

# additional papers 1



## Council

Mon 24 May  
2021  
7.00 pm

The Sports Hall,  
The Abbey Stadium,  
Birmingham Road,  
Redditch  
B97 6EJ

**REDDITCH** BOROUGH COUNCIL



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

**If you have any queries on this Agenda please contact  
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# Council

Monday, 24th May, 2021

7.00 pm

Sports Hall, The Abbey Stadium,  
Birmingham Rd, Redditch B97  
6EJ

## Agenda

### Membership:

Cllrs:	Gareth Prosser (Mayor)	A Fogg
	Julian Grubb (Deputy Mayor)	Andrew Fry
	Salman Akbar	L Harrison
	I Altaf	Ann Isherwood
	K Ashley	Wanda King
	Tom Baker-Price	Anthony Lovell
	Joanne Beecham	E Marshall
	Juliet Brunner	Gemma Monaco
	Michael Chalk	Nyear Nazir
	Debbie Chance	T Pearman
	Brandon Clayton	Mike Rouse
	L Court	David Thain
	Matthew Dormer	Craig Warhurst
	A Evans	Jennifer Wheeler
	Peter Fleming	

### 9. Leader's Appointments (To follow) (Pages 1 - 2)

### 10. Appointment of Committees, Panels etc. and their Chairs and Vice Chairs (Pages 3 - 8)

The nominations from each of the political groups have been attached for Members' consideration.

### 11. Outside Bodies (Pages 9 - 18)

The nominations from each of the political groups to the outside bodies have been attached for Members' consideration.

### 13. Urgent Business - Record of Decisions (Pages 19 - 40)

Since the main agenda for this meeting was published a further urgent decision has been taken on the following subject:

- Public speaking rules for Council and Committee meetings

The urgent decision and amended procedure rules for Council, the Audit, Governance and Standards Committee, Licensing Committee, Planning Committee and Overview and Scrutiny Committee have been attached for Members' consideration.

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## Annual Meeting of the Council

24th May 2021

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### LEADER'S APPOINTMENTS (and places from outside the controlling group )

#### EXECUTIVE COMMITTEE

Chair: Leader of the Council by office – Councillor Matthew Dormer

Vice-Chair: Deputy Leader by office – Councillor Gemma Monaco

Councillors: 9 = 9 – not required to be proportional

Conservative – Councillors Brandon Clayton, Peter Fleming, Anthony Lovell, Nyear Nazir, Mike Rouse, David Thain and Craig Warhurst.

Cannot be members of O&S Committees

Named

Substitutes: Not permitted.

Members

without Portfolio: Councillors Peter Fleming and Gemma Monaco

## Annual Meeting of the Council

24th May 2021

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### **Portfolio Holders (7)**

Numbers of Portfolios and range of services covered are reviewable annually.

**Leader of the Council and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships – Councillor Dormer** – aligned to run and grow a successful business – covering planning and land use, economic development, commercialism (including local authority trading companies), asset management, key partnerships, grants and the lottery.

**Portfolio Holder for Finance and Enabling – Councillor David Thain** – Aligned to Enabling Services covering Finance, Audit, Revenue and Benefits, governance, human resources and customer services.

**Portfolio Holder for Community Services and Regulatory Services – Councillor – Nyear Nazir** - aligned to communities which are safe, well maintained and green and aspiration, work and financial independence – community safety, crime and disorder, safer communities, regulatory services, public transport, children, youth, children’s centres, corporate parenting and health, emergency planning and enforcement.

**Portfolio Holder for Environmental Services – Councillor Brandon Clayton** – aligned to communities which are safe, well maintained and green – covering Licensing impacts, better environment, cleansing and waste management, landscaping including trees, woodland and grounds maintenance, sustainability and bereavement services.

**Portfolio Holder for Leisure – Councillor Mike Rouse**– aligned to living independent, active and healthy lives– covering culture and recreation, management of facilities including sports centres, theatres and community centres, parks and open spaces strategy including allotments, playing pitches and play areas, sports, arts, physical activity and development, community training, education, learning and skills and IT.

**Portfolio Holder for Housing and Procurement – Councillor Craig Warhurst** – aligned to finding somewhere to live - covering Housing Services (delivery and development), procurement and Council contracts.

**Portfolio Holder for Climate Change – Councillor Anthony Lovell** – covering the green thread that runs throughout the Council Plan. This is an overarching portfolio due to the implications of climate change in a range of service areas.

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Strategic Purposes will not be achieved by one service area alone and an individual service area will undoubtedly help achieve more than one strategic purpose. Services have been listed under strategic purposes to which they most directly relate and Portfolio Holders will be responsible for these services. However, it is incumbent on each Portfolio Holder to work with the other Portfolio Holders to ensure most effective use of resources and achievement of strategic purposes.

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021**Appendix 1 - Nominations and Appointments to Offices, Committees, Sub-Committees etc.**

<b>Committee / Sub-Committee etc.</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>	<b>Non-aligned Member</b>
<b>Audit, Governance and Standards Committee</b>	<b>9</b>	7 Cllrs Akbar, Baker-Price, Court, Evans, Grubb, Marshall, Pearman	1 (Ch) Cllr Jenny Wheeler	1 (V Ch) Cllr Brunner
<b>Licensing Committee</b>  (note the sub-committees are now selected from the committee membership)	<b>11</b>	10 (Ch) Cllr Akbar (V Ch) Cllr Harrison Cllrs Ashley, Baker-Price, Beecham, Chalk, Evans, Grubb, Isherwood, and Thain	1 Cllr Andrew Fry	-
<b>Planning Committee</b>  (A pool of named substitutes would be welcomed for this Committee from both groups)	<b>9</b>	8 (Ch) Cllr Chalk (V Ch) Cllr Grubb Cllrs Altaf, Ashley, Baker-Price, Evans, Monaco, Pearman  <u>Named substitutes:</u>  Cllrs Clayton, Court, Fogg, Prosser, Rouse and Warhurst	1 Cllr Andrew Fry  <u>Named Substitutes:</u>  Cllr Jenny Wheeler	-

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

<b>Committee / Sub-Committee etc.</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>	<b>Non-aligned Member</b>
<b>Overview and Scrutiny Committee</b>	<b>9</b>	7 Cllrs Akbar, Ashley, Beecham, Chalk, Fogg, Grubb and Harrison.	2 (Ch) Cllr Chance (VC) Cllr Wheeler	-
<b>Crime and Disorder Scrutiny Panel</b>	<b>5</b>	4 Cllrs Altaf, Beecham, Harrison and Isherwood	1 (Ch) Cllr Wheeler	-
<b>Corporate Health, Safety and Welfare Committee</b>	<b>1</b>	1 Member Cllr Nazir	-	-
<b>Members' Support Steering Group</b>	<b>5</b>	4 (Ch) Cllr Dormer (V Ch) Cllr Fleming Cllrs Court and Harrison	1 Cllr Chance	-
<b>Worcestershire Shared Services Joint Board</b>	<b>2 (+ 2 subs)</b>	1 Member Cllr Nazir  Sub: Cllr Beecham	1 Member Cllr Fry Sub: Cllr King	-
<b>Planning Advisory Panel</b>	<b>5</b>	4 Members (Ch) Cllr Dormer (V Ch) Cllr Monaco Cllrs Evans and Lovell	1 Member Cllr Fry	-
<b>Climate Change Advisory Panel</b>	<b>5</b>	4 Members (Ch) Cllr Lovell  Cllrs Court, Evans, Marshall	1 Member (V Ch) Cllr Chance	-

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

<b>Committee / Sub-Committee etc.</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>	<b>Non-aligned Member</b>
<b>Constitutional Review Working Party</b>	<b>5</b>	4 Members (Ch) Cllr Dormer (V Ch) Cllr Monaco Cllrs Baker-Price and Court	1 Member Cllr Fry	-
<b>Appointments Committee</b>	<b>5</b>	4 Members (Ch) Cllr Dormer (V Ch) Cllr Monaco Cllrs Altaf and Rouse	1 Member Cllr King	-
<b>Shareholders Committee (Rubicon Leisure)</b>	<b>5</b>	4 Members (Ch) Cllr Thain (V Ch) Cllr Beecham Cllrs Altaf and Harrison	1 Member Cllr Fry	-
<b>Electoral Matters Committee</b>	<b>5</b>	4 Members (Ch) Cllr Dormer (V Ch) Cllr Monaco Cllrs Evans and Rouse	1 Member Cllr Fry	-
<b>Statutory Officers Disciplinary Panel</b>	<b>5</b>	4 Members (Ch) Cllr Dormer (V Ch) Cllr Monaco Cllrs Evans and Rouse	-	1 Cllr Brunner
<b>Holocaust Memorial Steering Group</b>	<b>5</b>	4 Members (Ch) Cllr Fleming (V Ch) Cllr Beecham Cllrs Marshall and Nazir	1 Member Cllr Wheeler	-

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

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<b>Committee / Sub-Committee etc.</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>	<b>Non-aligned Member</b>
<b>Redditch Matters Editorial Panel</b>	<b>3</b>	2 Members Cllrs Beecham and Rouse	1 Member Cllr Chance	-

**Annual Council**24<sup>th</sup> May 2021**Scrutiny Groups****(political proportionality not required)**

<b>Working Group / Task Group / Short Sharp Review</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>	<b>Non- Aligned</b>
Budget Scrutiny Working Group	5 (maximum)	Cllrs Chalk, Evans and Marshall	(Ch) Cllr Wheeler Cllr Chance	
Performance Scrutiny Working Group	5 (maximum)	Cllrs Altaf, Court and Grubb	(Ch) Wheeler Cllr Chance	
Dementia Task Group  (As this review is close to completion and has only one meeting left to take place it is suggested that the membership should not change)	3	Cllr Chalk (Ch) Cllr Beecham	Cllr Wheeler	
Unicorn Hill Short, Sharp Review  (This review is partially completed)	4	(Ch) Cllr Beecham Cllrs Evans and Marshall		

\*The Chairs of each of these scrutiny groups must be a member of the Overview and Scrutiny Committee.

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REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021**BOROUGH COUNCIL REPRESENTATIVES ON  
OUTSIDE BODIES – NOMINATIONS FOR 2021/2022****STRATEGIC APPOINTMENTS TO NOTE:**

<b>Organisation</b>	<b>Appointee 2020/21</b>	<b>Appointment Requirements</b>	<b>Nomination 2021/22</b>
Local Government Association	<b>Councillor Matt Dormer</b>	1 Representative (usually Leader) must be a Councillor Term : 1 year No liability issues identified.	<b>Councillor Matt Dormer</b>
West Mercia Police and Crime Panel	<b>Councillor Nyear Nazir</b>  <b>Sub: Councillor Julian Grubb</b>	1 representative (Relevant Portfolio Holder) and 1 substitute Term: 1 year No liability issues identified	<b>Councillor Nyear Nazir</b>  <b>Sub: Councillor Joanne Beecham</b>
Assembly of the District Councils' Network	<b>Councillor Matt Dormer</b> (as Leader of the Council)	1 Nomination To represent the Council on the Assembly of this body which is a voice for District Councils within the Local Government Association. The Assembly of the DCN comprises the Leaders of the Member Authorities or equivalent. Term : 1 year No liability issues identified.	<b>Councillor Matt Dormer</b>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) [Also referred to as the LEP Board]	<b>Councillor Karen May (Bromsgrove)</b>  <b>Sub: Councillor Matt Dormer</b>	1 (plus 1 Substitute) representing the 3 North Worcestershire District Councils.	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor Helen Dyke (Wyre Forest Councillor)</b>
GBSLEP – Joint Committee (Local Supervisory Board)	<b>Councillor Matt Dormer</b> <b>Leader Ex-officio for Redditch BC</b>  <b>Councillor Mike Rouse</b> <b>Deputy Leader Ex-officio for Redditch BC</b>	1 Member (Leader) from each constituent Authority plus substitute	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor Gemma Monaco</b>
GBSLEP - Local Enterprise Partnership - EU Structural and Investment Fund Strategy Committee (ESIF)	<b>Councillor Fran Oborski (Wyre Forest)</b>  <b>Sub: Councillor Matt Dormer</b>	1 Representative and 1 Substitute from the three North Worcestershire Districts.	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor Tom Baker-Price</b>
Worcestershire Local Transport Board (WLTB)	<b>Councillor Nyear Nazir</b>  <b>Wyre Forest Councillor</b>	2 representatives from North Worcestershire Councils plus one substitute.  2 representatives not to be drawn from the Council supplying the “main” representative on Worcestershire LEP	<b>Cllr Adam Kent (Bromsgrove Councillor)</b>  <b>Second representative to be confirmed</b>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

Corporate Parenting Board (Worcestershire County Council)	<b>Councillor Nyear Nazir</b>	1 RBC Representative (elected) <u>Must be relevant Portfolio Holder</u> Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30a.m. start) No liability issues identified.	<b>Councillor Nyear Nazir</b>
Redditch Partnership (Local Strategic Partnership)	<b>Councillor Matt Dormer Leader by Office</b>	1 Member Representative Leader Term : 1 year No liability issues identified.	<b>Councillor Matt Dormer</b>
Redditch Partnership Business Leaders Group  (formerly an Economic Theme Group)	<b>Councillor Matt Dormer</b>	Following changes this group is now operating under a new title and promoting greater links with local business leaders. For 2020/21 representatives required, by office: <ul style="list-style-type: none"> <li>• Leader</li> <li>• Economic Development Portfolio Holder</li> </ul>	<b>Councillor Matt Dormer</b>
Redditch BID Limited (Company number 11964088)	<b>New appointment</b>	1 RBC Representative to act as a Director of the company  Term: to be confirmed  No liability issues identified	<b>Councillor Matt Dormer</b>

**REDDITCH BOROUGH COUNCIL****Annual Council**24<sup>th</sup> May 2021

North Worcestershire Community Safety Partnership	<b>Councillor Nyear Nazir</b>	1 representative and one named substitute Term: 1 year Terms of Reference indicate the representative should be the relevant Portfolio Holder. Each district Council has a place on the Partnership Board as an Invitee to Participate. No liability issues identified.	<b>Councillor Nyear Nazir</b>  <b>Sub: Councillor Joanne Beecham</b>
Waste Management Board (Lead Officer – Guy Revans)	<b>Councillor Brandon Clayton (as relevant Portfolio Holder)</b>  <b>Sub – Councillor Anthony Lovell</b>	1 representative Representative must be a Councillor and relevant Portfolio Holder Term : 1 year <u>Note: Meets Friday mornings -</u> 4 times per year No liability issues identified	<b>Councillor Brandon Clayton</b>  <b>Sub: Councillor Anthony Lovell</b>
Worcestershire Health and Wellbeing Board	<b>Councillor Shirley Webb Bromsgrove DC</b>  <b>Sub: Councillor Nyear Nazir</b>	1 representative and 1 substitute from North Worcestershire Councils	<b>Councillor Nyear Nazir</b>  <b>Sub: Councillor Shirley Webb (Bromsgrove Councillor)</b>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

Worcestershire Local Enterprise Partnership	<b>Vacancy</b>  <b>Sub: Councillor Karen May (Bromsgrove)</b>	1 representative on behalf of the 3 North Worcestershire authorities  Plus substitute(s)	<b>Councillor Karen May (Bromsgrove)</b>  <b>Sub: Councillor Helen Dyke (Wyre Forest)</b>
Worcestershire Local Enterprise Partnership - European Structural and Investment Funds Strategy Committee (ESIF)	<b>Vacancy</b>  <b>Sub: Councillor Karen May (Bromsgrove)</b>	1 representative from the North Worcestershire Councils and 1 substitute	<b>Councillor Matt Dormer (Redditch)</b>  <b>Sub: Councillor Tom Baker-Price</b>
Health Improvement Group	<b>Councillor Nyear Nazir</b>  <b>Sub: Councillor Julian Grubb</b>	1 RBC Representative (Elected) Relevant Portfolio	<b>Councillor Nyear Nazir</b>  <b>Sub: Councillor Joanne Beecham</b>
West Midlands Combined Authority Board	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor Mike Rouse</b>	1 nomination and one substitute  Leader by office	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor Gemma Monaco</b>
West Midlands Combined Authority Housing and Land Delivery Board	<b>Councillor Matt Dormer</b> <b>Sub: Councillor Craig Warhurst</b>	1 RBC Representative (Elected) Relevant Portfolio <u>Must be relevant Portfolio Holder (function to include Housing and/or Land Use</u>	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor Craig Warhurst</b>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021**LOCAL APPOINTMENTS**

West Midlands Combined Authority Audit Committee	<b>Councillor Tom Baker-Price</b>  <b>Sub: Councillor David Thain</b>	1 nomination and one substitute Must be members of the majority group	<b>Councillor Tom Baker-Price</b>  <b>Sub: Councillor Aled Evans</b>
West Midlands Combined Authority Overview and Scrutiny Committee	<b>Councillor Michael Chalk</b>  <b>Sub: Councillor Julian Grubb</b>	1 nomination and one substitute Must be members of the majority group and ideally members of O&S	<b>Councillor Michael Chalk</b>  <b>Sub: Councillor Julian Grubb</b>
Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP) – Joint Scrutiny Board	<b>Councillor Michael Chalk</b>  <b>Councillor Julian Grubb (alternate)</b>	1 representative and 1 substitute  Term: 1 year	<b>Councillor Michael Chalk</b>  <b>Sub: Councillor Julian Grubb</b>
Health Overview and Scrutiny Committee (Worcestershire County Council)	<b>Councillor Mike Chalk</b>	1 representative <b>(Must be a member of Redditch Borough Council's Overview and Scrutiny Committee).</b> Term: 1 year. Comprises 8 County Councillors and 6 District Councillors who scrutinise the local NHS and are consulted by the NHS on any proposed substantial changes to local health services.	<b>Councillor Michael Chalk</b>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

<p>Redditch Highways &amp; Transportation Forum Members Discussion Group (Worcestershire County Council)</p>	<p><b>Councillor Michael Chalk</b> <b>Councillor Yvonne Smith</b></p>	<p>Up to 2 Representatives (Must be Councillors) Term: To RBC AGM Role is that of non-voting observers only. No liability issues identified.</p>	<p><b>Councillor Michael Chalk</b>  <b>Councillor Andrew Fry</b></p>
<p>Worcestershire Local Access Forum (Worcestershire County Council)</p>	<p><b>Councillor Julian Grubb</b> Membership comprises 1 County Council Member; one Member from North District Councils and one Member from the Southern Districts  Bromsgrove DC do not participate.</p>	<p>1 nomination from north Worcestershire District Councils (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.)  No liability issues identified.</p>	<p><b>Councillor Julian Grubb</b></p>
<p>Redditch Eastern Gateway Steering Group (Contact Officer Simon Jones)</p>	<p><b>Councillor Peter Fleming</b></p>	<p>1 Representative to be a ward member for Winyates Ward  Term : 1 year  Group of local stakeholders set up by Stratford on Avon District Council to consider proposals regarding the Eastern Gateway Development as to reserved matters and routing strategy/survey. No liability issues identified.</p>	<p><b>Councillor Anthony Lovell</b></p>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

Citizens Advice Bromsgrove and Redditch	<b>New 2016 No appointments made since 2017</b>	1 representative and 1 substitute  Appointments will be trustees of the CAB which is a charitable company limited by guarantee Term: 3 years	
Redditch Co-operative Homes	<b>Councillors Joe Baker, Brandon Clayton, Bill Hartnett and Ann Isherwood and</b>	4 Nominations (must be Councillors) Term: 1 year  Nature of representation: to primarily represent the Organisation and not the Borough Council. Notified in 2014 that only 4 nominations were now required  <b>Liability appears to be limited providing there are no breaches of duty or trust.</b>	<b>Councillors Tom Baker-Price and Emma Marshall</b>  <b>Councillor Debbie Chance and Andrew Fry</b>
Redditch One World Link Executive Committee	<b>Councillor Joanne Beecham and Peter Fleming</b>	2 Representatives  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 of duty or trust.	<b>Councillors Emma Marshall and Karen Ashley</b>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

<p>PATROL Traffic Penalty Tribunal (Civil Parking Enforcement)</p>	<p><b>Councillor Gareth Prosser</b></p>	<p>1 Representative plus 1 Deputy (must be Councillors) Term: AGM to AGM No liabilities identified / unlikely to be any liabilities.</p>	<p><b>Councillor Gareth Prosser</b></p> <p><b>Deputy: Councillor Joanne Beecham</b></p>
<p>'Where Next' Association</p>	<p><b>Councillors Anthony Lovell and Wanda King</b></p>	<p>2 Representative must be Councillors – 2 <i>places variation previously agreed</i></p> <p>Term: 1 year to Council's AGM</p> <p>Nature of representation: to represent the Borough Council. Liability appears to be limited.</p>	<p><b>Cllr Anthony Lovell</b></p> <p><b>Councillor Wanda King</b></p>
<p>Eadie Mews Trust</p>	<p><b>Current appointee Councillor Andy Fry</b></p>	<p>1 representative.</p> <p>Term: 4 years (current term of office expiring in May 2021)</p> <p>This organisation is registered as a charity and governed in accordance with the Charity Commission Scheme.</p>	<p><b>Councillor Tim Pearman</b></p>

REDDITCH BOROUGH COUNCIL**Annual Council**24<sup>th</sup> May 2021

<p>Tardebigge Relief in Need and Sickness Charities</p>	<p><b>Councillor Gemma Monaco (until May 2022)</b></p> <p><b>Vacant position</b></p>	<p>2 representatives.</p> <p>One new appointment is required to replace the vacancy left by the late Cllr Pattie Smith</p> <p>Term: 4 years</p> <p>This organisation is registered as a charity and governed in accordance with the Charity Commission Scheme.</p>	<p><b>Councillor Lucy Harrison</b></p>
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**REDDITCH BOROUGH COUNCIL****RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES**

**SUBJECT: PUBLIC PARTICIPATION AT FORMAL MEETINGS WHERE THERE ARE PUBLIC SPEAKING RIGHTS**

**BRIEF STATEMENT OF SUBJECT MATTER:**

The following urgent decision is required to facilitate the continued functioning of Council business during the Covid-19 outbreak.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which permitted Councils to hold Committee meetings remotely, will not apply to Committee meetings held on or after 7 May 2021.

This urgent decision relates to the Committees where members of the public are currently afforded the ability under the Constitution to take part in meetings by way of making a statement and/or asking a question.

Specifically those committees are: -

- Audit, Governance and Standards Committee
- Council
- Planning Committee
- Parent Licensing Committee
- Overview and Scrutiny Committee

Once the flexibility regulations come to an end, meetings of the above committees will have to take place physically with the option for Officers and the public to attend virtually. Public interest in the work of these committees, which have been accessible to the public virtually since May 2020, remains. However, there is a risk that if the public are only permitted to speak verbally during a physical meeting, as was the case prior to the Covid 19 outbreak, this could prevent participation by members of the public. This is because only a very limited number (of members of the public) will be allowed to attend physical meetings in person due to the Covid-19 restrictions on social distancing. There may also be members of the public who would wish to participate in meetings but would be reluctant to do so due to health concerns or other considerations if required to do so only in person.

Therefore, it is proposed that for the Committees listed above, the relevant committee procedure rules should be updated to enable members of the public to be able to participate in physical Committee meetings either by attending the physical meeting and speaking, or by attending the meeting virtually to speak or, for those who have poor broadband or no internet connection, by submitting a written statement in advance for the consideration of the Committee to be read out by an officer.

The current deadline for members of the public to register to speak at meetings of the Audit, Governance and Standards Committee, Parent Licensing Committee and Overview and Scrutiny Committee is 12 noon on the day of the meeting. It is suggested that this deadline should be brought forward for all of these Committees slightly to provide time for tests to be held in advance of a Committee meeting on Microsoft Teams with residents wishing to speak at a meeting remotely. This would also correspond with the temporary public speaking rules that were introduced for virtual meetings of the Planning Committee during the Covid-19 pandemic, which have worked well in enabling Members of the public to participate remotely in meetings and it is proposed in the amended procedure rules that these timeframes for registering to speak at meetings of the Planning Committee should continue to apply when the Council returns to meetings in person.

The decision invites Members to approve the attached documents showing the amendments to the rules for each Committee.

**Attachments:**

- i. Planning Committee Procedure Rules – updated version May 2021
- ii. Extract from Council Procedure Rules re Public Speaking
- iii. Extract from Licensing Code of Practice - re Public Speaking
- iv. Extract from Overview and Scrutiny Procedure Rules re Public Speaking
- v. Extract from the Audit, Governance and Standards Committee's rules re Public Speaking

**DECISION:**

**With effect from 7<sup>th</sup> May 2021 for meetings of the Audit, Governance and Standards Committee, Council, Planning Committee, Parent Licensing Committee and Overview and Scrutiny Committee, the attached amended Procedure Rules should apply.**

**(Council decision)**

**GROUNDS FOR URGENCY:**

This decision is required urgently in relation to the forthcoming Committee meetings due to take place from May 2021 onwards, and to allow the essential business of the Council at the meetings of all five Committees listed to take place going forward. This decision is being taken in the context of the continuing restrictions and rules around social distancing that have been applied by central government in response to the Covid-19 pandemic.

**DECISION APPROVED BY:**

*(Deputy)* **CHIEF EXECUTIVE**

**EXECUTIVE DIRECTOR FINANCE & RESOURCES**  
*(if financial implications)*

.....  
**(Signature) (Sue Hanley / Kevin Dicks - (D)CX)**

.....  
**(Signature) (James Howse)**

**Date: May 2021**

**PROPOSED ACTION SUPPORTED** *(amend as appropriate)*

..... <b>(Signature)</b>	..... <b>(Signature)</b>	..... <b>(Signature)</b>	..... <b>(Signature)</b>	..... <b>(Signature)</b>
<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>
<b>MAYOR *</b>	<b>PF HOLDER</b>	<b>LEADER / LABOUR Group</b>	<b>LEADER / LDR CONSERVATIVE Group</b>	<b>CHAIR O&amp;S Committee</b>
Date:	Date:	Date:	Date:	Date:

Notes:

\* In addition to the Executive decision above regarding the matter under consideration, the Mayor is signing to agree both that the Executive decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. This is to ensure that the call-in procedures as set out in Part 8 of the Constitution shall not apply where an Executive decision being taken is urgent.

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## Appendix 1 - PLANNING COMMITTEE PROCEDURE RULES

### 1. Terms of Reference of Planning Committee

- 1.1 The Council will appoint a Planning Committee.
- 1.2 The Terms of Reference of the Planning Committee are as set out in Part 4 of the Constitution.

### 2. Time and Place of Meetings

- 1.1 The Planning Committee shall normally meet on a monthly cycle on dates to be set by the Chief Executive, in consultation with the Committee Chair.
- 1.2 Meetings will normally commence at 7.00 pm at the Town Hall, Redditch.
- 1.3 The time and place of Planning Committee meetings may be varied by the Chief Executive, in consultation with the Committee Chair, and any such change will be notified in the agenda.

### 3. Composition of the Planning Committee

- 3.1 The Planning Committee will comprise such number of Councillors as may be determined annually at the Council's Annual Meeting.

Article 8.4 of the Articles at Part 2 of this Constitution applies to the Planning Committee.

- 3.2 Members of the Planning Committee who cannot attend a particular meeting may arrange for an appropriately trained substitute to attend in his or her place in accordance with Article 8.4 of the Articles at Part 2 of this Constitution.

### 4. Chair

- 4.1 The Planning Committee Chair and Vice-Chair will conventionally be appointed at the Council's Annual Meeting. Failing this, the Committee will appoint one of its members as Chair at its first meeting following the Annual Council Meeting.
- 4.2 Neither the Chair nor the Vice-Chair, if a member of the Controlling Party Group, will be a member of the Executive Committee.

### 5. Quorum

The quorum for a meeting of the Planning Committee is 3 Members.

**6. Application of Council Procedure Rules**

The Council Procedure Rules (as specified in Council Procedure Rule 24) will apply to all meetings of the Planning Committee, except as modified by these Rules.

**7. Procedure for Determining Applications for Planning Permission**

- 7.1 A Planning Officer will present the Officers' report.
- 7.2 Members of the public who have registered to speak may then address the meeting in accordance with the agreed procedure for public speaking.
- 7.3 Ward Members who have registered to speak may address the meeting in accordance with the agreed procedure for public speaking.
- 7.4 The Applicant's / Supporters' side shall always speak last.
- 7.5 Officers shall respond to the representations, advising the Committee on their material relevance, or otherwise.
- 7.6 Committee Members will then be invited to ask Planning Officers questions of clarification.
- 7.7 The Chair will then open the debate. With the consent of the Chair, members of the Committee will be entitled to address the meeting more than once.
- 7.8 Before taking the vote the Chair will ascertain whether the motion before the Committee is clearly understood.
- 7.9 If no alternative recommendation is put forward the Chair will proceed to the vote.
- 7.10 If one or more alternative recommendations are put forward the Chair will deal with these one by one in accordance with the approved constitutional rules of debate (Council Procedural Rule 13);
- 7.11 At each stage, the Chair shall :
  - a) invite Planning Officers to advise the Committee on the extent to which the alternative recommendation and the reasons given for it fall within or outside planning policy; and/or
  - b) consider whether an adjournment is required to enable the Member proposing the alternative recommendation to take advice from Officers;and only then proceed to the vote.

**8. Public Speaking**

- 8.1 Members of the public, and other interested parties, shall be entitled to participate in Planning Committee meetings and may address the Planning Committee in support of or against any application for planning permission
- 8.2 Public Speaking / participation shall be permitted in accordance with the approved Procedure (the current version is attached at Appendix 1 to these Procedure Rules).

**9. Members of the Planning Committee with Dislosable Pecuniary Interests (DPI) or Other Disclosable Interests and Public Speaking**

Any Member who considers that they have a DPI or Other Disclosable Interest in any planning matter, whether or not as a Planning Committee Member, should seek advice from the Monitoring Officer, Deputy Monitoring Officer or a member of the Democratic Services Team at an early stage.

**10. Ward Members**

- 10.1 Ward Members shall be entitled to participate in Planning Committee meetings to the extent set out under paragraph 8 of these Procedure Rules (Public Speaking) and may address the Planning Committee in support of or against any application.
- 10.2 A Ward Member wishing to address the Planning Committee must give notice to the Committee Services Team of his or her intention to do so by the same deadline set for Public Speakers, as detailed in the attached Procedure.
- 10.3 Time limits shall be the same for (Ward) Members who wish to speak in relation to a planning application as for any other Public Speaker.

**11. Site Visits**

During the pandemic, formal site visits will not be possible. Officers will endeavour to provide as much information as necessary, to assist Members in their understanding of the site. Should any member of the Committee decide to go on a personal visit to see a site, then they must observe the following:

- Only view the site from the public highway (Members do not have the authority to enter a site);
- Do not engage in any conversation with any person you may see at the site, nor disclose the purpose of your visit. If you are approached, explain that the purpose of the visit is to view the

site and its surroundings and that you cannot enter into any discussion about the merits of the application.

- Do not take photographs or make recordings with your phone.
- View alone - no third parties may accompany you. Someone can travel with you in your car, but must not be with you when viewing the site.

## **12. Limit to length of Meetings**

Meetings shall not proceed beyond 10.00 pm, without the consent of the Committee by majority vote.

Any business remaining shall be deferred to the next available meeting of the Committee, or to an earlier additional meeting, as considered most appropriate by the Committee, further to Officer advice.

## **13. Appendices**

Appendix 1. Procedure for Public Speaking.

**PLANNING COMMITTEE - PROCEDURE FOR PUBLIC SPEAKING**

1. A person wishing to address either in person or in writing the Planning Committee must give notice to the Democratic Services Team of his or her intention to do so by 12.00 noon **two working days prior** to the Planning Committee meeting in question. Members of the public registering to submit comments in writing must submit the written statement by the same deadline.
2. Members of the public who register to address a meeting of the Planning Committee **under the rules set out in this Appendix can do so using one of the three options below:-**
  - By attending in person and addressing the committee verbally;
  - By joining the meeting virtually by video link and addressing the committee verbally; or
  - By providing a written statement in advance of the meeting to be read out by an officer.
3. Agenda running orders will be reviewed by the Chair before the start of the meeting to enable the Committee to consider the most controversial items first. This will normally take into account the number of Public Speakers and written statements registered per item and/or the size of the public attendance in respect of any given application.
4. The order of speakers will follow the principles of natural justice to enable the applicant a fair right of reply to those opposing a development.

The order of speaking will therefore be:

- a) **Objectors**
  - b) Ward Member(s) objecting to the application  
(Officer comments as appropriate.)
  - c) **Supporters**
  - d) Ward Member(s) supporting application  
(Officer comment as appropriate.)
  - e) Applicant(s)/ agent  
(Officer comment as appropriate.)
5. Subject as mentioned at paragraphs 7 and / or 8 below, an applicant (or agent) and/or an individual objector or supporter will **each** be allowed to speak for no more than **3 minutes**.
  6. Subject to paragraphs 8 and 9 below, written statements submitted by Members of the public for consideration in relation to a particular application will be read out at the meeting by the Democratic Services Officer. Each written statement should be a length that would take no

longer than 3 minutes to read. The Democratic Services Officer when reading the written statement will not speak for more than 3 minutes when doing so.

7. Subject as mentioned at paragraphs 8 and 9 below, where there is a group of supporters or objectors with a common interest, the group will be allowed no more than 10 minutes within which to address the Committee. If a group has chosen to submit a written statement this again should be of a length that would take no more than 10 minutes to read at the Planning Committee meeting. The Democratic Services Officer will read out the written statement and will not speak for more than 10 minutes when doing so.
8. The Committee Chair shall have the discretion:
  - (i) in exceptional circumstances, to allow late additions to the list of public Speakers;
  - (ii) to decide not to allow speeches, which merely repeat representations made in earlier speeches, which are inaccurate, or which are irrelevant to material Planning considerations; and
  - (iii) depending upon circumstances, to vary the periods of time referred to in paragraphs 4 and/or 5 above where s/he deems it appropriate.
9. The Chief Executive may reject a written statement if it is defamatory; frivolous or offensive.
10. For the purpose of ensuring a fair hearing, the Chair will offer the Supporters'/ Applicant's side an equivalent time to Objectors, or vice versa, where there is an imbalance between the two.
11. If several individual speakers register, it may be necessary, for the efficient conduct of the meeting, for the Chair to encourage a spokesperson to be identified. Where this is not possible, each speaker will be allowed, at the Chair's discretion, to speak separately and with suitable prompting where issues are being repeated that have been raised by a previous speaker.
12. Direct or open questioning and discussion / debate between Public Speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers only after the close of Public Speaking, or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.

11. After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.

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**Appendix 2 - Extract from Council Procedure Rules****22. PUBLIC INVOLVEMENT IN COUNCIL MEETINGS****Public Speaking**

- 22.1 Public speaking shall be permitted at meetings of the Audit, Governance and Standards Committee, Council, Executive Committee, Parent Licensing Committee and O&S Committee, Planning Committee on applications and in quasi judicial meetings, such as those of the Licensing Sub-Committee or Appeals Panels, in accordance with the various separate procedures currently approved by the Council, as appropriate to each meeting.

(For the purpose of avoiding potential conflict of interest, other than in exceptional circumstances, which shall be determined by the Chief Executive Officer, in consultation with the Mayor, no Public Involvement shall be permitted for any of the 'exceptional' meetings of the Council, to include: the Annual Meeting, the Budget-setting meeting in February each year, other one-off extraordinary meetings of the Council (unless called specifically for the purpose of considering such Petition or Deputation), or meetings which fall within a formal Election period.)

- 22.2 Petitions shall be presented, and deputations shall be received, in the order in which notice of them is received by the Proper Officer.

**Presentation of Petitions at Council Meetings**

- 22.3 Petitions may be presented at a meeting of the Council in accordance with the Council's approved Petitions protocol.
- 22.4 Petitions may be considered in conjunction with the Council's arrangements for Deputations, detailed separately below.

Unless the Mayor decides otherwise, not more than 15 minutes will be allowed to deal with all Petitions presented at a given Council meeting.

**Hearing of Deputations**

- 22.5 Any person may ask that a deputation be received by a meeting of the Council. Such a request shall be made to the Chief Executive at least 9 clear working days before the meeting. The person making the request shall indicate the matter to which the request relates, the number (which shall not be more than five), of names and addresses of the persons who will form the deputation, and the member or members of the deputation who will speak for them.

For the purposes of speaking to make a deputation at a meeting of Council, speakers may address Council by one of the options below:-

- By attending in person and addressing the committee verbally;
- By joining the meeting virtually by video link and addressing the committee verbally; or
- By providing a written statement in advance of the meeting to be read out by an officer (such statement to be provided at least 9 working days before the meeting).

- 22.6 On being called by the Mayor, the person or persons speaking for the deputation may make such remarks as he/she or they think fit, (provided that the remarks shall relate to the matter indicated when the request was made, and that the remarks do not constitute a personal attack upon any person). The person or persons speaking for the deputation shall be heard in silence. Alternatively, the written statement of the speaker will be read out by an officer.
- 22.7 Members of the Council may ask questions to the members of the deputation who are present in the meeting either physically or virtually. Such questions shall be asked and answered without discussion. Unless the Mayor decides otherwise, not more than 15 minutes will be allowed to deal with all Deputations at a given Council meeting.

**Appendix 3 Extract from Licensing Code of Practice re Public Speaking****10. Public speaking – Licensing Committee Meetings**

- 10.1 Members of the public, and other interested parties, shall be entitled to participate in parent Licensing Committee meetings.
- 10.2 A person wishing to address the Licensing Committee must give notice to the Democratic Services Team of his or her intention to do so by 12 noon two working days before the day of the Licensing Committee meeting in question.
- 10.3 Members of the public who register to speak at meetings of the Licensing Committee will each be allowed to speak for no more than three minutes.

Members of the public who register to address a meeting of the parent Licensing Committee under the rules set out in this section can do so using one of the three options below:-

- By attending in person and addressing the committee verbally;
  - By joining the meeting virtually by video link and addressing the committee verbally; or
  - By providing a written statement in advance of the meeting to be read out by an officer (such statement to be provided no later than the cut off point for registration to speak as set out in paragraph 10.2).
- 10.4 At any meetings not more than 15 minutes in total shall be devoted by the Licensing Committee to Public Speaking, provided that the Chair may at his or her discretion extend the time if the Chair and a majority of those present agree.
- 10.5 The Committee Chair shall have the discretion:
- (i) In exceptional circumstances, to allow late additions to the list of public speakers.
  - (ii) To decide not to allow speeches, which merely repeat representations made in earlier speeches and which are inaccurate.
  - (iii) Depending on circumstances, to vary the periods of time referred to in paragraphs 10.3 and 10.4 where s/he deems it appropriate.
- 10.6 Direct or open questioning and discussion / debate between Public Speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers only after the close of Public Speaking, or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.

- 10.7 After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.

## Appendix 4 - Extract from Overview and Scrutiny Procedure Rules re Public Speaking

### 20. Public speaking

- 20.1 Members of the public, and other interested parties, shall be entitled to participate in Overview and Scrutiny Committee meetings.
- 20.2 A person wishing to address the Overview and Scrutiny Committee must give notice to the Democratic Services Team of his or her intention to do so by 12 noon two working days before the day of the Overview and Scrutiny Committee meeting in question.
- 20.3 Members of the public who register to speak at meetings of the Overview and Scrutiny Committee will each be allowed to speak for no more than three minutes.
- 20.4 Members of the public who register to participate in Overview under the rules set out in this section can do so using one of the three options below:-
- By attending in person and addressing the committee verbally;
  - By joining the meeting virtually by video link and addressing the committee verbally; or
  - By providing a written statement in advance of the meeting to be read out by an officer (such statement to be provided no later than the cut off point for registration to speak as set out in paragraph 20.2).
- 20.5 At any meetings not more than 15 minutes in total shall be devoted by the Overview and Scrutiny Committee to Public Speaking, provided that the Chair may at his or her discretion extend the time if the chair and a majority of those present agree.
- 20.6 The Committee Chair shall have the discretion:
- (i) In exceptional circumstances, to allow late additions to the list of public speakers.
  - (ii) To decide not to allow speeches, which merely repeat representations made in earlier speeches and which are inaccurate.
  - (iii) Depending on circumstances, to vary the periods of time referred to in paragraphs 20.3 and 20.4 where s/he deems it appropriate.
- 20.7 Direct or open questioning and discussion / debate between Public speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers

only after the close of Public Speaking, or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.

- 20.8 After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.



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Appendix 5 - AUDIT, GOVERNANCE AND STANDARDS  
COMMITTEE PROCEDURE RULES**20. Public speaking**

- 20.1 Members of the public, and other interested parties, shall be entitled to participate in Audit, Governance and Standards Committee meetings.
- 20.2 A person wishing to address the Audit, Governance and Standards Committee must give notice to the Democratic Services Team of his or her intention to do so by 12 noon two working days before the day of the Audit, Standards and Governance Committee meeting in question.
- 20.3 Members of the public who register to speak at meetings of the Audit, Governance and Standards Committee will each be allowed to speak for no more than three minutes.

Members of the public who register to address a meeting of the parent Licensing Committee under the rules set out in this section can do so using one of the three options below:-

- By attending in person and addressing the committee verbally;
  - By joining the meeting virtually by video link and addressing the committee verbally; or
  - By providing a written statement in advance of the meeting to be read out by an officer (such statement to be provided no later than the cut off point for registration to speak as set out in paragraph 20.2).
- 20.4 At any meetings not more than 15 minutes in total shall be devoted by the Audit, Governance and Standards Committee to Public Speaking, provided that the Chair may at his or her discretion extend the time if the chair and a majority of those present agree.
- 20.5 The Committee Chair shall have the discretion:
- (i) In exceptional circumstances, to allow late additions to the list of public speakers.
  - (ii) To decide not to allow speeches, which merely repeat representations made in earlier speeches and which are inaccurate.
  - (iii) Depending on circumstances, to vary the periods of time referred to in paragraphs 20.3 and 20.4 where s/he deems it appropriate.

- 20.5 Direct or open questioning and discussion / debate between Public speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers only after the close of Public Speaking, or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.

After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.