Appendix 2

Terms of reference for:

1. Local Joint Negotiating & Consultative Committee
2. Learning & Development Panel
3. Accrington Town Team
4. Regeneration and Housing Panel
5. Health & Communities Working Group
6. Standards Committee (Recruitment Of Independent Persons Panel)
7. Standards Committee (Assessment Panel)
8. Leaders Policy Development Board
9. Local Plan Member Working Group
10. Auditor Panel
LOCAL JOINT NEGOTIATING CONSULTATIVE COMMITTEE

TERMS OF REFERENCE AND CONSTITUTION FOR EMPLOYEES EMPLOYED UNDER N.J.C.
FOR LOCAL GOVERNMENT SERVICES TERMS AND CONDITIONS OF EMPLOYMENT

TITLE

The Committee is a consultative Committee and shall be named the Local Joint Negotiating and Consultative Committee for N.J.C. for Local Government Services Employees.

SCOPE

The functions of the Local Joint Negotiating Consultative Committee shall relate to all employees of Hyndburn Borough Council within the scope of the N.J.C. for Local Government Services.

MEMBERSHIP

The Council’s side of the L.J.N.C.C is to be chaired by the Leader of the Council or his delegated representative. Membership to include the Leader of the Opposition or his/her delegated representative. One Member from the controlling group i.e. the Leader/Deputy Leader or Portfolio Holder who will be allocated a seat and may choose to attend the meeting. The Council side will be supported by the Head of Human Resources. Departmental nominees may attend to respond to agenda items.

The Unions will be allocated the following seats:

<table>
<thead>
<tr>
<th>Union</th>
<th>Seats</th>
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<tbody>
<tr>
<td>UNISON</td>
<td>4</td>
</tr>
<tr>
<td>T &amp; GWU</td>
<td>1</td>
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<tr>
<td>GMB</td>
<td>1</td>
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Any Trade Union member of the L.J.N.C.C. may be represented at a meeting by a substitute, provided that such a substitute has been duly appointed by the appropriate trade union.

If a member of the L.J.N.C.C. ceases to be an employee of the Council or a trade union representative he/she shall cease to be a member of the L.J.N.C.C. On occurrence of a vacancy, a new member shall be appointed by the body in whose representation the vacancy occurs and shall be a member until the end of the period for which the previous member was appointed.

Each L.J.N.C.C. shall be supported by the Head of Human Resources or their nominated representative. Departmental nominees will attend to respond to agenda items. The Executive Director (Legal and Democratic Services) shall nominate an employee from the Member Services section to service and timetable the Committee.

FUNCTIONS

The L.J.N.C.C.’s guiding functions and principles are to support and encourage:
- a spirit of co-operation
- high quality services delivered by a well trained, motivated workforce in a climate of security of employment. To this end the Council endeavours to provide training and development opportunities for all its employees subject to its set budget constraints;
- equal opportunities in employment and the removal of all discrimination.; equality is a core principle which underpins both service delivery and employment relations;
- a flexible approach to providing services to the community, which where possible meets the needs of employees as well as the employers;
- stable industrial relations, negotiation and consultation between the Council and recognised trade unions;
- the development of local agreements on pay and conditions within the framework of relevant national and regional agreements;
- the application of employment legislation through policy development

Where any matter relates to any particular employee this shall not be considered by the L.J.N.C.C. The Council’s grievance procedure is the correct vehicle for employees raising matters of concern.

In the event of a dispute over terms and conditions of employment arising between the two sides of the Council the dispute shall, if requested by either side, be referred for settlement by arbitration. The arbitration shall be accepted by both sides and shall be treated as though it was an agreement between the two sides.

**CONDUCT OF BUSINESS**

Attendance of non-members in an advisory capacity;

Other officers or member of the Trade Unions or other persons with specialist knowledge, may attend meetings in an advisory capacity, by invitation on either side, but they may only speak with the agreement of the Chair of the meeting.

Full time officials of the relevant recognised Trade Unions may also attend meetings in an advisory capacity or as a substitute representative.

**CHAIR AND VICE CHAIR**

The Chair and Vice-Chair shall be appointed annually on a rotation basis. The Chair will be nominated by management and may be the elected member or the Executive Director (Legal & Democratic Services), with the Vice-Chair being elected by the staff side.

The Chair shall preside at the meetings. In the absence of the Chair the Vice-Chair shall preside over the meeting.
MEETINGS & PAPERWORK

Meetings will be held quarterly.

Any scheduled meeting of the L.J.N.C.C. may be cancelled where the Chair, Executive Director (Legal & Democratic Services) and Vice Chair agree to the cancellation.

The Executive Director (Legal & Democratic Services) must be notified of the matters to be considered at any scheduled meeting at least 7 working days in advance. At the same time, the management/trade union representatives requesting the item to be considered by the L.J.N.C.C. must also provide a brief written statement relating to each item.

These statements will be supplied (by the originator(s)) to both parties – see Appendix 1. Where the statement concerns a particular service area, the relative Chief Officer (or vice versa the relative Trade Union representative) will be responsible for supplying any further written comments for consideration from their own viewpoint.

Other than in very exceptional circumstances the only business to be considered at any meeting is that which has been notified. Other business may only be considered if the item is admitted by the Chair or Vice-Chair of the meeting.

RESOLUTION OF ISSUES

Where a resolution cannot be agreed at the meeting, the options available to either party are:

a) refer the matter to the Managing Director (should this fall within his delegated powers) for re-consideration in the first instance prior to either side registering a failure to agree.
b) refer the matter to Cabinet and then to Council to determine final approach where changes to terms and conditions occur
c) to call in ACAS to assist in resolution if all parties are agreeable
d) register a failure to agree with the option to bring in the Joint Secretaries to deal with matters of interpretation.

MINUTES

The Minutes of each meeting shall be submitted to attendees and the Portfolio Holder for information. The L.J.N.C.C. may also submit recommendations through the Portfolio Holder for Policy and Corporate Governance.

QUORUM

The quorum of the L.J.N.C.C. shall be TWO representatives of each side.

CONFIDENTIALITY

Members of the L.J.N.C.C. shall have full regard to the Council’s Code of Conduct if confidential information is made available to them in the course of consultation.
AGENDA ITEMS

Where an issue has been unable to be resolved at departmental level and requires the intervention of the LJNCC, the representative/officer requesting the agenda item should submit this completed form to the Head of Human Resources.

ISSUE:

Groups of Workers Involved

Signature:
(Forward for comments to obtain both viewpoints)

RESPONSE:

Signature:
(Forward to Human Resources for inclusion on the Agenda for the JCC)
LEARNING & DEVELOPMENT PANEL

REPORTS TO: Leader and Cabinet

MEMBERSHIP: 5 Councillors

TERMS OF REFERENCE

- To support the review and development of organisational learning and development strategies for elected members
- To enable councillors and officers to discuss and promote issues relating to the planning, delivery and evaluation of member development activities
- To assist in identifying elected member training needs and providing information on resources
- To monitor and evaluate performance regarding elected member development to ensure that all activities are planned and implemented within agreed budgets
- To benchmark and improve activities against quality standards such as the North West Charter on Elected Member Development and Investors In People
ACCRINGTON TOWN TEAM

REPORTS TO:
Leader and Cabinet

MEMBERSHIP (27 in total):

5 Councillors

Hyndburn Chamber of Trade - 8 representatives including:-
2 x members of the Chamber of Trade
2 x Town Centre Independent Retailers
2 x National Multiple Retailers
1 x Town Centre Pub representative
1 x Restaurant representative

Accrington Market Traders – 2 representatives -
1 x Open Market Trader
1 x Market Hall Trader

One representative from each of the following organisations:-

Lancashire Constabulary
Accrington Civic Trust
Accrington and Rossendale College
Accrington Business and Residents Association
Arndale Shopping Centre
Leisure In Hyndburn
Accrington Lions Rotary Club
Hyndburn Enterprise Trust
Hyndburn Heritage
East Lancashire Chamber of Trade
Disabled Forum
Hyndburn & Ribble Valley CVS
Campaign for Accrington Town Centres Heart (CATCH)

TERMS OF REFERENCE

- To promote Accrington Town Centre as a Floral Market Town, to improve its prosperity and create a viable Town centre economy.
- To work with partners and engage them in the strategic decision making and developing plans regarding the future of Accrington Town Centre.
- To promote Accrington Town Centre.
- To help increase footfall and visitor numbers to the Town Centre.
- To help improve the environment and physical infrastructure of Accrington Town Centre.
- To help reduce levels of crime in Accrington Town Centre.
- To help develop plans and initiatives that promote the development of Accrington Town Centre.
- To consider and advise the Council's Cabinet in respect of public and private sector development that have an impact on Accrington Town Centre.
- To help with, and promote regeneration activity that will have a positive impact on Accrington Town Centre.
REGENERATION AND HOUSING PANEL

REPORTS TO: Leader and Cabinet

MEMBERSHIP: 6 councillors

MAIN TERMS OF REFERENCE
To provide direction to the Council's regeneration plans and projects, and assist in the monitoring of projects and programmes.

DETAILED TERMS OF REFERENCE:

- To receive and examine regeneration and HMR strategies, policies, plans, projects and programmes and to evaluate their impact on Hyndburn's neighbourhoods
- To be a consultation mechanism for the Council's regeneration and HMR plans
- To monitor the progress of regeneration (including HMR) projects and, where necessary, review the delivery and performance arrangements
- To report to Cabinet on the above and any recommendations arising
HEALTH & COMMUNITIES WORKING GROUP

MEMBERSHIP: 4 Councillors
REPORTS TO: Leader and Cabinet

TERMS OF REFERENCE

- To advise on the development, implementation and monitoring of Council policies relating to equal opportunities and/or the prevention of discrimination on the grounds of characteristics which are protected under the Equality Act 2010. These are age, disability, gender reassignment, race, religion or belief, gender, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

- To advise the Cabinet on issues relating to or affecting community cohesion and to formulate proposals for promoting community cohesion within the Borough.

- To advise the Cabinet on developments to improve the health and wellbeing of the population and the provision of health services in the Borough.
STANDARDS COMMITTEE  
(RECRUITMENT OF INDEPENDENT PERSONS PANEL)

Membership: 2 members of Standards Committee.

Reports To: Council

Terms of Reference
To assist in the recruitment of independent members of the Council’s Standard’s Committee by shortlisting and interviewing applicants and making recommendations for appointment to the Council.
STANDARDS COMMITTEE
(ASSESSMENT PANEL)

Membership

- For matters relating to 2 members, plus one independent person
  Hyndburn Borough Council

- For matters relating to 2 members, plus 1 independent person and
  Altham Parish Council and 1 parish representative

Main Terms of Reference

To undertake an initial assessment of complaints of breach of the member code of conduct in respect of members of Hyndburn Borough Council and Altham Parish Council and to determine whether the complaint merits investigation

Detailed Terms of Reference

1. To receive allegations that a councillor or parish councillor is in breach of the member code of conduct and to determine:
   (a) That the allegation should be referred to the monitoring officer for investigation or with a direction to take some other action; or
   (b) That no action be taken.

2. At its discretion, to refer an allegation to another relevant authority where the allegation relates to a person who is no longer a member of the Council or the Parish Council but is a member or co-opted member of that other relevant authority.

3. To determine whether any request for confidentiality on the part of the complainant should be granted and to what extent.
LEADER’S POLICY DEVELOPMENT BOARD

Reports To: Leader and Cabinet

Membership: Leader and Deputy Leader(s) of the Council and the Leader and Deputy Leader(s) of the Main Opposition Group and the Leader of the Minority Opposition Group or their respective nominees.

Terms of Reference

- To monitor and review:
  - the implementation of modernised political management structures within the Council.
  - the operation and effectiveness of the Council’s constitution
  - any recommendations from the Council’s Independent Remuneration Panel and the operation and administration of the Council’s members allowances scheme
  - To assist the Leader of the Council to monitor and review the delivery and performance of any services within his portfolio
  - To assist the Leader of the Council to consider and formulate proposals for the development and amendment of plans, policies and strategies within his portfolio
  - To make recommendations to the Leader and Cabinet (as appropriate) in respect of the above.
LOCAL PLAN MEMBER WORKING GROUP

MEMBERSHIP: 7 councillors (comprising cross-party membership)

REPORTS TO: Leader and Cabinet

TERMS OF REFERENCE:

To work with officers to:

1. Informally advise the relevant Cabinet Portfolio Holder on matters concerning the timetabling, preparation and review of the Hyndburn Local Plan;
2. Consider the findings and implications of key evidence base documents in relation to the development of the Hyndburn Local Plan;
3. Consider and advise on the content of Local Plan documents (e.g. the Development Management DPD, Site Allocations DPD and Core Strategy) including policies; reasoned justifications; supporting text; site allocations; and proposals maps;
4. Consider and advise on Local Plan documents at key stages in the process prior to consideration by Cabinet and Full Council. Key stages include:
   a. Consultation Draft stage;
   b. Publication stage;
   c. Submission stage (to the Secretary of State);
   d. Examination stage and receipt of the Inspector’s report; and
   e. Adoption
5. Consider and advise upon community involvement and consultation material for the review of the Local Plan;
6. Consider and propose responses to representations received during statutory consultations, including proposed modifications to Local Plan documents following receipt of the Inspectors report;
7. Consider the implications for Hyndburn of proposed plans, policies and strategies prepared by external agencies, and to make recommendations accordingly;
8. Where necessary, consider the formal designation of Neighbourhood Areas and Neighbourhood Forums and support and advise in the production and adoption of Neighbourhood Plans; and
9. Consider and advise upon proposed Supplementary Planning Documents to the Development Plan.
AUDITOR PANEL

MEMBERSHIP: 1 Councillor and 2 Independent Members (with one of the Independent Members to be appointed as chair)

REPORTS TO: Full Council

MAIN TERMS OF REFERENCE

To consult with and advise the Council on the selection and appointment of a local auditor.

DETAILED TERMS OF REFERENCE

- To advise the Council on the selection and appointment of a local auditor to audit the Council’s accounts
- To advise the Council on the maintenance of an independent relationship with the local auditor who has been appointed to audit the accounts
- To advise the Council on any proposal by the Council to enter into a limited liability agreement with the local auditor pursuant to section 14 Local Audit and Accountability Act 2014
- To advise the Council whether to adopt a policy on obtaining non-audit services from the local auditor, including the contents of such a policy
- If the Council proposes to adopt a policy on obtaining non-audit services from the local auditor, to advise as to the contents of such a policy, including:
  o the circumstances in which the Council should ask the Audit Panel for advice about obtaining non-audit services from the local auditor; and
  o the circumstances in which the Council should, or should not, purchase non-audit services from the Council’s local auditor
- To advise the Council on the outcome of any investigation of an auditor’s resignation from office, if this occurs, or on any proposal to remove a local auditor from office
- To receive from the Council and the local auditor a copy of any public interest report relating to the Council as soon as practicable after issue of the same
- To exercise any other functions of a local authority audit panel as prescribed from time to time by regulations made pursuant to the Local Audit and Accountability Act 2014 and to have regard to any guidance issued by the Secretary of State, in exercising, or deciding whether to exercise, its functions