

Appendix 1

TERMS OF REFERENCE OF BODIES TO WHICH THE CORPORATE POLICY COMMITTEE MAKES APPOINTMENTS

Constitution Working Group

Membership: No more than 8 Councillors

Functions

The Constitution Working Group will make recommendations to the Corporate Policy Committee and Council on:

- 1 the Council's administrative business, including electoral matters; administrative boundaries and support for Councillors; Committees.
- 2 determining policies and conventions in relation to the political management of the Council, including political balance and party groups for the purpose of Councillors' duties.
- 3 reviewing the Council's Constitution and recommending any changes to the Monitoring Officer (where not significant), or Corporate Policy Committee and Council.
- 4 recommending to Council or Corporate Policy Committee, as appropriate, the appointment of Councillors to Committees and Sub-Committees (including any co-opted Members).
- 5 overseeing and monitoring the Councillors' Allowances budget and keeping under review the scheme for the payment of allowances.
- 6 making recommendations to the Council on civic issues, including those affecting the Mayoralty, Honorary Freemen and Aldermen, nationally significant events and the Council's flag flying policy and civic regalia.

Staffing Appeals Sub Committee

Membership: 3 Councillors, established on an ad hoc basis in consultation with the Chair of the Corporate Policy Committee drawn from a pool of 10.

The requirement for political balance under section 15 of the Local Government and Housing Act 1989 is waived in relation to the sub-committee.

Before a Councillor can attend a meeting and participate in the business of the meeting, the determination of an application or an appeal by any individual or body, the Councillor must attend a suitable training course dealing with the quasi-judicial nature of the role of the Sub-Committee.

Functions

To consider appeals from officers in the following circumstances:

- 1 Appeals against dismissal.

- 2 Appeals against grievances.
- 3 Appeals against policy (but only the first appeal where the appeals are based on the same issues/circumstances).

General Appeals Sub-Committee

Membership: 5 Councillors drawn from a pool of 10.

The requirement for political balance under section 15 of the Local Government and Housing Act 1989 is waived in relation to the sub-committee.

Before a Councillor can attend a meeting and participate in the business of the meeting, the determination of an application or an appeal by any individual or body, the Councillor must attend a suitable training course dealing with the quasi-judicial nature of the role of the Sub-Committee.

Functions

The Sub-Committee is responsible for:

1. hearing and determining appeals lodged under the various Marriage and Civil Partnership Acts.
2. hearing and determining any appeals lodged with the Council for determination, as authorised under all relevant education legislation, excluding those duties falling to the Independent Appeals Panel (schools' admissions and exclusions).
3. hearing and determining any appeals lodged with the Council in respect of school transport or school organisation.
4. hearing and determining appeals from bus contractors in accordance with contract procedures.
5. hearing and determining any appeals lodged with the Council as Social Services Authority, and as authorised under all relevant social services legislation.
6. hearing and determining any other appeals (other than staffing matters).

Shared Services Joint Committee

- 1 1 The Joint Committee's role is to oversee the management of those services which are provided on a Cheshire wide basis on behalf of Cheshire West and Chester Borough Council and Cheshire East Borough Council, to ensure effective delivery of such services and to provide strategic direction.
- 2 The Joint Committee is specifically responsible for:
 - 2.1 Ensuring that service strategies and the resources and budgets required to deliver the service strategies are in place and overseeing the implementation of the service strategies.
 - 2.2 Ensuring that adequate risk management and audit processes are in place for each shared service.
 - 2.3 Overseeing changes and projects and changes to shared services.

- 2.4 Report on the performance of the five service areas (Civil Contingencies and Emergency Planning, Farms Estate, Archaeology Planning Advisory and Cheshire Rural Touring Arts Network)
- 2.5 Overseeing and developing ICT, TSC and Archives.
- 2.6 Agreeing the basis for apportioning cost between the two councils and the amount to be apportioned.
- 2.7 Resolving issues that have been referred to the Joint Committee.
- 2.8 Reviewing the Shared Services Outturn and Performance Report, which will take a backwards look and a forward look, on an annual basis and by exception as appropriate, and initiating additional or remedial action as appropriate.
- 2.9 Agreeing business cases for proposed changes and overseeing the progress of the subsequent work.
- 2.10 Ensuring that there are robust plans for any disaggregation of services and that there is a smooth transition into the separate arrangements. The following matters are reserved to the councils:
 - 2.11 Approving the budget for the specified functions.
 - 2.12 The delivery of service business plans via client and service manager
- 2.13 Constitution of the Joint Committee
- 3 Each of the Councils shall appoint three Members (being elected Members of that Council) as its nominated members of the Joint Committee; the Members appointed shall have full voting rights.
- 4 Each Council may nominate one or more substitute Members to attend any meeting in place of an appointed Member from that Council, subject to notification being given to the Lawyer and Secretary to the Joint Committee before the start of the meeting. The Member appointed as a substitute shall have full voting rights where the Member for whom they are substituting does not attend. If a Council's nominated Members attend a meeting of the Joint Committee, any named substitute may also attend as an observer but shall not be entitled to vote.
- 5 5 Each Member of the Joint Committee shall comply with the Code of Conduct of their Council when acting as a Member of the Joint Committee.
- 6 6 Each of the Councils may remove any of its nominated Members or substitute Members of the Joint Committee and appoint a different Member or substitute to the Joint Committee by giving written notice to the Lawyer and Secretary to the Joint Committee.
- 7 7 Each Council shall have three votes. These shall be exercised by the nominated Members who are elected Members of the Council. In the absence of a Council's nominated Member, a vote may be exercised by the named substitute who is an elected Member of the Council.

- 8 Each Member or the Joint Committee shall serve upon the Joint Committee for as long as he or she is appointed to the Joint Committee by the relevant Council, but a Member shall cease to be a Member of the Joint Committee if he or she ceases to be a Member of the Council appointing him or her or if the relevant Council removes him or her as a Member of the Joint Committee.
- 9 Any casual vacancies howsoever arising shall be filled by the Council from which the vacancy arises by notice in writing sent to the Lawyer and Secretary to the Joint Committee.
- 10 Meetings of the Joint Committee shall be held at the offices of the Member appointed as the Chair.
- 11 The Council hosting the first Meeting shall appoint one of its nominated Members as Chair and that Member shall remain Chair until the first meeting taking place after the elapse of one year from the time of his or her appointment unless he or she ceases to be a Member of the Joint Committee. On the expiry of the first Chair's term of office, the Council which did not appoint the first Chair shall appoint one of its nominated Members as Chair for a period of one year from the date of his or her appointment. The same procedure shall be followed for the appointment of Chair in subsequent years. 1
- 12 2 The Council which has not appointed the Chair of the Joint Committee In any year shall appoint one of its nominated Members as Vice-Chair.

Joint Scrutiny Member Task Group

Draft terms of reference as reported to the Corporate Policy Committee in March 2023:

To provide further advice and assurance to decision makers on the transition to of a new model for ICT delivery.

Key areas of focus are likely to include the following:

- Implementation progress and assurance on key milestones
- Management of risks and issues
- Effective use of resources
- Ensuring operational disruption is minimised
 - Putting in place strong foundations for the launch and development of the new model.

The Joint Task Group's advice and recommendations would be considered by the relevant scrutiny bodies and shared with the Shared Service Joint Committee. Subject to discussion with the proposed task group, it is suggested the group would meet a minimum of three meetings each year.

Membership: 3 Members from each Cheshire East and Cheshire West and Chester Councils, to be appointed after the local elections on 4 May 2023. It is recommended that the Group meetings are not open to the public and reports/meeting contents are not published to allow for in-depth discussions. Public reports will be brought to the Shared Services Joint Committee and each Council's decision-making body throughout the programme.

Cheshire East Health and Wellbeing Board

1. The full name of the Board shall be the Cheshire East Health and Wellbeing Board. (CEHWB)
2. The CEHWB was established in April 2013.
3. The Health and Social Care Act 2012 and subsequent regulations provide the statutory framework for Health and Wellbeing Boards (HWB).
4. For the avoidance of doubt, except where specifically disapplied by these Terms of Reference, the Council Procedure Rules (as set out in its Constitution) will apply.

Purpose

- To work in partnership to make a positive difference to the health and wellbeing of the residents of Cheshire East through an evidence-based focus on improved outcomes and reducing health inequalities.
- To prepare and keep up to date the Joint Strategic Needs Assessments (JSNAs) and Joint Local Health and Wellbeing Strategy (JHWS), which is a duty of local authorities and integrated care boards.
- To lead integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (i.e., lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.
- To be a forum that enables member organisations of the Board to hold each other to account for their responsibilities for improving the health of the population
- To assist in fostering good working relationships between commissioners of health-related services and the CEHWB itself.
- To assist in fostering good working relationships between commissioners and providers of health-related services (such as housing and many other local government services) and commissioners of health and social care services
- To undertake any other functions that may be delegated to it by the Council - such delegated functions need not be confined to public health and social care.
- To provide advice assistance and support for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services.

Roles and Responsibilities

5. To work with the Council and NHS Cheshire and Merseyside Integrated Care Board (ICB) effectively to ensure the delivery of the Joint Strategic Needs Assessment and Joint Local Health and Wellbeing Strategy.
 6. To work within the CEHWB to build a collaborative partnership to key decision making that embeds health and wellbeing challenge, issue resolution and provides strategic system leadership.
 7. To participate in CEHWB discussions to reflect the views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery.
 8. To champion the work of the CEHWB in their wider work and networks and in all individual community engagement activities.
 9. To ensure that there are communication mechanisms in place within partner organisations to enable information about the CEHWB's priorities and recommendations to be effectively disseminated.
 10. To share any changes to strategy, policy, and the system consequences of such on budgets and service delivery within their own partner organisations with the CEHWB to consider wider system implications. Accountability
 11. The CEHWB carries no formal delegated authority from any of the individual statutory bodies.
 12. Members of the CEHWB have responsibility and accountability for their individual duties and their role on the CEHWB.
 13. The CEHWB will discharge its responsibilities by means of recommendations to the relevant partner organisations, which will act in accordance with their respective powers and duties.
 14. The Council's Statutory Members will ensure that they keep Committee Chairs and the wider Council advised of the work of the CEHWB.
 15. The CEHWB may report and be accountable to Full Council and to the Cheshire and Merseyside Integrated Care Partnership by ensuring access to meeting minutes and presenting papers as required.
 16. The CEHWB will not exercise scrutiny duties around health or adult social care services directly. This will remain the role of the Cheshire East Scrutiny Committee. Decisions taken and work progressed by the CEHWB will be subject to scrutiny by the Scrutiny Committee.
 17. The CEHWB will provide information to the public through publications, local media, and wider public activities by publishing the minutes of its meetings on the Council's website. The CEHWB is supported by an Engagement and Communications Network across HWB organisations to ensure this function can operate successfully.
- Membership

18. The membership of the CEHWB will comprise the following:

Members:

- Three councillors from Cheshire East Council*1 (representing the Administration)
- The Director of Adult Social Services*
- The Director of Childrens and Families*
- The Director of Public Health*
- A local Healthwatch representative*
- Two representatives from NHS Cheshire and Merseyside Integrated Care Board*
- The Chair of the Cheshire East Place Health and Care Partnership
- The Executive Director of Place • A Police and Crime Commissioner representative
- A Fire and Rescue Service representative
- A representative of CVS Cheshire East
- An additional representative from Children and Families
- A councillor from Cheshire East representing the main opposition group
- A representative of housing providers
- A representative of local businesses

The Councillor membership of the CEHWB will be determined by Cheshire East Council.

19. The Statutory Members will keep under review the Membership of the CEHWB and may appoint such additional persons to be members of the Board as it thinks appropriate (as set out in the Health and Social Care Act 2012 198 (8)). All Members of the Board will be voting members.

20. The length of the appointment of additional members will be determined by the Health and Wellbeing Board. They will assist the CEHWB in achieving the priorities agreed within the Joint Health and Wellbeing Strategy.

21. Each Member has the power to nominate a single named substitute. If a Substitute Member be required, advance notice of not less than 2 working days should be given to the Council whenever practicable. The Substitute Members shall have the same powers and responsibilities as the Members. Frequency of Meetings

22. There will be no fewer than four meetings per year, usually once every three months.

23. Additional meetings of the CEHWB may be convened with the agreement of the Chairman. Agenda and Notice of Meetings

24. Any agenda items or reports to be tabled at the meeting should be submitted to the Council's Democratic Services no later than seven working days in advance of the next meeting. Generally, no business will be conducted that is not on the agenda.

25. Any member of the Board may request the Chairman to deal with an item of business which the member believes is urgent and requires a decision of the Board. The Chair's ruling of whether the requested item is considered / tabled or not at the meeting will be recorded in the minutes of the meeting.

26. Meetings of the Board shall be open to the press and public and the agenda, reports and minutes will be available for inspection at the Council's offices and on its website at least five working days in advance of each meeting. This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and schedule 12A of the Local Government Act 1972 (as amended).

Election of Chairman

27. The CEHWB shall elect the Chairman and Vice Chairman at its first meeting in the Municipal year. The appointment will be by a simple majority of those present and voting.

28. For the avoidance of doubt, in the event of a tie when a vote is taken, the Chairman will have a casting vote.

Quorum

29. Any full meeting of the CEHWB shall be quorate if there is representation of any three of the following members: NHS Cheshire and Merseyside ICB, the Cheshire East Health and Care Partnership, Local Health Watch, a Councillor and an Officer of Cheshire East Council.

30. Failure to achieve a quorum within fifteen minutes of the scheduled start of the meeting, or should the meeting become inquorate after it has started, shall mean that the meeting will proceed as an informal meeting but that any decisions shall require appropriate ratification at the next quorate meeting.

Procedure at Meetings

31. In accordance with the Council's Committee Procedure Rules, meetings will include a Public Question Time Session.

32. The Council's Committee Procedure Rules will apply in respect of formal meetings subject to the following:

33. The CEHWB will also hold development/informal sessions throughout the year where all members are expected to attend and partake as the agenda suggests.

34. With the agreement of the CEHWB, working groups (non-decision making) and/or sub committees (decision-making) can be set up to consider distinct areas of work. These will be responsible for arranging the frequency and venue of their meetings. The CEHWB will approve the membership.

35. Any working group or subcommittee recommendations will be made to the CEHWB who will consider them in accordance with these terms of reference and their relevance to the priorities within the Joint Local Health and Wellbeing Strategy and its delivery plan.

36. Whenever possible decisions will be reached by consensus or failing that a simple majority vote by those members entitled to vote.

Expenses

37. The partnership organisations are responsible for meeting the expenses of their own representatives.

Conflicts of Interest

8. All members of the Board are required to uphold the Nolan Principles and all other relevant NHS or Council Code of Conduct requirements which are applicable to them. This includes the requirement to register and disclose pecuniary, registerable and other non-registerable interests at meetings where appropriate.

Conduct of Members at Meetings

39. CEHWB members will agree to adhere to the principles and behaviours set out in the Appendix to these terms of reference when carrying out their duties as a CEHWB member.

Review

40. These terms of reference will be reviewed every two years at the first meeting of the CEHWB in the Municipal year.

41. Any amendments to these terms of reference shall only be made by the Council, on the recommendation of the Corporate Policy Committee and the CEHWB.

Appendix - Health and Wellbeing Board Principles and Behaviours

The Cheshire East Health and Wellbeing Board Partners shall work together to achieve the objectives of the Cheshire East Health and Wellbeing Strategy and The Cheshire East Place Partnership Five Year Plan. The Board shall:

(a) Collaborate and work together on an inclusive and supportive basis, with optimal use of their individual and collective strengths and capabilities.

(b) Engage in discussion, direction setting and, where appropriate, collective agreement, on the basis that all the Partners will participate where agreed proposals affect the strategic direction of the Health and Wellbeing Board and/or of Services, and in establishing the direction, culture and tone of the work and meetings of the Board.

(c) Act in the spirit of partnership in discussion, direction setting and, where appropriate, collective agreement making.

(d) Always focus upon improvement to provide excellent Services and outcomes for the Cheshire east population.

(e) Be accountable to each other through the Board by, where appropriate, taking on, managing and accounting to each other in respect of their financial and operational performance.

(f) Communicate openly about major concerns, issues or opportunities relating to the Board.

(g) Act in a way that is best for the delivery of activity to drive forward the Five-Year Plan, and shall do so in a timely manner and respond accordingly to requests for support promptly.

(h) Work with stakeholders effectively, following the principles of co- design and co- production.

Joint Extra Care Housing Management Board

The Joint Extra Care Housing Management Board was established by Cheshire East Council and Cheshire West and Chester Council with the following terms of reference:

The Joint Extra Care Housing Management Board shall be responsible for providing strategic guidance, making strategic decisions, and reviewing performance in relation to extra care housing provision (except where matters are reserved to the respective authorities).

The Joint Extra Care Housing Management Board will function as a joint committee and be subject to all of the usual rules relating to public meetings. The Constitution of the Joint Extra Care Housing Management Board states that each Council shall appoint three Members and that nominated substitutes shall be allowed to attend any meeting in the place of an appointed member, subject to prior notification being given to the Lawyer and Secretary to the Joint Extra Care Housing Management Board. This nomination should be made to Democratic Services at Cheshire East Council.

Mental Health Partnership Board

Vision	We will strive to ensure good Mental Health and Wellbeing for people who live in the borough of Cheshire East
Purpose	The Cheshire East Mental Health Partnership Board will work with key partners to ensure that services are in place to: <ul style="list-style-type: none">• promote good mental health and wellbeing.• respond effectively and efficiently to meeting the needs of people experiencing mental ill health and or distress and their carers.• support people through their recovery to achieve their maximum potential to lead active lives.• Link in and tackle the wider determinants of mental health including social Isolation and loneliness
Objectives	<ul style="list-style-type: none">• To monitor progress and actions against agreed priorities within the NHS Long Term Plan and the Cheshire East All Age Mental Health Strategy and address these as themes at each meeting on an agreed cycle.

	<ul style="list-style-type: none"> • To work collaboratively with residents (children, young people and adults) with the joint aim of improved mental health service provision across the borough. • To implement action plans against the strategic priority areas that would benefit from a partnership approach, identifying lead organisations and related outcomes. • To promote the development of good quality service provision and equity of access across Cheshire East. • Inform and influence local groups, meetings and policies that will have a positive impact on people’s mental health and wellbeing.
Reporting Arrangements	The board will report on the progress to the Cheshire East Health and Wellbeing Board
Frequency of Meetings	<p>The Mental Health Partnership Board will meet on a bi-monthly basis virtually by MS Teams. We will look at the potential of face-to-face meetings over time.</p> <p>The board will also look to organise and deliver meetings with wider stakeholders.</p>
Chairing and Membership	<p>Chairing</p> <p>The Mental Health Partnership Board will be chaired by someone working in either the voluntary sector or statutory services.</p> <p>The remit of chair will entail the chairing of 6 meetings per year and finalising meeting agendas.</p> <p>The Chair function will be appointed and voted on by group members on annual basis.</p> <p>The chair will be appointed by the group and will be reviewed on an annual basis.</p> <p>A deputy chair will also be appointed.</p> <p>Membership</p> <p>All members will endeavour to attend all meetings or send an agreed substitute with delegated responsibilities to participate in the decision-making process. Where neither the member nor substitute member are able to attend, apologies to be sent in advance of the meeting.</p> <p>Lived experience and carer representatives. Cheshire and Wirral Partnership (Adults and Childrens) Cheshire East Council (Adults and Childrens) Cheshire East Young Person Representative(s) Cheshire and Merseyside ICB (Adults and Childrens)</p>

	<p>Cheshire Police Voluntary Sector Lead Members from Cheshire East Council Housing Crisis Providers</p> <p>Co-ordination of meetings and administration will be undertaken by Cheshire East Council who will circulate the agenda and minutes.</p>
Meetings	<p>All members to prepare for the meetings by reading through the agenda and papers and preparing written reports as appropriate.</p> <p>A record shall be kept of every Mental Health Partnership Board meeting including.</p> <ul style="list-style-type: none"> • Main points of discussion • Action log – including owner, completion date and status. The action log will be looked at, at the beginning of each meeting.
Terms of Reference Review	<p>The terms of reference will be reviewed annually.</p> <p>Date of next review – August 2023</p>

Safeguarding Adults Board

Strategic Objectives

- 1) To seek assurance from partner agencies that there is effective leadership, partnership working and governance for safeguarding adults at risk
- 2) To listen to people who have been subject to abuse or neglect, and to seek assurance that people are able to be supported in the way that they want, are involved in decisions, and can achieve the best outcomes.
- 3) To promote the understanding of safeguarding in communities, by raising awareness and promoting well-being with the aim of preventing abuse and neglect from happening in the first place
- 4) To be assured of the safety and wellbeing of anyone who has been subject to abuse or neglect, and that action has been taken against those responsible
- 5) To learn lessons and identify and monitor the implementation of changes that prevent similar abuse or neglect happening to other people.

The key responsibilities of the Board are to:

- Make sure that organisations work together in the best way to actively and successfully promote the wellbeing, security and safety of adults at risk in Cheshire East, holding partners to account.
- Provide effective strategic leadership in the development of safeguarding policy and practice across all partner agencies, and consistent with statutory requirements and best practice guidance.
- Monitor the outcomes and effectiveness of the safeguarding arrangements.
- Use data and intelligence to identify risks and act on them.
- To co-ordinate all adult safeguarding activity
- Respond collectively to regional and national issues.

- **Membership**

In order to operate effective safeguarding arrangements, there are a range of relevant partners who must co-operate with each other. These include three statutory partners:

The Local Authority
 Integrated Care Board
 The Police

Non-Statutory partners –

NHS Trusts and Foundation Trusts
 Probation Services
 Prison
 Community Sector
 Housing Providers
 Healthwatch
 Care Quality Commission
 Ambulance Service
 Fire Service
 Elected member for Cheshire East Council

Tatton Park Board

TERMS OF REFERENCE

- To have oversight of the strategic management and business performance of Tatton Park under the terms of the lease with the National Trust and in line with the agreed objectives for its management.
- To advise on and develop with the Manager of Tatton Park the Business Plan that drives the strategic management of the park, including the future development of service provision.

- To advise the Council in establishing its policies, protocols, regulations, and priorities, to ensure it can realise Tatton Park's potential in contributing to the visitor economy and communities of Cheshire East.
- To advise and make recommendation to the Executive or Council, as appropriate, regarding the strategic management of Tatton Park and any matters requiring Committee approval.
- To ensure that the governance arrangements for Tatton Park are 'fit for purpose' and to make recommendations to the relevant committee regarding any changes required to the governance or to the delegated authority to be vested in the Board or with the Manager of Tatton Park.
- To co-opt others to the Board to assist and support its work in the management of Tatton Park

MEMBERSHIP (updated 1st April 2024)

Tatton Park Board members:

Cllr N Mannion (Chairman)

Cllr J Rhodes (Vice Chair)

Cllr T Dean

Cllr M Goldsmith

Cllr K Hague

Cllr J Place

Vacancy

Other representation as determined or required by the Board from time to time, such as a representative of the National Trust and Tatton Park Charitable Trust.

Manchester Airport Consultative Committee

Terms of reference can be found [here](#).