

**SECTION 3C: EXECUTIVE COMMITTEE AND ADVISORY  
COMMITTEE TERMS OF REFERENCE**

**COMMUNITY COMMITTEES**

Within each Committee's area:

*(Council functions)*

1. *To adopt and review a Community Plan<sup>1</sup>;*
2. *to make Elected Member<sup>2</sup> appointments<sup>3</sup> to Outside Bodies as determined by the Member Management Committee;*
3. *to advise or make representations to the Council or the Executive Board<sup>4</sup> on all matters affecting community interests;<sup>5</sup>*
4. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals;<sup>6</sup>*
5. *to consider proposals referred to the Committee by the Council or the Executive Board<sup>7</sup> and to report back the Committee's views to the referring body;<sup>8</sup>*
6. *to receive and hear deputations; and*
7. *to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive and to the Council's partners as appropriate<sup>9</sup>;*

**(Executive functions)<sup>10</sup>**

8. *to promote and improve the economic, social and environmental well-being of the Committee's area<sup>11</sup>; and*
9. *to exercise Executive Functions;<sup>12</sup>*

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<sup>1</sup> Which shall include such community engagement plans as necessary and appropriate to reflect the themes, neighbourhoods and communities in the area.

<sup>2</sup> Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

<sup>3</sup> In accordance with the Appointments to Outside Bodies Procedure Rules in Part 4 of the Constitution.

<sup>4</sup> Or to any committee appointed by the Council or the Executive

<sup>5</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>6</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>7</sup> Or to any committee appointed by the Council or the Executive

<sup>8</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>9</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>10</sup> All executive functions will be exercisable concurrently with the Executive Board.

<sup>11</sup> In furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution as determined from time to time by the Executive Board.

## *Executive Functions*

### **ACCESS TO INFORMATION APPEALS COMMITTEE**

To determine appeals under the Access to Information Procedure Rules

### **ADVISORY COMMITTEES TO THE EXECUTIVE**

#### **DEVELOPMENT PLAN PANEL**

An advisory committee<sup>13</sup> authorised to make recommendations regarding:

1. the Local Authority's Unitary Development Plan; and
2. the Local Development Framework

In particular

*To advise the Council in relation to functions which are<sup>14</sup>*

- *specified as being non executive functions or*
- *being local choice functions, are reserved to the Council; and*

To advise the Executive in relation to functions which are<sup>22</sup>

- specified as being executive functions; or
- being local choice functions, are not reserved to the Council; or
- are functions which are not specified as being either non executive functions or local choice functions and by default are executive functions.

### **HOUSING ADVISORY BOARD**

In relation to the authority's role as housing authority<sup>15</sup>, the Housing Advisory Board is authorised:

1. To consider and respond to the Executive in respect of proposals or consultations relating to:
  - The Housing Investment Plan and the Housing Service Plan;
  - The Key Lettings policy; and

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<sup>12</sup> As determined from time to time by the Executive and in furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution and the Area Committee Procedure Rules in Part 4 of the Constitution.

<sup>13</sup> Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

<sup>14</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

<sup>15</sup> Excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority.

### *Executive Functions*

- Major projects under the capital programme.
2. To advise the Executive on the strategic direction of housing management;
  3. To carry out such policy development tasks as may be requested by the Executive or the Council;
  4. To review performance and make recommendations to the Executive as appropriate; and
  5. To consider and advise on any other issue referred to the Housing Advisory Board by the Executive.