 These Terms of Reference may be altered by vote at Planning Policy Committee

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

Homelessness Prevention Grant Panel

Approved by Policy and Resources Committee: 9/1/17

1. Purpose

- 1.1 The Panel will review the context for homelessness prevention activity when invoked and identify those areas of activity which are most likely to maximise the impact of the grants in each round of Homelessness Prevention grants. This may be done in advance of applications being sought, or retrospectively if the level of grants is greater than the funding available.
- 1.2 The Panel will then consider the grant applications for that year and make recommendations to Policy and Resources Committee as to which applications should be approved.
- 1.3 The Panel may wish to seek further information from applications or interview applicants in order to inform its decision.
- 1.4 The Panel will liaise as appropriate with the Community Partnerships Team on any aspects which links to the Community Support Grants or Member Empowerment Fund in order to reduce the likelihood of duplicate funding or identify potential gaps to build into future grant criteria.

2. Membership

- 2.1 The Panel will comprise of three Councillors drawn from Policy and Resources Committee.
- 2.2 The Panel will be supported by the Housing Strategy and Delivery Manager, the Housing Services Officer and/or the Housing Enabling Officer. There may also be a need to involve other officers as and when required, such as representatives from Benefits or Finance.

3 Meetings

- 3.1 The requirement for the Panel will be assessed annually and meetings will only occur after Policy and Resources have agreed to convene the Panel after that assessment.
- 3.2 The business of the meeting shall be set out in an agenda and notified to members of the Panel five days in advance of the date of the meeting. At least two members of the Panel will need to be present for the meeting to be quorate.

4. Minutes

- 4.1 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.
- 4.2 In order to provide for free and frank discussions, reports and minutes will be confidential to the Panel until either:
 - The related recommendations have been presented for consideration to the Policy & Resources Committee or

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- Otherwise agreed by the Panel

Once no longer considered confidential reports and minutes will be published on the Council's website.

5. Members' Responsibilities

- 5.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

6. Voting

- 6.1 The Panel will work towards securing mutual agreement on all aspects of the agreement of criteria and award of funding, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chairman will have a second, or casting, vote.

7. Powers

- 7.1 The Panel has no delegated powers but may make recommendations to Policy and Resources Committee

8. Variation of the Terms of Reference

- 8.1 These Terms of Reference may be altered by vote at Policy and Resources Committee.

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

Developer Contributions Working Party

Approved at Planning Policy Committee - 20 February 2017

- 1.0 The Working Party will consist of five elected Members and will be chaired by an elected Member.
- 1.1 Members will be drawn from the Planning Policy Committee.
- 1.2 The Working Party Chairperson and Vice Chairperson will be elected at the start of the first meeting of the Working Party.
- 1.3 For the Working Party to be quorate, a minimum of three elected Members must be present at the meeting.
- 1.4 The end date for the Working Party will be the agreement of a new approach to Developer Contributions, anticipated to be before 31 December 2018.
- 1.5 In accordance with the Council's Constitution 4.1 Rule 23, the Working Party has no formal powers of decision making and all proposals for changes to the arrangements for the payment of Developer Contributions will be considered and approved by the Planning Policy Committee which would then make recommendations within the budget and policy framework.
- 1.6 Whilst the Developer Contributions Working Party will not be a decision making body, the Working Party will be asked to review and develop the Council's approach to the calculation and collection of Developer Contributions from development activity (residential and commercial) within the District in line with evolving legislative framework, including any provisions for the Community Infrastructure Levy and S106 agreements.
- 1.7 The approach as defined in paragraph 1.6 shall be in line with the Council's Constitution and shall seek to contribute to the Corporate Outcomes of Sustainable Development and High Quality Built Environment in which new developments provide adequate infrastructure, including high quality green and open space.
- 2.0 Format of Meetings
- 2.1 The Working Party will be facilitated by the Head of Planning Services, and supported by other planning, legal and finance officers as appropriate.
- 2.2 The agenda and reports will be sent to Members at least three days in advance of the meeting. If Members wish for specific issues to be considered these can be raised at the meeting and officers will research these issues and present them to a future meeting of the Working Party.
- 2.3 The Working Party will report to Planning Policy Committee at key milestones during the project and for any decision for which the Working Party wishes the Council to consider.
- 2.4 Items for inclusion on the agenda will be agreed with the Chairman and should be submitted for consideration at least seven days prior to the date of the meeting.
- 2.5 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

3.0 Members' Responsibilities

3.1 Members and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

4.0 Voting

4.1 The Working Party will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each elected Member will have a single vote and decisions will be made on a show of hands. In the event of a tie in the number of votes, the Chairman will have a second, or casting, vote.

5.0 Variation of the Terms of Reference

5.1 These Terms of Reference may be altered by vote at the Planning Policy Committee.

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

East Northants Enterprise Centre Working Party

Approved at Finance Sub Committee - 26 March 2018

- 1.1 This working party has been created to oversee, inform and drive delivery of the East Northants Enterprise Centre (the Project) with regards to funding, design, procurement and communications.
- 1.2 The Working Party will be councillor led but will include key officers tasked with providing information and liaison with key partners. It will provide a forum for discussion and distillation of options and approaches and for ensuring the responses are compiled in a timely manner.
- 1.3 The Working Party has no statutory role and has no formal decision making powers. It will make recommendations to Finance Sub-Committee regarding:
 - Submission of ERDF bid (including agreement of ENC match funding)
 - Procurement of Construction and Operator contracts
 - Designs ready for planning application submission
 - Award of operating contract (subject to planning and funding)
 - Award of construction contract (subject to planning and funding)
 - Signing of ERDF funding agreement

2 Membership

- 2.1 The Working Party will comprise of the Chairman and three other councillors drawn from Finance Sub Committee. It will be advised by the Head of Economic Development and Finance Manager, together with other officers as appropriate.
- 2.2 The Working Party will be serviced by East Northamptonshire Council.
- 2.3 The Working Party will invite individuals or representatives of other organisations, consultants, contractors and advisers to attend a particular meeting when an item of relevance to them is to be discussed or where particular specialist input is needed.

3 Meetings

- 3.1 Working Party meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Working Party five days in advance of the date of the meeting. At least 2 members of the Working Party will need to be present for the meeting to be quorate.
- 3.2 The Working Party will chaired by the Leader, with the Deputy Leader acting as Deputy Chair.
- 3.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.
- 3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.
- 3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Working Party until otherwise agreed by the Working Party. Once no longer considered confidential, reports and minutes will be published on the Council's website.

TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES

4 Members' Responsibilities

- 4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

5 Voting

- 5.1 The Working Party will work towards securing mutual agreement on all aspects of the project, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

6 Variation of the Terms of Reference

- 6.1 These Terms of Reference may be altered by vote at (full) Council.