

<b>Report to</b>	Mousehold Heath Conservators 22 January 2016	<b>Item</b>
<b>Report of</b>	Executive head of business relationship management and democracy	<b>7</b>
<b>Subject</b>	Mousehold Heath Conservators management sub group: terms of reference	

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## **Purpose**

To consider the terms of reference for the Mousehold Heath Conservators management sub group.

## **Recommendations**

To:

- 1) approve the terms of reference for the Mousehold Heath Conservators management Sub Group; and,
- 2) delegate power to the head of local neighbourhood services, in consultation with both the chair and vice chair of the conservators, to make changes to all future work programmes if the need arises between conservators meetings subject to no increase in the total budget provision and first taking the matter to the management sub-group (unless an urgent decision is required).

## **Corporate and service priorities**

The report helps to meet the corporate priority to provide a safe, clean and low carbon city.

## **Financial implications**

None.

**Ward/s:** All Wards

## **Contact officers**

Andy Futter, senior committee officer	01603 212029
Andy Emms, democratic services manager	01603 212459

## **Background documents**

None

# Report

## Background

1. At the conservators meeting on 18 September 2015, a report on the sub group was considered. Officers suggested that the work of the management sub group had served the conservators well in facilitating discussion on the implementation of the work programme. However, given the period of time that had passed since its establishment, it was proposed that the work of the group be reviewed and terms of reference developed.
2. It was agreed that a small group of conservators should undertake this work.
3. A draft document detailing the terms of reference was produced and sent to the democratic services manager. He suggested a simplified draft which was then considered by the management sub group on 22 December, 2015.
4. The proposed terms of reference reflect (and suggest an extension to) the delegated powers (detailed below) which were agreed by conservators in February 2013 for the 2013-4 work programme :
  - (2) *to approve and request officers implement the work programme for 2013-14. Any changes to costs to be reported to the conservators for approval (or if between formal meetings conservators agreed to delegate this decision to the head of local neighbourhood services in conjunction with the chair).*
5. The management sub group proposes that power be delegated to the head of local neighbourhood services (in consultation with both the chair and vice chair of the conservators) to make changes to all future work programmes if the need arises between conservators meetings. Consideration of such decisions will first be taken to the management sub-group (unless an urgent decision is required).
6. Such a process would allow virements to be made between items identified in the work programme, acting dynamically to take advantage of opportunities or deal with any problems that arise. This would be on the proviso that any such virement would not increase the total budget of the work programme, as such a decision could only be made by the conservators.
7. The management sub group agreed that, rather than asking officers to produce detailed reports of its deliberations, minutes of its meetings would continue to be taken and submitted to the Mousehold Heath Conservators for its recommendations to be considered.
8. The draft terms of reference are attached as an appendix to this report.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Mousehold Heath Conservators
<b>Committee date:</b>	22 January 2016
<b>Head of service:</b>	Anton Bull, head of business relationship management and democracy
<b>Report subject:</b>	Mousehold Heath Conservators management sub group: terms of reference
<b>Date assessed:</b>	11 January 2016
<b>Description:</b>	To consider the terms of reference for the Mousehold Heath Conservators management sub group.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act</u> 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Recommendations from impact assessment**

**Positive**

**Negative**

**Neutral**

**Issues**

## **Mousehold Heath Conservators management sub- group**

### **Terms of Reference**

#### **1. Purpose**

- a. To provide a mechanism for consultation on issues arising between the formal conservators meetings
- b. To contribute to the development and delivery of the Mousehold Heath annual work programme;
- c. To exercise the devolved power (February 2013) to agree expenditure between formal conservators meetings subject to it being in accordance with the work programme and reported to the next meeting of the Conservators.

#### **2. Membership**

- a. Members of the Mousehold Heath Conservators management sub-group shall be appointed by the Mousehold Heath Conservators at the beginning of the civic year;
- b. The Mousehold Heath Conservators management sub-group will consist of the chair and vice chair of the conservators and up to three other conservators (at least half the members to be city councillors).
- c. The sub group will elect its chair and vice chair at its first meeting in each civic year.

#### **3. Attendance at Meetings**

- a. Any other Mousehold Heath Conservator may attend sub-group meetings;
- b. The Mousehold Wardens will attend as will other officers as required and the meetings will be minuted.
- c. Others shall attend by agreement of the sub group chair;

#### **4. Frequency of Meetings**

- a. At least one meeting shall be held between each of the full meetings of the Mousehold Heath Conservators.
- b. The schedule of meetings shall be agreed by the Mousehold Heath Conservators at the beginning of the civic year

#### **5. Responsibilities**

- a. To develop the work programme and specific pieces of work to meet the objectives contained within the Mousehold Heath management plan for approval by the Mousehold Heath Conservators;
- b. To review the implementation of the annual work programme;
- c. To inform decisions required outside of the full Mousehold Heath Conservators meetings that are in line with the conservator's scheme of delegation/devolved power.

#### **6. Reporting**

- a. The Mousehold Heath Conservators management sub-group minutes will be submitted to the Mousehold Heath Conservators for its recommendations to be considered.