

**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 Plan¹;*
2. *to make Elected Member² appointments³ to Outside Bodies as determined by the Member Management Committee;*
3. *to advise or make representations to the Council or the Executive Board⁴ on all matters affecting community interests;⁵*
4. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals;⁶*
5. *to consider proposals referred to the Committee by the Council or the Executive Board⁷ and to report back the Committee's views to the referring body;⁸*
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 appropriate⁹;*

(Executive functions)¹⁰

8. *to promote and improve the economic, social and environmental well-being of the Committee's area¹¹; and*
9. *to exercise Executive Functions;¹²*

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

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

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

⁴ Or to any committee appointed by the Council or the Executive

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

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

⁷ Or to any committee appointed by the Council or the Executive

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

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

¹⁰ All executive functions will be exercisable concurrently with the Executive Board.

¹¹ 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 committee¹³ 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 are¹⁴

- *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 are²²

- 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 authority¹⁵, 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

¹² 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.

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

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

¹⁵ 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.