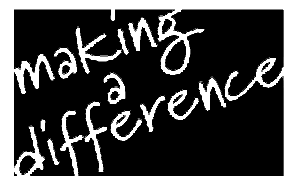


Order of business

Annual Meeting of the Council

Monday 24th May
2010
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk

Annual Meeting of the Council

24th May 2010

ORDER OF BUSINESS

The current Mayor, Councillor Malcolm Hall, to take the Chair.

1. The Mayor will open the meeting, welcome all present and invite the Chaplain to lead the Council in Prayer.
2. Apologies for absence.
3. Declarations of Interest.
4. **The Mayor's Opening Remarks**

(It is customary for the retiring Mayor to give a résumé of the events which have taken place during the year of office.)

5. **Election of Mayor**

- 5.1 **Nominations**

- a) It will be proposed by Councillor Juliet Brunner that **Councillor Kath Banks** be elected Mayor for the ensuing Municipal Year.
- b) The proposal will be seconded by Councillor Brandon Clayton
- c) The retiring Mayor will call for any other nominations.
- d) An opportunity will be provided for candidates to speak to their candidature, if desired.
- e) The retiring Mayor will then take a vote on the issue, if necessary.

- 5.2 **Declaration of Acceptance of Office and Investiture - New Mayor**

- a) At this juncture the Chief Executive will ask the new Mayor to sign the Declaration of Acceptance of Office.
- b) The retiring Mayor will place the Chain of Office of Mayor on the new Mayor.

(At the same time the Mayoress will pass on her Chain of Office to the successor)

- c) At this point the new Mayor will assume the Mayor's seat on the dais, this having been vacated by Councillor Hall, who will leave the dais and return to his place "on the floor".

5.3 Remarks of the New Mayor and Vote of Thanks

- a) Remarks of the New Mayor

Usually includes a reference to the activities of the previous Mayor and sometimes a résumé of areas of interest of the new Mayor so far as they relate to the Council.
(Excludes day-to-day notices - see 7 below.)

- b) Formal Vote of Thanks to outgoing Mayor

To be proposed by New Mayor / Councillor Banks.

6. Appointment of Deputy Mayor

6.1 Nominations

- a) It will be proposed by Councillor Jinny Pearce

that Councillor Anita Clayton

be appointed Deputy Mayor for the ensuing Municipal Year.

- b) The proposal will be seconded by

Councillor Roger Hill

- c) The new Mayor will call for any other nominations.
- d) The Mayor will take a vote on the issue, if necessary.
- e) Upon appointment, the new Deputy Mayor will vacate his/her seat in the body of the Council Chamber and come to the dais, standing near the Deputy Mayor's seat, at the Mayor's right hand.

6.2 Declaration of Acceptance of Office - New Deputy Mayor

- a) At this juncture the Chief Executive will ask the new Deputy Mayor to sign the Declaration of Acceptance of Office.
- b) The new Mayor will now invest the new Deputy Mayor with the Deputy Mayor's Badge of Office.

- c) The new Deputy Mayor will now assume the Deputy Mayor's seat on the dais at the right hand of the new Mayor.

7. **Communications and Mayor's Announcements**

Further to 5.3 a) above, this item usually refers to the announcement of the new Mayor's Chaplain and more routine Mayoral notices, including details of new Mayor's Charities and forthcoming events.

8. **Minutes of the last Council Meeting**

To confirm as a correct record the minutes of the previous meeting of the Council. **(Circulated with the Agenda for the meeting)**

9. **Appointment of Leader of the Council and Deputy Leader**

- (a) Leader

Councillor Anita Clayton

will propose that **Councillor Carole Gandy**

be appointed Leader of the Council. This will be seconded by

Councillor Juliet Brunner

The Mayor will call for any further nominations; offer an opportunity for candidates to speak to their candidature, and then take a vote.

- (b) Deputy Leader

Councillor Carole Gandy

will propose that **Councillor Mike Braley**

be appointed Deputy Leader of the Council. This will be seconded by

Councillor Gay Hopkins

The Mayor will call for any further nominations; offer an opportunity for candidates to speak to their candidature, and then take a vote.

- (c) Opposition Leader

The Council will be asked to confirm that the Leader of the largest Minority Party Group will, by virtue of his/her office, be designated 'Leader of the Opposition' and will note any 'Shadow' positions which may be notified to the Council.

10. **Appointment of Executive Committee, Overview and Scrutiny Committees, "Sub-Committees", Advisory Panels, etc; and appointment of Chairs, Vice-Chairs and Member Champions**

To appoint the Council's Executive Committee, Overview and Scrutiny Committee, Advisory Panels, etc., together with Chairs, Vice-Chairs and "Champions", as appropriate

(all as detailed in Appendix A attached).

(In accordance with the Constitution and Standing Order 32, numbers of Members of each Committee, Sub-Committee, Panel, etc. may be reviewed at each Annual Meeting of the Council. However, regard must be paid to the new Constitution, political proportionality, and other associated statutory requirements.)

11. **Outside Bodies**

A. To appoint Council Representatives to serve on outside bodies on behalf of the Council.

B. To nominate Council members for appointment to outside bodies, but not to formally represent the Council.

(all as detailed in Appendix B attached).

12. **Constitution – Annual Review**

To confirm the Council's Constitutional arrangements.

(Papers separately circulated)

13. **Scheme of Members' Allowances 2010/11**

To approve and formally adopt the Scheme of Allowances for the new municipal year.

(Report attached to Agenda)

14. **Members' Allowances**

To receive a report on expenses and allowances paid to Members during the financial year 2009/10 under the Local Authorities' (Members' Allowances) (England) Regulations 2003.

(Report attached to Agenda)

15. **Common Seal**

To order the Common Seal of the Council to be affixed to any documents necessary to carry into effect any resolutions passed by the Council during the municipal year.

[16. **Exclusion of the Public**

In case it is necessary to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged the following resolution is provided:

“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (*to be specified*) of Part 1 of Schedule 12 (A) of the said Act, as amended.”]

COMMITTEE MEMBERSHIPS**A. EXECUTIVE LINE****EXECUTIVE COMMITTEE**

(9 = 6+2+1 – not required to be proportional)

Chair: **Leader of the Council* ex-officio (per Constitution)**

Vice-Chair: **Deputy Leader# ex-officio ("**

Councillors: (CON) **Anderson, Braley#, Brunner, B Clayton, Gandy* Pearce**
(LAB) **Chance, Debbie Taylor**
(LD) **Hall**

(Cannot be members of O&S Committees)

Named

Substitutes: Not permitted.

Portfolio Holders

**Community Leadership & Partnership inc. Vol. Sector – Cllr Gandy
(Shadow Portfolio Holder – Cllr Hartnett)**

(normally the Leader of the Council)

Community Safety & Regulatory Services – Cllr Brunner

(Crime & Disorder, Safer Communities, Licensing)

Corporate Management – Cllr Braley

*(Internal systems / support services:
Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council business)*

Housing, Local Environment & Health – Cllr B Clayton

*(Housing & Health-related Services, Agenda 21, Better Environment, Landscape,
Cleansing & Waste Management, Open Space)*

Leisure & Tourism – Cllr Anderson

*(Culture & Recreation, Community Training, Education,
Learning & Skills)*

Planning, Regeneration, Economic Development & Transport - Pearce

(Planning, Economic Development, Public Transport)

**Annual Meeting
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24th May 2010

Member "Champions"

(Duties generally fall to the relevant Portfolio Holder.
In other cases can be an Executive or non-Executive Member.)

| | | |
|----|--|--|
| 1. | <u>Asset Management / Customer Access / E.government / IT</u> (Corporate Management Portfolio) | Cllr Braley (Portfolio Holder, ex-officio) |
| 2. | <u>Children & Young People / Play</u> (Leisure & Tourism / Community Leadership & Partnership Portfolios) | Cllr Anderson (Portfolio Holder, ex-officio) |
| 3. | <u>Equalities (New)</u> (Corporate Management Portfolio) | Cllr Braley |
| 4. | <u>Health</u> (Housing & Health Portfolio) | Cllr B Clayton |
| 5. | <u>Heritage</u> (Local Environment Planning & Transport and Leisure & Tourism Portfolios) | Cllr Anderson |
| 6. | <u>Local Democracy Events</u> (Corporate Management Portfolio) | Cllr Brunner |
| 7. | <u>Member Development</u> (1 per Party Group) (Corporate Management Portfolio) | Cllr Brunner (Con) 1 vacancy (Lab) Cllr Thomas (LD) |
| 8. | <u>Risk Management</u> (Corporate Management Portfolio) | Cllr Braley (Portfolio Holder, ex-officio) |
| 9. | <u>Third Sector Liaison</u> (Community Leadership & Partnership Portfolio) | Cllr Gandy |

EXECUTIVE ADVISORY PANELS

Advisory Panels are less formal meetings and share memberships from both Executive and Overview & Scrutiny (O&S) members (potential conflicts of interest should therefore be taken into account for O&S members of Advisory Panels in future scrutiny of resultant Executive decisions).

They exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate.

Reporting should normally therefore be to the Executive. But exceptionally, if deadlines require, reporting may, with the agreement of the Leader, be direct to the full Council in relation to proposals with implications for policy or budget change. More open reviews should be considered by O&S.

They are not required to be Party proportional, but have been established on those terms to date.

CLIMATE CHANGE ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – to advise the Executive Committee on Climate Change)

Chair: **Councillor B Clayton (relevant Portfolio Holder ex officio)**
Vice-Chair: **Councillor Hopkins**

Councillors: (CON) **Hill**
(LAB) **Fry, Debbie Taylor**
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

HOUSING ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – as above in relation to Housing-related matters.)

Chair: **Councillor B Clayton (relevant Portfolio Holder ex officio)**
Vice-Chair: **Councillor Quinney**

Councillors: (CON) **Hill**
(LAB) **Chance, Shurmer**
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

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LEISURE CONTRACTS ADVISORY PANEL

(6 = 3+2+1)

(To replace the Abbey Stadium Advisory Panel, on the same Terms of Reference, but expanded to include other potential contracts.)

Chair: **Councillor Anderson (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Hopkins**

Councillors: (CON) **Derek Taylor**
(LAB) **Cookson, Debbie Taylor**
(LD) **Hall**

(Membership to include relevant Portfolio Holder as Chair.)

PLANNING ADVISORY PANEL

(6 = 3+2+1)

(To monitor progression of the Regional Spatial Strategy Review and consider material to be provided to the Regional Assembly.

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework.)

Chair: **Councillor Pearce (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Chalk**

Councillors: (CON) **Griffin**
(LAB) **Hartnett, R King**
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

ECONOMIC ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – as above in relation to Economic Development related matters.)

Chair: **Councillor Pearce (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Braley**

Councillors: (CON) **Norton**
(LAB) **Hartnett, Vickery**
(LD) **Thomas**

(Membership to include relevant Portfolio Holder as Chair.)

B. NON-EXECUTIVE LINE**OVERVIEW AND SCRUTINY COMMITTEE**

The Overview & Scrutiny "Parent" Committee may undertake policy reviews itself or, more routinely, commission Task & Finish Groups to undertake targeted, time-limited pieces of work on the Committee's behalf.

The Committee will meet every three weeks to echo the meeting pattern of the Executive Committee and to provide the opportunity for a responsive call-in mechanism.

A decision was taken by Council in 2008, with no members voting against, that the Overview and Scrutiny Committee should not be Party proportional.

The role of Crime and Disorder O&S Committee under the Police and Justice Act 2006 is undertaken by the Crime and Disorder Scrutiny Panel.

OVERVIEW & SCRUTINY COMMITTEE

(9 = 4+4+1, plus TU co-optees)

Chair: **Councillor Thomas* / Vickery (# VOTE REQUIRED #)**Vice-Chair: **Councillor A Clayton**

(The Constitution requires that an a Member of a political group not forming part of the ruling administration Chair the O&S Committee)

Councillors (CON) **Banks, Norton, Quinney**
(LAB) **Hartnett, R King, Shurmer**
(LD) (as above – Ch*)

(Not members of the Executive Committee)

Co-opted only: 2 Trade Union (UNISON) representatives (for employee-related items
members:

Named All other members of the Council - non-Exec.
Substitutes: (For reasons of continuity, substitution is discouraged during topic reviews.)

Substitute 1 nominated TU representative per Union.
Co-optees

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“OVERVIEW & SCRUTINY MEMBERS” POOL

Available for allocation for Task & Finish Reviews (= all “non-Executive” Members)

Councillors: (CON) **Banks, Brazier, M Chalk, S Chalk, A Clayton, Griffin, Hill, Hopkins, Norton, Quinney, Derek Taylor,**
(LAB) **Cookson, Fry, Hartnett, R King, W King, Shurmer, Vickery**
(LD) **Hicks, Thomas**

CRIME AND DISORDER SCRUTINY PANEL

(5 = 2 + 2 + 1)

Chair: **Councillor**
Councillors: (CON) **S Chalk, A Clayton**
(LAB) **W King, (as above – Ch*)**
(LD) **Hicks**

(To be reappointed at the Annual Meeting. The Terms of Reference of the Crime and Disorder Scrutiny Panel state that the Chair must be a Member of the Overview and Scrutiny Committee)

TASK & FINISH GROUPS:

(To be re-appointed at the Annual Meeting. Please note that, for the purposes of continuity it is desirable that the Memberships of existing Groups be continued into the following municipal year. Furthermore, there is currently an expectation that Chairs of Task and Finish Groups would be Members of the Overview and Scrutiny Committee.)

DIAL-A-RIDE TASK AND FINISH GROUP

(4 = 2 + 2)

Chair: **Councillor R King**
Vice-Chair: **Councillor Norton**
Councillors: (CON) **A Clayton**
(LAB) **Vickery**

LOCAL STRATEGIC PARTNERSHIP TASK AND FINISH GROUP

(5 = 2 + 2 + 1)

Chair: **Councillor Norton**
Councillors: (CON) **Hopkins**
(LAB) **Cookson, Fry**
(LD) **Thomas**

JOINT WORCESTERSHIRE HUB TASK AND FINISH GROUP*(1 representative of Redditch Borough Council)***Councillor Hopkins**

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C. REGULATORY COMMITTEES**AUDIT AND GOVERNANCE COMMITTEE**

(7 = 4+2+1)

Chair: ***Councillor Hartnett****Vice-Chair: ***Councillor R King#***Councillors: (CON) **Braley, Brazier, Hopkins, Norton,**
(LAB) (as above – Ch* / V-Ch#)
(LD) **Hall**

(The Panel to comprise elected Members representing all interests of the Authority, “preferably with relevant areas of expertise, where possible (such areas as accountancy, audit, business and commerce)

Can be members of the Executive Committee. For the sake of independence, it is desirable for the Chair to be an “Opposition” Member.)

NamedSubstitutes: All other members of the Council.**EMPLOYMENT APPEALS COMMITTEE**

(5 = 2+2+1 - not required to be proportional)

Chair: ***Councillor A Clayton***Vice-Chair: ***Councillor Brunner***Councillors (The Committee to be selected as and when necessary, in consultation with the Chair, from all disinterested members of the Council – training in Quasi-Judicial meetings required.)NamedSubstitutes: (Substitution rules therefore do not apply).**HOUSING APPEALS COMMITTEE**

(6 = 3+2+1)

Chair: ***Councillor Hopkins***Vice-Chair: ***Councillor M Chalk***Councillors (CON) **Hill**
(LAB) **Cookson, Vickery**
(LD) **Thomas**

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(Can be members of the Executive Committee: to be selected from all disinterested members of the Council – training required – normally evening meetings, but may occasionally need to meet in the daytime for longer hearings. Ward Members cannot sit on appeals which might lead to allocation of properties in relation to their Wards.)

Named Subject to training in Quasi-Judicial meetings,
Substitutes: all other Members of the Council.

LICENSING COMMITTEE

(15 = 9 +5+1 - must be no less than 10 / no more than 15)

(REVISED TERMS OF REFERENCE:

Required, via its Sub-Committees, to deal with applications lodged under the provisions of the Licensing Act 2003 and Gambling Act 2005; and also, via other Sub-Committee(s) to act as Taxi and 'other' Licensing Regulatory Committee.)

Chair: **Councillor Braley**
Vice-Chair: **Councillor A Clayton**

Councillors: (CON) **Banks, M Chalk, S Chalk, Gandy, Griffin, Pearce, Quinney,**
(LAB) **Cookson, Fry, Hartnett, R King, W King**
(LD) **Hicks**

(Can be member of the Executive Committee – may be:

- daytime and evening meetings of 3-Member Sub-Committees (Premises / Personal Licences) plus 1 reserve Member, to hear applications; and/or
- daytime meetings of 5-Member Taxi / other Licensing Sub-Committee.)

Named Subject to appropriate training, all
Substitutes: other members of the Council.

[N.B. Trained Members – Licensing, Gambling Act and Quasi-Judicial meetings – currently available (*other than as indicated*) are:

Banks, Braley, Chalk (*not Gambling Act*), A Clayton, Cookson, Fry, Gandy, Hartnett, Hicks (*not Gambling Act*), R King, W King (*not Quasi-Judicial meetings*), Thomas (*not Gambling Act*).]

Licensing Sub-Committees – A. Personal / Premises / Gambling Act

(3-Member “Panels” – general membership to be agreed by Officers, in consultation with the relevant Chair, as required per application and to include a 4th Reserve Member.)

- A. Chair: **Councillor Braley**
- B. Alternate Chair 1: **Councillor Pearce**
- C. Alternate Chair 2: **Councillor A Clayton**
- D. Alternate Chair 3: **Councillor Fry**

Sub-Committee ‘core’ membership - 3 Members to normally hear Licensing Act / Gambling Act applications, plus one ‘Reserve’:

Councillors: Braley, Pearce, A Clayton & Fry.

(Notes:

- 1) Daytime and evening meetings may be required.
- 2) The ‘core’ membership above would change in the case of any prejudicial or Ward interests, or other conflict, or exceptional absence. However, a constant membership would help Members to develop expertise in the area, given the very few Hearings currently required in the Borough.
- 3) Substitute Members to be drawn, as required, from list of trained and available Members. (Training will be provided as soon as possible to cover any deficit.)
- 4) Chairing of Licensing Sub-Committee / Quasi-Judicial meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.
- 5) ***Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.***

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Licensing Sub-Committees – B. Taxis / Sex Establishments / Other.

(5 = 3 + 2 + 0)

(REVISED ARRANGEMENTS:

This Sub- Committee covers all “other Licensing” and similar regulatory matters - other than those covered under the Licensing Act 2003 and Gambling Act 2005, examples: Taxis, Incinerators and “Sex Establishments”. Mostly daytime meetings.)

Chair: **Councillor Braley**
(Ex officio Chair of the Licensing Committee / Special Responsibility Allowance refers.)

Vice-Chair: **Councillor A Clayton**

Councillors: (CON) **Pearce**
 (LAB) **Fry, Cookson**

(Can be members of the Executive Committee – must receive training in Quasi-Judicial meetings before they can sit or substitute.)

Named

Substitutes: All other members of the Council.

PLANNING COMMITTEE

(9 = 5 +3+1)

Chair: **Councillor Chalk**

Vice-Chair: **Councillor Hicks**

Councillors: (CON) **Anderson, Banks, B Clayton, Hill**
 (LAB) **Hartnett, R King, W King**
 (LD) (as above – V-Ch)

(Can be members of the Executive Committee - must receive relevant formal training before they can sit or substitute.

Training to be renewed / updated annually, and/or when significant legal, policy or procedural change occurs.)

Chairing of the Planning Committee meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

Named

All other trained members of the Council ****.

Substitutes:

(NB. substitution at Planning Committee is not advised, as occasional attendees will not have received all update briefings; and Party balance, although a requirement of the composition of the Committee, should not be a material consideration at Planning Committee meetings.)

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(**** NB. Trained Members currently available are:

Cllrs Anderson, Banks, Braley, Brunner, Chalk, B Clayton, Fry, Hartnett, Hicks, R King, Shurmer, Thomas.

Training will be provided as soon as possible to plug any deficit.)

STANDARDS COMMITTEE

*(12 = 7 RBC Members (4+2+1)
plus 3 Independent Members and 2 Parish Council rep's.)*

Chair: ***Mrs Deborah Andrews (Independent Member)***

Vice –Chair: ***Mr Michael Collins (Independent Member)***

(The Committee cannot act without an Independent Member being present to Chair the meeting.)

Third Independent Member: **Mr B Warwick**

Parish Council representatives: **Cllrs J James and J Matthews**

RBC Councillors: (CON) **A Clayton, Norton, Pearce, Derek Taylor**
(LAB) **Fry, Chance**
(LD) **Hall**

(Only 1 member can be member of the Executive Committee. Continuity of membership is recommended, so far as practical, for training / expertise purposes. Quasi-judicial training is required for the conduct of Hearings.

Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.)

Named (Not encouraged by Standards Board.

Substitutes: Must have received required training.)

MEETINGS UNDER SHARED / JOINT ARRANGEMENTS**PLANNING JOINT BOARD**

(4 = 2+1+1)

(To progress a joint plan to deal with cross-boundary issues.
To consider the Inspector's report following the RSS Phase II Inquiry.)

Chair: ***Councillors Gandy (RBC) and Hollingsworth (BDC)***
(alternate according to meeting venue)

Vice-Chair: ***As above***

Councillors: (CON) **Pearce**
(LAB) **Hartnett**
(LD) **Hall**

(Fixed membership only)

Named (Substitutes are not permitted
Substitutes: but all Members are invited to attend and observe)

SHARED SERVICES BOARD

(4 = 2+1+1)

(To oversee the shared services, joint working
and alternative working arrangements of the Council)

Chair: ***Councillors Gandy (RBC) and Hollingsworth (BDC)***
(alternate according to meeting venue)

Vice-Chair: ***As above***

RBC Councillors: (CON) **Braley**
(LAB) **Hartnett**
(LD) **Hall**

(Fixed membership only)

Named (Named Substitutes – Councillors Anderson, Braley, Thomas and
Substitutes: Vickery)
(All Members are invited to attend and observe)

General Notes (All meetings):-

- 1) Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.
- 2) Amendments to the above appointments can be made, if necessary at subsequent full Council meetings.

**JOINT COMMITTEE FOR WORCESTERSHIRE ENHANCED TWO TIER
REGULATORY SERVICE**

(2 appointments from Redditch Borough Council)

(To oversee the Worcestershire Enhanced Two Tier (WETT) Regulatory Service)

Chair: **To be appointed by the Committee**

Vice-Chair: **As above**

RBC Councillors: (CON) **Braley**
 (LAB) **Vickery**

(Fixed membership only – At least one of the Members from RBC must be a member of the Executive Committee)

Named (Substitutes are not permitted
Substitutes: but all Members are invited to attend and observe)

General Notes (All meetings):-

- 1) Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.
- 2) Amendments to the above appointments can be made, if necessary at subsequent full Council meetings.

E. OTHER MEETINGS

(not within main structure. None of these meetings have Executive authority, other than any already delegated to relevant Officers.)

BOROUGH TENANTS' PANEL

(3 = 2+1+Officers)

Chair: (Not RBC position - election at first meeting)Vice-Chair: (ditto)Councillors: (CON) **Griffin, Quinney**
(LAB) **Shurmer**

(Can be any member of the Council)

NamedSubstitutes: (All members of the Council)**CHIEF OFFICER RECRUITMENT PANEL**

(6=3+2+1)

Chair: **Councillor Gandy**Vice-Chair: **Councillor Braley**Councillors: (CON) **Norton**
(LAB) **Hartnett, Vickery**
(LD) **Hall**

(Membership would usually include Party Group Leaders, with Leader of the Council in the Chair. Can include any member of the Council.)

NamedSubstitutes: (For continuity, substitutes are not permitted.)**CHURCH HILL DISTRICT CENTRE MEMBERS' PANEL**

(3 = 2+1)

Chair: **Councillor B Clayton (Relevant Portfolio Holder)**Councillors: (CON) **Hill**
(LAB) **R King****COMPLAINTS APPEALS PANEL**

(5 = 2+2+1- but not required to be proportional)

(Terms of Reference – To consider “paper / desktop” appeals as final stage of formal complaints procedure – does not normally involve formal Quasi-Judicial hearings.)

Chair: **Councillor M Chalk**Vice-Chair: **Councillor Cookson**

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Councillors: (CON) **Brazier**
(LAB) **Vickery**
(LD) **Hall**

(Can be any member of the Council. NB Normally daytime meetings.)

Named All other members of the Council.

Substitutes:

CONSTITUTIONAL REVIEW WORKING PARTY

(6 = 3+2+1)

(To provide a pool of senior Executive Committee and O&S Members to assist the Borough Director and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localisation agenda.)

Chair: **Councillor Gandy**

Vice-Chair: **Councillor Braley**

Councillors: (CON) **Pearce**
(LAB) **R King, Vickery**
(LD) **Hicks**

(Should include senior members of both Exec and O&S Committees.)

Named

Substitutes: Any member of the Council.

REDDITCH MATTERS EDITORIAL PANEL

(3 = 2+1)

(To act as a consultation body for Officers in respect of the contents of the Council magazine.)

Councillors: (CON)
(LAB)

Named

Substitutes: Any member of the Council.

**Annual Meeting
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24th May 2010

GRANTS PANEL*(5 = 2+2+1 but not required to be proportional)*

(To recommend to the Executive Committee grant awards for 2008/09)

Chair: **vacant**
Vice-Chair: **Councillor Braley**Councillors: (CON) **Brunner**
(LAB) **Chance, Shurmer**
(LD) **Hicks**

(Members should not have interests which would disbar their membership / close involvement with bodies applying for grant. Prejudicial involvement with any one body would disbar Members from the entire Grants allocation process.)

NamedSubstitutes: Substitutions do not apply.**HOLOCAUST MEMORIAL STEERING GROUP***(5 = 2+2+1 – number / proportions not fixed)*

(To organise an annual Holocaust Memorial Event -

Chair: **Councillor Pearce**
Vice-Chair: **vacant**Councillors: (CON) **Derek Taylor**
(LAB) **Hartnett, W King**
(LD) **Thomas**NamedSubstitutes: Substitutions do not apply, for the sake of continuity.**INDEPENDENT REMUNERATION PANEL***(5 members currently – 3 + 2 vacancies)*

(Statutory Body -

To undertake periodic reviews of the Scheme of Members' Allowances.)

(Not elected Members –

must have no close ties or connections with existing Members of the Council)

Mr A Powell (Chair), Mrs A Morris, Mr D Strain,
and two vacancies.

(Officers have authority to appoint new independent members to vacancies.)

**Annual Meeting
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JOINT HEALTH CONSULTATIVE COMMITTEE

(3 = 2+1)

(To consult relevant local health bodies within the Borough on matters of mutual interest.) (Is this meeting still required or would health inequalities etc. be better dealt with through the LSP or the HOSC?)

Chair: To be appointed by the Committee at first meeting
(RBC nomination: **Cllr Gandy?**).

Vice-Chair: To be appointed by the Committee at first meeting
(RBC nomination **Cllr ?**).

Councillors: (CON) **Banks, Gandy**
(LAB) **Vickery**

("Partnership" meeting administered by RBC - Membership also includes representatives of outside bodies. May be daytime / late afternoon meetings.)

MEMBER DEVELOPMENT & SUPPORT STEERING GROUP

(6=3+2+1)

(To develop and implement a Member Development Programme; to advise and steer Officers on the Council's signing up to the West Midlands LGA Member Development Charter; to review Members' Support arrangements: administrative, financial and IT.)

Chair: **Councillor Brunner**

Vice-Chair: **Councillor Braley**

Councillors: (CON) **S Chalk**
(LAB) **Chance, Taylor**
(LD) **Thomas**

(Can be any member of the Council – should include 3x Party Champions* for Member Development.)

Named

Substitutes: All other members of the Council.

PROCUREMENT STEERING GROUP

(7 = 4+2+1)

(To oversee the shared services, joint working and alternative working arrangements of the Council)

Chair: **Councillor Braley**

Vice-Chair: **Councillor Hall ***

Councillors: (CON) **Anderson, Gandy, Hopkins,**
(LAB) **Hartnett, R King**

(LD) (as above – V-Ch *)

(Fixed membership only)

Named

Substitutes: (None appointed / therefore only with Chair's agreement.)

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of the Council****APPENDIX B**

24th May 2010

BOROUGH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

The various Bodies listed in Sections 1, 2 and 3 below have requested the Council to appoint persons to represent the Borough Council on the said bodies.

Notes: The Council resolved on the 21st of April 2008 that, so far as is practical,

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Leader on Regional bodies, and relevant Portfolio Holders as relevant to their Portfolios;
- 2) other relevant Members should be appointed as befits their position / interests / Ward responsibilities, etc., for example an Astwood Bank and Feckenham Ward Member on bodies with a rural interest.

SECTION 1: LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS

| Body | 2009/10 Representative(s) | Notes / Terms | APPOINTEES |
|---|---|--|-----------------------|
| Association of Public Service Excellence (APSE) | Cllr B Clayton | 1 representative (must be a Councillor) Term : 1 year No liability issues identified. | Cllr B Clayton |
| Local Government Association General Assembly | Cllr Gandy | 1 Representative for 20010/11 (must be a Councillor) Term : 1 year No liability issues identified. | Cllr Gandy |
| Local Government Association – Rural Commission | Cllr M Chalk (and John Staniland, Director) | 1 Representative (must be a Councillor – normally an Astwood Bank and Feckenham Ward Member) (plus 1 Council Officer) Term : 1 year No liability issues identified. | Cllr M Chalk |
| Local Government Association – Urban Commission | Cllr Braley (and John Staniland, Director) | 1 Representative (must be a Councillor) (plus 1 Council Officer) Term : 1 year No liability issues identified. | Cllr Braley |
| Local | Leader | 1 Representative | Cllr Gandy |

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| Government Information Unit | (Cllr Gandy) (or her nominee) | (must be a Councillor) Term : 1 year No liability issues identified. | |
| West Midlands Leaders Board | Cllr Gandy (alternate – Cllr Braley) | 1 Nomination (Must be the Leader of the Council, by virtue of his/her position.) A formal “Alternate” is also to be <u>nominated by the Leader to attend meetings in absence of the principal representative.</u> Term : to each RBC AGM No liability issues identified. | Leader (plus alternate – to be nominated by the Leader Cllr Gandy (alternate Cllr Braley) |
| WMLGA – Steering Group for Member Development in the Region. | Cllr MacMillan | 1 Nomination To act on behalf of the Council in relation to WMLGA - supported Member Development-related positions. Term : 1 year No liability issues identified. | Cllr Brunner |

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SECTION 2: PARTNERSHIP APPOINTMENTS

a) County Council Bodies

| Body | 2009/10 Representative(s) | Notes / Terms | APPOINTEES |
|---|--|---|--|
| Community Children and Young Persons Forum (WCC) | Cllrs Brunner and Debbie Taylor | 2 Representatives (must be Councillors) Term : 1 year No liability issues identified. | Cllrs Brunner and Debbie Taylor |
| Corporate Parenting Steering Group (Worcestershire County Council) | Cllr Banks | 1 RBC Representative (elected) Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30 start) No liability issues identified. | Cllr Banks |
| Health Overview and Scrutiny Committee (Worcestershire County Council) | Cllr Banks | 1 representative Term : 1 year. Comprises 8 County Councillors and 6 District Councillors who take on the role of scrutinising the local NHS and be consulted with by the NHS on any proposed substantial changes to local health services. Liability issues to be determined but <u>unlikely to be an issue.</u> | Cllr Banks |
| Highways Forum | Cllrs Hunt and Smith | Up to 2 Representatives (Must be Councillors) Term: To our AGM Role is that of non-voting observers only. No liability issues identified. | Cllrs Anderson and Vickery |
| Joint Members | Cllr Pearce | 1 Councillor Representative | Cllr Pearce |

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| and Officers Integrated Transportation Forum (Worcestershire County Council) | | Term: 1 year. Liability issues to be determined but <u>unlikely to be an issue.</u> | |
| Local Access Forum (Worcestershire County Council) | (Membership to comprise 1 County Council Member; one Member drawn from North District Councils = Bromsgrove, Redditch or Wyre Forest; and one Member drawn from the Southern Districts = Malvern Hills, Worcester or Wychavon.) | 1 nomination for further election (must be a Councillor) Term : 1 year (<u>Note</u> : Would be beneficial if the representative had a keen interest in countryside access and recreation issues.) <i>Redditch BC 2004/05</i> <i>Bromsgrove 2005/06</i> <i>Wyre Forest 2006/07</i> <i>Redditch BC 2007/08</i> <i>Bromsgrove 2008/09</i> <i>Wyre Forest 2009/10)</i> Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u> | Cllr A Clayton (if required) |
| Worcestershire Hub Board | Cllrs Braley and R King | 2 Nominations (must be Councillors – could be relevant Portfolio Holder and / or Member Champion.) Term: 1 year to AGM 2011 <u>Daytime</u> meetings at County Hall. There appear to be no issues of liability. | Cllr Braley and Vickery |
| Worcestershire Partnership Theme Groups (Environment) – | Cllr B Clayton (Portfolio for Housing, Local Environment and Health) – appointed 27/7/09 | 1 Representative (Must be a Councillor) Term: to our AGM No additional information provided at this stage. Unlikely to be any liabilities | Cllr B Clayton |
| Worcestershire Summer Floods | Cllr M Chalk | 1 Member representative, plus 1 Substitute Member | Cllr M Chalk |

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| 2007 Joint Scrutiny Task Group (WCC) | (Substitute - Cllr D Smith) | <p>Representative.</p> <p>Term: to AGM or until notified otherwise.</p> <p>To continue monitoring implementation of recommendations.</p> <p>Note: For continuity it is suggested that Cllr Chalk continue as the Council's representative.</p> | |
|--------------------------------------|------------------------------------|---|--|

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b) Other / Local Bodies

| Body | 2009/10 Representative(s) | Notes / Terms | APPOINTEES |
|--|---|--|---|
| North Worcestershire Care and Repair Agency Advisory Board (R Brent) | Cllr B Clayton | 1 RBC Representative (elected) Until next RBC Annual Meeting. (Normally to be Housing Portfolio Holder) Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u> | Cllr B Clayton |
| Redditch Children's Centres Advisory Board (Contact Officer: Judith Willis) | Cllrs Banks | 1 Representative (must be a Councillor) Term : 1 year (see below) Draft Terms of Reference (still to be advised if agreed) are available on request. Informally advised that there are unlikely to be any liability issues for members of the Advisory Board. | Cllr S Chalk |
| Redditch Community Safety Partnership (Lead Officer – A Heighway) | Cllr Brunner and W King | 2 Representatives (must be Councillors – normally including the relevant Portfolio Holder) Term : 1 year No liability issues identified. | Cllrs Brunner and Fry |
| Town Centre Partnership (Lead Officer – Lyndsey Hadley) | Cllrs A Clayton, Gandy, Hunt and MacMillan | 4 Representatives (must be Councillors) Term : 1 year No liability issues identified. | Cllrs A Clayton, Fry, Gandy and Derek Taylor |

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| <p>Waste Management Forum (Lead Officer – Guy Revans)</p> | <p>Cllr B Clayton (substitute Cllr Fry)</p> | <p>1 representative + 1 substitute (must be Councillors) Term : 1 year <u>Note</u>: Meets Friday <u>mornings</u> - 4 times per year No liability issues identified.</p> | <p>Cllr B Clayton (substitute Cllr Fry)</p> |
| <p>Local Strategic Partnership</p> | <p>Cllrs Braley, Gandy and Hartnett</p> | <p>3 Member Representatives Leader, Deputy Leader and Leader of the Opposition (Ex-Officio) Term : 1 year No liability issues identified.</p> | <p>Leader, Deputy Leader and Leader of the Opposition Cllrs Gandy, Braley and Hartnett (or his substitute Cllr Vickery)</p> |

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SECTION 3 : OUTSIDE BODIES – GENERAL

| Body | 2009/10 Representative(s) | Notes / Terms | APPOINTEES |
|---|--|--|---|
| Age Concern Redditch and District Board | Cllr Quinney *CX authorised to appoint Officer representative. | 1 Councillor (plus 1 Officer *) Term : 1 year Liability still to be determined. Advised in 2008 that Age Concern is a Ltd company and an official rep. from the Council cannot be a full Trustee / Director. Representation is therefore that of a co-opted non-voting Board Member. | Cllr Quinney |
| Court of the University of Birmingham | Cllr MacMillan to AGM 2011 | 1 Representative (Need not be a Councillor) Term: 5 years Role of Court is largely consultative in nature only with no direct decision making authority. No liabilities have been identified. | No nomination required this year. |
| Feckenham Education Endowment (Blue Coat School) | Mr A Price to AGM 2013 | 1 Representative (Need not be a Councillor) Term: 4 years to AGM 2013 No specific information on nature of representation or liabilities but letter confirming limited annual funds available for donation and capital invested with the Charities Commission. Regular financial advice taken and auditing of accounts. | No nomination required this year. |
| Federation of Burial and Cremation Authorities (FBCA) – Executive Committee | Cllr M Chalk nominated | 1 nomination (must be a Councillor) (Nominations have to be put to their AGM for consideration.) Term : 3 years No liability issues identified. | Clarification being sought on correct procedures for nominations to go forward to the FBCA AGM for consideration. Cllr M Chalk |

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| Health and Safety Committee | Cllr A Clayton | 1 Member representative (To reflect new corporate Health and Safety Requirements.) Term: 1 year to AGM An internal RBC Officer meeting with Member representation / <u>daytime</u> meetings. No liability issues. | Cllr A Clayton |
| Redditch Access for Disabled Group | Cllrs Field and Hunt | 2 Representatives (Must be Councillors) Term : 1 year Advised advisory and representative only, no decision-making role. No liability issues identified. | Cllrs A Clayton and Fry |
| Redditch Arts Council | Cllrs Hopkins, W King and Pearce | 3 Representatives (Must be Councillors) Term : 1 year No liabilities identified / unlikely to be any liabilities. | Cllrs Brazier, Hopkins and W King |
| Redditch Community Relations Council | 6 vacancies Mrs D Dudley, Mr R Passingham and Mr A Wharrad | 9 Representatives (6 elected and 3 non-elected Representatives). Nominations should not include the Mayor who is a Member ex officio*. Term : 1 year Liability still to be determined - no information provided by CRC. | No nominations |
| Redditch One World Link Executive Committee | Cllrs Banks and A Clayton Mrs D Dudley | 4 Representatives (2 Councillors, 1 Council Officer and 1 non-elected representative) Nominations should not include the Mayor who is a Member ex-officio*. Term : 1 year Liability appears to be limited, provided there are no breaches | Cllr Quinney Mrs D Dudley |

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| | | of duty or trust. | |
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| Redditch Play Council | <p>Cllrs Anderson and Field and 2 vacancies</p> <p>Mrs D Dudley and 1 vacancy</p> | <p>6 Representatives (4 elected and 2 non-elected Representatives)</p> <p>Term : 1 year</p> <p>To represent the Borough Council.</p> <p>No issues of liability identified.</p> | <p>Cllr Quinney</p> <p>Mrs D Dudley</p> |
| Redditch Trade Justice Network (links with Redditch One World Link (ROWL)) | Cllr B Clayton and Debbie Taylor | <p>1 representative / group of Members (no limit imposed).</p> <p>Term: 1 year.</p> <p>(It would be beneficial if nominee(s) had an interest in Fair Trade and would be willing to work alongside the Group to further the aims and objectives of a Fair Trade Town.)</p> <p>Details of the Goals for a Fair Trade Town available on request.</p> <p>Details on nature of representation and liability issues still to be determined.</p> | Cllrs Quinney and Debbie Taylor |
| Relate (Worcestershire) | Cllr A Clayton Appointed July 09 to AGM | <p>1 Representative</p> <p>Term: to AGM</p> <p>Role of representation / any issues of liability still to be identified.</p> | Cllr A Clayton |
| Reserve Forces and Cadet Association (RFCA) (formerly known as TAVR) | Cllr Anderson | <p>1 representative (Must be a Councillor)</p> <p>Term: 1 year</p> <p>No known liabilities – all matters of finance and liability dealt with via other RFCA Committees on which Council representative would play no part.</p> | Cllr Hall |
| St Stephens Church, Redditch Project Group | NEW Cllr MacMillan was informally a member of the | <p>1 Member Representative (Must be a Council)</p> <p>Term: not specified / agreed at</p> | Cllr Derek Taylor |

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| (Lead Officer – Lyndsey Hadley) | <p>Project Group previously in his Portfolio Holder capacity.</p> <p>Formalisation of Council representation has been requested.</p> <p>Relevant Officers have also worked closely on the Project and their continued support has also been requested.</p> | <p>this stage.</p> <p>The Council has been asked to give serious consideration to appointing a representative with a 'passionate' interest in the Town Centre.</p> <p>Meetings are usually held at the Church on first Monday morning of each month with others as required from time to time again usually held during the day.</p> <p>Full nature of role and issues of liability to be determined. The Group are currently seeking legal advice regarding measures to indemnify the Project Group.</p> | |
| Smallwood Almshouses Trust | <p>Cllr Fry (to AGM 2013)</p> | <p>1 Nomination (must be a Councillor).</p> <p>Term: 4 years</p> <p>Nature of representation: to represent the Borough Council but note Trustee status.</p> <p>No indemnity referred to. Liabilities of Trustees therefore presumed to be governed by Charities legislation.</p> | <p>No nomination required this year.</p> |
| Tardebigge Relief in Need and Sickness Charity | <p>Cllr M Chalk (to October 2011)</p> <p>Cllr Norton (to AGM 2013)</p> | <p>(2 Representatives - (Must be Councillors)</p> <p>Term : 4 years.</p> <p>The Charity is governed in accordance with the Charity Commission Scheme and strict rules apply.</p> | <p>No nominations required this year.</p> |
| Traffic Penalty Tribunal (Civil Parking Enforcement) | <p>Cllr Braley (Deputy – Cllr Cookson)</p> | <p>1 Representative plus 1 Deputy (must be Councillors)</p> <p>Term: No information provided.</p> <p>No liabilities identified / unlikely to be any liabilities.</p> <p>Note: Representation on this Tribunal commenced February 2009. Council can, if it wishes,</p> | <p>Cllr Braley (Deputy – Cllr Cookson)</p> |

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| | | <p>choose to regularise the representation on this Body on an annual basis at each AGM or continue with the current membership until further notice.</p> | |
| Where Next Association | Cllr B Clayton | <p>1 Representative (must be a Councillor)</p> <p>Term : 1 year to Council's AGM</p> <p>Nature of representation: to represent the Borough Council.</p> <p>Liability appears to be limited.</p> | Cllr Hill |
| Worcestershire Racial Equality Council | Cllr Shurmer | <p>2 Representatives (need not be Councillors)</p> <p>Term : 1 year.</p> <p>Nomination to be put forward to Annual Meeting of the WREC.</p> <p>Nature of representation: to represent the Borough Council and liability appears to be limited to £1.</p> | Cllrs Griffin and Shurmer |

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SECTION 4: REQUESTS FOR NOMINATIONS TO OTHER OUTSIDE BODIES

The organisations listed below have requested Council nominations * primarily to represent, and act on behalf of, the organisation concerned, rather than the Council.

* The "Appointment" is made by the organisation itself, not by the Council.

| Body | 2009/10 Representative(s) | Notes / Terms | NOMINEES |
|---|---|---|---|
| Redditch CAB (Citizens' Advice Bureau) Management Committee | No elected member / non-elected nominations 2009/10. | 3 Nominations (2 elected and 1 non-elected Representative) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. Issues of liability. There is a financial liability if the Trustee Board is shown to have acted negligently. | No elected member / non-elected nominations 2010/11. |
| Redditch Co-operative Homes | Cllr Banks, Chance, Hartnett and Hopkins and 1 vacancy. [The Council has agreed that ideally representation will be proportional: 5= 3+2 OR 2+2+1] | 5 Nominations (must be Councillors) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. Liability appears appear to be limited providing there are no breaches of duty or trust. | Cllrs Chance, Griffin, Hartnett and Hill |

NOTES:

- 1) This list does not include all Council appointments to outside bodies, since some are made at other times during the year, or less frequently than once per year.
- 2) Nominations marked “Not required” because current memberships are mid-term, may still be reviewed if the Council wishes, and may clearly need to be reviewed where Council membership has changed.
- 3) The Council has delegated authority to the Chief Executive to make Officer appointments as appropriate; and to fill Member vacancies, in consultation with Party Group Leaders, where the Council has agreed which party(ies) is/are due which places.
- 5) This list does not contain reference to places on those bodies which are occupied by the Mayor by virtue of his/her official capacity, namely:-

Twinning Bodies:

Redditch One World Link (ROWL - Mtwara Twinning) – President

Friends of Auxerre (FoA) – President

Friends of Gruchet-le-Valasse (FrOG) – President.