

**REPORT OF THE CORPORATE DIRECTOR, RESOURCES  
TERMS OF REFERENCE AND MEMBERSHIP**

**Purpose of the Report**

1. To note the membership and terms of reference of the Communities and Place Committee.

**Information and Advice**

2. The following councillors have been appointed to the committee:

Chairman – Councillor John Cottee  
Vice-Chairman – Councillor Kevin Rostance  
Vice-Chairman – Councillor Gordon Wheeler

Councillor Pauline Allan  
Councillor Glynn Gilfoyle  
Councillor Kevin Greaves  
Councillor Tony Harper  
Councillor Tom Hollis  
Councillor John Knight  
Councillor Bruce Laughton  
Councillor John Ogle

3. The County Council on 25 May 2017 established the committee with the following terms of reference:
  1. The exercise of the powers and functions set out below are delegated by the Full Council to the Committee in relation to community and place activity:
    - a. All decisions within the control of the Council including but not limited to those listed in the Table below
    - b. Policy development in relation to community and place activity, subject to approval by the Policy Committee or the Full Council
    - c. Review of performance in relation to the services provided on a regular basis
    - d. Review of day to day operational decisions taken by Officers

- e. Approval of relevant consultation responses except for responses to day-to-day technical consultations which will be agreed with the Chairman and reported to the next available Committee following their submission.
  - f. Approval of relevant staffing structures as required
  - g. Approving all Councillor attendance at conferences, seminars and training events within the UK mainland for which a fee is payable including any expenditure incurred, within the remit of this Committee and to receive quarterly reports from Corporate Directors on departmental officer travel outside the UK within the remit of this Committee.
2. If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.
  3. As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to Officers.
  4. The Committee will be responsible for its own projects but, where it considers it appropriate, projects will be considered by a cross-committee project steering group that will report back to the most appropriate Committee.

Table
Responsibility for transport and highways including: <ul style="list-style-type: none"> <li>• the planning, management and maintenance of highways including traffic management and residents' parking schemes</li> <li>• the development of integrated transport systems</li> <li>• road safety</li> <li>• the provision of passenger transport services</li> </ul>
Responsibility for Community Safety
Responsibility for all Trading Standards functions and statutory duties
Responsibility for all matters relating to minerals and waste planning not falling within the delegation of any other committee
Responsibility for all matters relating to Council's role as Waste Disposal Authority.
Responsibility for making observations on planning matters on which the County Council is consulted, in accordance with the agreed protocol
Responsibility for all functions undertaken in relation to emergency planning including the safety of sports grounds
Responsibility for all duties arising in relation to the Coroner's Service
Responsibility for the registration services for births, deaths and marriages
Responsibility for statutory crime and disorder and flood risk management scrutiny

Table
Responsibility for libraries and archives, adult learning, development of the arts, cultural and heritage activities
Responsibility for support for sports development and sports facilities
Responsibility for country parks, open spaces, promoting public access to land except by highways means and other countryside services
Responsibility for conservation and archaeology
Responsibility for the Supporting Local Communities Scheme
Responsibility for all matters relating to environmental awareness and sustainability, the control of pollution or the management of air quality
Responsibility for Grant Aid as defined in the Grant Aid Strategy and for strategic engagement with the voluntary sector

### **Other Options Considered**

4. None.

### **Reason/s for Recommendation/s**

5. To inform the committee of its membership and terms of reference.

### **Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION**

That the committee's membership and terms of reference be noted.

**Jayne Francis-Ward**  
**Corporate Director, Resources**

**For any enquiries about this report please contact:**

Paul Davies, Democratic Services  
T: 0115 977 3299

### **Constitutional Comments**

7. As this report is for noting, no constitutional comments are required.

### **Financial Comments (NS 6/6/17)**

8. There are no financial implications arising from this report.

### **Background Papers and Published Documents**

None.

### **Electoral Division(s) and Member(s) Affected**

All.