

JOINT COMMITTEES AND WORKING GROUPS

Safer Gloucester Partnership (Gloucester Community Safety Partnership)	
Membership	7 Responsible Authorities (Quorum 3) [Proportional to the political composition of the Council].
Comprising	The current membership of the Partnership Leadership Group is made up of one representative from each of Gloucester City Council, Gloucestershire County Council, Gloucestershire Constabulary, Gloucestershire Primary Care Trust, Gloucestershire Fire and Rescue Service, Gloucestershire Police Authority and Gloucestershire Probation Trust (the "Responsible Authorities"). This group may be expanded in the future by mutual agreement. Responsible Authorities can invite representatives from organizations or bodies which can assist in the delivery of the Partnership's goals to become Responsible Authorities ("Invited Members") and the Partnership Leadership Group can co-opt members.
Requirement	A representative must be present from each of the local authorities and Gloucestershire Constabulary for meetings to be quorate.
Role	<p>The Safer Gloucester Partnership has been created to meet the requirements of the Crime and Disorder Act 1998 (the 1998 Act) as amended by the Police Reform Act 2002 and to serve the City of Gloucester.</p> <p>(i) Responsible Authorities Section 5 of the 1998 Act requires Gloucestershire County Council, Gloucester City Council and Gloucestershire Constabulary to formulate and implement a strategy for the reduction of crime and disorder in the area. Other organisations such as the police authority, probation and health authority have a legal responsibility to help them.</p> <p>(ii) Main Objective The primary objective of the Statutory Partnership is to reduce the levels of crime and fear of crime in Gloucester. The Statutory Partnership must:</p> <ul style="list-style-type: none"> (a) Carry out an audit to review the levels and patterns of crime and disorder; (b) Consult the community on the findings of the audit; (c) Publish the audit findings and the results of the consultation; (d) Prepare a plan for tackling crime and disorder. This must be based on the audit findings; (e) Monitor progress in meeting the targets set in the strategy and prepare reports; and (f) From time to time review and revise the strategy to meet changing priorities. <p>The Statutory Partnership intends to:</p> <ul style="list-style-type: none"> (a) Encourage other relevant organisations to participate in achieving the aims and objectives set out in the three year strategy. (b) Promote good practice amongst local statutory and non-statutory organisations to reduce the levels of crime and disorder. <p>(i) Executive Support The Partnership will be supported by staff from the partner organisations. Senior staff will form a Leadership Group to lead this. Specialist sub-groups will also be established to focus on</p>

	<p>various aspects of the strategy. Separate terms of reference have been prepared for these sub-groups.</p> <p>(ii) Powers The Statutory Partnership will:</p> <p>(a) Bid for sufficient resources, either financial or 'in kind' to deliver the plan;</p> <p>(b) Allocate available resources to meet the priority objectives set out in the plan;</p> <p>(c) Publish material to promote and advance the objects and work of the Statutory Partnership;</p> <p>(d) Consult with local communities and commission surveys in the city about crime and disorder.</p> <p>(iii) Votes of Members To reach decisions other than general consensus at meetings of the Leadership Group, each Responsible Authority in the Partnership is entitled to only one vote. Where there is an equal split in voting, the Chair of the Leadership Group will have the casting vote.</p> <p>(iv) Appointments of Chair and Vice Chair Chair and Vice Chair will both be appointed from the Leadership Group by way of a simple majority vote.</p> <p>(v) Venue The Leadership Group will decide on an annual cycle the management and venues of its meetings. Meetings are currently held bi monthly at the offices of Gloucester City Council.</p>
Gloucestershire Police and Crime Panel	
Membership	12 (minimum of 10 elected members and 2 independent members) [To meet the balanced appointment objective set out in the Police Reform and Social Responsibility Act 2011].
Quorum	3 or one third of membership
Comprising	The membership of the Panel comprises a minimum of 6 District Councillors (one councillor from each district in Gloucestershire), 4 County Councillors and 2 independent members. The Panel may co-opt additional elected members.
Frequency of Meetings	6 per year (Note: the frequency may be subject to change depending on formal agreement)
The functions of the Panel are to be exercised with a view to supporting the effective exercise of the functions of the Police and Crime Commissioner. The Panel is under a duty to support, as well as challenge, the Commissioner.	
Role	<p>(a) To review the draft police and crime plan, or draft variation, given to the Panel by the Police and Crime Commissioner. The Panel must make a report or recommendations to the commissioner.</p> <p>(i) To review the annual report and make a report or recommendations to the commissioner. The Panel is to ask the commissioner questions, as appropriate, on the annual report.</p> <p>(ii) To hold a confirmation hearing and review, make a report, and recommendation of proposed senior appointments made by the Police and Crime Commissioner, this includes:</p> <p>(a) The Commissioner's chief executive</p> <p>(b) The Commissioner's chief finance officer</p> <p>(c) A Deputy Police and Crime Commissioner</p> <p>The Panel has the power to veto the appointment of the Chief Constable.</p> <p>(iii) To review and make a report and recommendation (as necessary) on the proposed precept.</p>

	<p>The Panel has the power to veto the proposed precept.</p> <p>(iv) To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the commissioner's functions.</p> <p>(v) To fulfill functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the Panel by the Police Reform and Social Responsibility Act 2011.</p> <p>(vi) To appoint an Acting Police and Crime Commissioner if necessary.</p>
Gloucestershire Economic Growth Joint Committee	
Membership	9 (Quorum 4) [political proportionality rules do not apply]
Quorum	4 Members. No business shall be transacted unless quorum is reached. If quorum is not reached within 30 minutes of the start of the meeting, (or if quorum ceases to be present during a meeting), the meeting shall be adjourned to the same time and venue within five working days of the meeting or to a date determined by the Chair.
Comprising	<p>One member from each local authority (Cheltenham Borough Council, Cotswold District Council, Gloucester City Council, Gloucestershire County Council, Forest of Dean District Council, Stroud District Council and Tewkesbury Borough Council). Such members to be the Leader (or other appointed executive member where executive arrangements are in place) from each local authority (voting), the Chair and one other Board member of GFirst LEP (non-voting).</p> <p>Each Committee member shall remain in office until removed or replaced by his or her appointing local authority, or in the case of an executive member, until he or she ceases to be a member of the Executive of the appointing local authority.</p>
Frequency of Meetings	<p>4 meetings per annum and at other such times as required.</p> <p>A meeting of the Committee must be convened by the Chair within twenty eight days of the receipt of a requisition of any two voting members of the Committee addressed to the Secretary/Clerk to the Committee. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting.</p>
Role	<p>Each of the Councils empowers the Joint Committee to discharge on their behalf the power to do anything it considers likely to achieve the promotion or improvement of the economic well being of the area of Gloucestershire together with such additional functions as the respective constituent councils may determine from time to time.</p> <p>(ii) To facilitate and enable collaboration between the local authorities on economic development and associated activities.</p> <p>(iii) In conjunction with the GFirst LEP Board, to formulate and agree the GFirst LEP Plan (and Implementation Plans), the GFirst EU Strategic Infrastructure Fund Strategy, the Gloucestershire Strategic Economic Plan and other plans and strategies related to economic growth, and to work jointly to ensure their delivery.</p> <p>(iv) To lobby and carry out other activities that help achieve the promotion or improvement of the economic well being of the area of Gloucestershire.</p> <p>(v) To promote the vision contained in the Gloucestershire Strategic Economic Plan and to make recommendations to the GFirst LEP Board on any matter relating to the economic well being of Gloucestershire.</p> <p>(vi) To oversee and review the GFirst LEP Board's activities and consider any further measures necessary to strengthen the relationship with the GFirst LEP Board.</p>

	<p>(vii) To seek the allocation of resources to achieve the promotion or improvement of the economic well being of the area of Gloucestershire.</p> <p>(viii) To ensure a co-ordinated approach to and liaise with the:-</p> <ul style="list-style-type: none"> • Local Transport Board • County Strategic Planning and Infrastructure Group • LEP Investment Panel • EU Structural and Infrastructure Fund Board • Business Rates Pool Arrangements <p>and other relevant Groups/Boards as the respective constituent Councils may determine from time to time.</p> <p>(ix) To provide political and democratic accountability by:</p> <ul style="list-style-type: none"> • Monitoring the delivery of each priority, plan, project or programme included in the SEP and by ensuring that action is taken to review and prepare revised action plans as necessary • Monitoring the annual SEP budget • Reviewing the Annual SEP Report of GFirst LEP • Advising and making recommendations to the Accountable Body.
Host Authority	The Committee will be hosted under local government arrangements by Gloucestershire County Council. The Host Authority will provide Secretary/Clerk, Section 151 and Monitoring Officer roles of the Committee.
Chair	The Chair of the meeting will be elected at the first meeting and then each Annual Meeting of the Committee and if the Chair is not present at any meeting within 10 minutes of the start of the meeting, then those present will elect a Chair to act for that meeting. Only a voting member is entitled to be elected as Chair or Vice-Chair of the Committee.
Substitutes	Each local authority shall appoint a substitute (being an executive member where executive arrangements are in place). The substitute member shall have the same rights of speaking and voting at meetings as the member for whom the substitution is made. The Secretary/Clerk for the Committee shall be informed prior to the commencement of any substitute members attending
Voting	<ul style="list-style-type: none"> • One member one vote for local authority members • Normal rules as to declarations of interest to be applied in accordance with the Gloucestershire County Council Code of Conduct. The Chair has the right to decide whether observers declaring an interest can observe the meeting or should be asked to leave • Except as otherwise provided by the Local Government Acts 1972 and 1985, all questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a member of the Committee.
Administration	<ul style="list-style-type: none"> • The secretary/clerk shall keep proper accounts of the money received and expended by the Gloucestershire Joint Committee for the administration of the Committee and shall apportion the expenses of the Committee between the councils in proportion to the population of each council in the GFirst area. • This Terms of Reference and including the functions of the Committee may be amended at any time by the unanimous agreement of the voting members of the Committee.
Constitution	The Constitution of Gloucestershire County Council shall apply to the Committee.

Scrutiny Arrangements	Decisions made by the Committee shall be subject to scrutiny by the Gloucestershire Economic Growth Scrutiny Committee.
Gloucestershire Joint Waste Committee	
Membership	10 (Quorum 4) [political proportionality rules do not apply].
Quorum	4 Members. Including at least one member appointed by each of the partner authorities. No business shall be transacted unless quorum is reached. If quorum is not reached within 30 minutes of the start of the meeting, (or if quorum ceases to be present during a meeting), the meeting shall be adjourned to the same time and venue within five working days of the meeting or to a date determined by the Chair.
Comprising	<p>Two members from each local authority (Cheltenham Borough Council, Cotswold District Council, Gloucester City Council, Gloucestershire County Council and Forest of Dean District Council), one of which will be a member of the partner authority's Executive.</p> <p>Each member shall remain in office until removed or replaced by his or her appointing partner authority, or in the case of an executive member, until he or she ceases to be a member of the executive of the appointing partner authority.</p>
Frequency of Meetings	<p>4 meetings per annum and at other such times as required.</p> <p>The committee will meet formally in public session on a quarterly basis with informal meetings, workshops and visits arranged as and when required. The committee may appoint working groups, comprising Gloucestershire Joint Waste Committee members; officers from the Administering Authority, and officers of any of the partner authorities, to consider specific matters and to report back to the committee with recommendations. Each partner authority may also send any of its officers to committee meetings to support its members or anyone invited to observe at meetings.</p>

Role

- The aims of the Gloucestershire Joint Waste Committee are to:
- (i) Provide a shared decision making body from which to improve services, deliver savings and minimise costs;
 - (ii) Ensure a fair distribution of savings between partners and their council tax payers;
 - (iii) Provide and improve good customer service within the bounds of the resources available;
 - (iv) Undertake operations in an environmentally sustainable manner, and
 - (v) Identify and share initiatives and best practice amongst partner authorities.

Subject to the retained functions set out in paragraph 4 below, the statutory functions delegated to the Committee relating to the collection, management, disposal, treatment, or recycling of waste street cleansing are as follows:

Environmental Protection Act 1990 Part II

Section 34	Duty of Care - to prevent the unlawful deposit or treatment of waste in your control
Section 45	Duty to collect waste in your area and to make arrangements to collect, to collect commercial waste where requested.
Section 46	Authority to serve notice on householders to use prescribed receptacles for waste and to put them out for collection.
Section 47	Authority to provide commercial customers with receptacles
Section 48	Duty to deliver waste collected to specific places (as specified by the WDA)
Section 51	Duty to arrange for disposal and duty to provide HRCs
Section 52	Duty to pay recycling credits
Section 55	Duty to make arrangements to recycle waste

Waste and Emissions Trading Act 2003

Section 9	Duty not to exceed allowances
Section 12	Duty to maintain records of biodegradable waste sent for treatment/disposal
Section 31	Power to make directions to WCAs as to separation of waste
Section 32	Duty to have in place a Joint Strategy for waste

Waste Minimisation Act 1998

Section 1	Power to take steps to minimise waste
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Household Waste and Recycling Act 2003

Section 1	Duty to collect at least two types of recyclable waste
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Environment Act 1995

Section 108	Powers to take action to investigate pollution incidents or where harm to human health has been caused by pollution
Section 109	Powers to take action to investigate pollution incidents or where harm to human health has been caused by pollution
Clean Neighbourhoods & Environment Act 2005	
Part 2	Abandoned Vehicles
Part 3	Litter and Refuse
Part 4	Graffiti
Part 5	Waste
Local Government Act 1972	
Section 111	<p>Powers to act as a local authority In so far as its use is calculated to facilitate or is incidental or conducive to the discharge of any of the functions referred to in paragraphs (a) to (h) listed below</p> <ul style="list-style-type: none"> (a) European Community Strategy for Waste Management 1989 (as reviewed in 1996); (b) EU Directive 757 4427 EEC as amended by Directive 917 1567 EEC and adapted by Directive 967 3507 EEC on Waste (The Framework Directives on Waste); (c) Environmental Protection Act 1990; (d) Public Health Act 1936; (e) Anti-Social Behaviour Act 2003; (f) Clean Neighbourhoods and Environment Act 2005; (g) Refuse Disposal (Amenity) Act 1978 (insofar as this relates to abandoned vehicles, public safety and amenity); (h) Environmental Protection (Waste Recycling Payments) Regulations 1992 (as amended 1994)
Localism Act 2011	
Section 1	Power of General Competence
<p>The functions retained by the individual partner authorities include:</p> <ul style="list-style-type: none"> (i) Authorising changes to the Inter Authority Agreement, (agreed framework for the committee); (ii) Budget setting; (iii) Service changes; (iv) Collection and disposal methods and policy changes to such collection and disposal methods; (v) Procurement decisions in respect of the functions; (vi) Enforcement proceedings or other legal action in respect of the functions; (vii) Corporate media communications 	
Host Authority	The Committee will be hosted under local government arrangements by Gloucestershire County Council. The Host Authority will provide Secretary/Clerk, Section 151 and Monitoring Officer roles of the Committee.

Chair	A Chairman and Vice Chairman will be elected at the first committee meeting, and annually thereafter at the Annual General Meeting.
Substitutes	Where a substitute member takes the place of a committee member who is an executive member of the appointing partner authority, the substitute member must also be a member of the executive. The substitute member shall have the same rights of speaking and voting at meetings as the member for whom the substitution is made.
Voting	One member one vote.
Constitution	The Constitution of Gloucestershire County Council shall apply to the Committee.
Scrutiny Arrangements	Decisions made by the committee shall be subject to the scrutiny arrangements of the relevant partner authority.
Gloucestershire Airport – Shareholder Forum	
Membership	8 (Quorum 4) Cheltenham Borough Council and Gloucester City Council
Quorum	Two representatives, comprising 1 Member and 1 officer from each of Cheltenham Borough Council and Gloucester City Council, must be present for meetings to be quorate.
Comprising	Four representatives (1 voting Member and 3 officers) from each of Cheltenham Borough Council and Gloucester City Council 5 representatives from the Airport company shall also be entitled to attend and speak at Forum meetings but shall have no voting rights
Frequency of Meetings	4 meetings per annum, subject to review, and special meetings may be called if necessary.
Location	The location of Shareholder Forum meetings shall alternate between Cheltenham Borough Council offices, Gloucester City Council offices and Gloucestershire Airport offices.
Chair	Meetings shall be chaired by a shareholder Member representative and the Chair will alternate annually between the Cheltenham Borough Council and Gloucester City Council shareholder Members. The Chair of a meeting shall not have a casting vote.
Support	Support for arranging Shareholder Forum meetings, producing agendas and minutes and any other reasonable support shall be provided by the shareholding Council of the Chair of the relevant meeting. Each shareholder is responsible for ensuring that agendas and minutes of the Shareholder Forum and records of decisions taken by shareholder Members are published in accordance with each shareholder's own processes.
Voting	All decisions requiring shareholder approval must be unanimous and may only be taken by the shareholder Member representative of each Council.
Role	The Gloucestershire Airport Shareholder Forum has been established to provide a forum for the shareholding Councils to approve and oversee the performance of the Airport company and to enable the Airport's management to seek shareholder approval, where required. <ol style="list-style-type: none"> 1. To approve the Airport Strategy. 2. To review the Airport Strategy, as and when required. 3. To receive and approve the Airport Business Plan each year. 4. To review the Airport Business Plan, as and when required. 5. To receive and approve the Airport Budget each year, provided such Budget is within the financial framework of both shareholding Councils. 6. To review the Airport Budget, as and when required.

	<ol style="list-style-type: none"> 7. To monitor performance of the Airport company against the approved Airport Strategy, Business Plan and Budget and to request any necessary remedial action where performance is not in accordance with the approved Airport Strategy, Business Plan or Budget. 8. To receive requests from the Airport company for any funding not within the approved Budget and to refer any such requests supported by the Shareholder Forum to each respective Council for decision. 9. To receive requests from the Airport company for greater commercial freedom and to refer any such requests supported by the Shareholder Forum to each respective Council for decision 10. To review and make recommendations to the Airport company on the Memorandum, Articles of Association and Shareholders' Agreement 11. To report on Airport company performance to each shareholding Council at least annually. 12. To provide a forum for communication between the Airport company and the shareholders, in particular on matters which impact the airport strategy and business plan delivery.
One Legal – Joint Monitoring and Liaison Group	
Purpose	To oversee the performance and development of the Shared Legal Service on behalf of Gloucester City Council, Cheltenham Borough Council, Stroud District Council and Tewkesbury Borough Council (the 'Councils').
Membership and Frequency Of Meetings	<ol style="list-style-type: none"> (1) The Joint Monitoring and Liaison Group will consist of :- <ul style="list-style-type: none"> • 2 Members from Gloucester City Council • 2 Members from Cheltenham Borough Council • 2 Members from Tewkesbury Borough Council • 2 Member from Stroud District Council • 1 Officer from Gloucester City Council • 1 Officer from Cheltenham Borough Council • 1 Officer from Tewkesbury Borough Council • 1 Officer from Stroud District Council (2) The Joint Monitoring and Liaison Group will receive reports from the Council Solicitor and the Lead Lawyers and other senior officers of the Councils as necessary to properly fulfil its overall purpose. (3) The quorum of the Joint Monitoring and Liaison Group will be 8 with at least 1 Member from each Council and 1 Officer from any one of the Councils in attendance. (4) The Chairman of the Joint Monitoring and Liaison Group will be a Member of Gloucester City Council, Cheltenham Borough Council or Stroud District Council. (5) The Vice-Chairman of the Joint Monitoring and Liaison Group will be a Member of Tewkesbury Borough Council. (6) The Joint Monitoring and Liaison Group may invite any Members or persons to attend its meetings but such persons will not be entitled to vote. (7) The Joint Monitoring and Liaison Group shall meet at least quarterly. (8) The following substitution rules shall apply:- <ul style="list-style-type: none"> • The number of substitutions shall be equal to the number of absentees from each Council and/or Political Group; • Substitutes will have all the powers of Joint Monitoring and Liaison Group members;

	<ul style="list-style-type: none"> • The Leader of the relevant council will notify the Council Solicitor 1 hour in advance of the meeting; • In respect of an officer substitution the Chief Executive or Managing Director of the relevant Authority will provide the notification; • Substitutions will be announced at the beginning of the meeting; •
Terms Of Reference	<ol style="list-style-type: none"> (1) To review and monitor the performance of the Shared Legal Service and to make recommendations for service improvements. (2) To monitor the delivery of the Shared Legal Service in accordance with the s101 Agency Agreement. (3) To determine any disputes or differences that arise between the Councils in accordance with the s101 Agency Agreement. (4) To consider and make recommendations to Tewkesbury in respect of any termination of, or appointment to, the role of Council Solicitor. (5) To monitor on a quarterly basis the 5 year Financial Plan set out in the s101 Agency Agreement. (6) To consider at the expiration of the Financial Plan a new Financial Plan for the remainder of the Shared Legal Service arrangement and to make recommendations to the respective Councils accordingly. (7) To approve and monitor Service Standards and Client reporting protocols and to propose improvements as appropriate. (8) To receive reports on improvements or changes to service delivery and to recommend for approval of major changes to the service delivery, to the respective Councils as necessary. (9) To receive reports on cases where conflicts between the interests of the Councils have arisen or are likely to arise. (10) To receive reports on any potential expansion of the Shared Legal Service including increased shared working with other Councils or other public bodies and to make recommendations to the respective Councils accordingly.
Regeneration Advisory Board	
Purpose	<ul style="list-style-type: none"> • to advise the Council, both Members and officers on matters relating to the regeneration of the City • to comment on whether regeneration proposals are consistent with the vision for the City, and to contribute to the evolution of that vision • to act as a forum for consultation on regeneration related matters • to reflect the views of residents and other stakeholders in relation to regeneration related matters • to consider and suggest options and help obtain resources for the regeneration of the City • to monitor progress of the City's regeneration. • to invite and receive presentations from developers.
Remit	To work towards a vision for the City Centre that reflects the aspiration that Gloucester will be a flourishing, modern and ambitious City, which all residents can enjoy.
Process	<p>The Board will meet bi-monthly and the Chair will meet with City Council Group Leaders on a regular basis.</p> <p>At its initial meeting the Board will seek to establish methods of working and outcomes that will give the most benefit to the City Council as well as ensuring continued engagement from Board members.</p> <p>The Board will be serviced and assisted by City Council staff.</p>

	<p>a) Regeneration Advisory Group</p> <ul style="list-style-type: none"> - The Dean of Gloucester, Stephen Lake - Three City Councillors (one from each political Group) - University of Gloucestershire - One representative of the current GHURC board - Major employer member - SME member - Community member - Heritage member <p>The major employer, SME, community and heritage members will be selected by the other members of the Board on receipt of nominations or expressions of interest following local advertisement, subject to final approval by Council.</p> <p>Ad hoc meetings will be held with a wider range of community and business stakeholders as required.</p> <p>Protocols will be established for comment to the media.etc.</p> <p>b) Major Investors Group</p> <p>Membership:</p> <ul style="list-style-type: none"> - The Dean of Gloucester, Stephen Lake - Council Leader - Aviva - Stanhope - Peel - Rockspring
Member Development Working Group	
Membership	At least one Member from each political Group
Purpose	<ul style="list-style-type: none"> • provide a Councillor-led strategic approach to councillor development • provide a high-quality and relevant Member induction programme • monitor, advise and promote internal and external Councillor learning and development activities • ensure that Member development activities are in line with the Council's objectives and address forthcoming local government and legislative changes • champion Councillor learning and development opportunities in the respective groups • evaluate the investment in Councillor learning and development to assess achievement and improve future effectiveness