



Annual Meeting of the Council

Monday 9th June
2014
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk



Annual Meeting of the Council

9th June 2014

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Wanda King (Mayor)	Bill Hartnett
	Pat Witherspoon (Deputy Mayor)	Pattie Hill
	Joe Baker	Gay Hopkins
	Roger Bennett	Alan Mason
	Rebecca Blake	Phil Mould
	Michael Braley	Jane Potter
	Andrew Brazier	Mark Shurmer
	Natalie Brookes	David Small
	Juliet Brunner	Rachael Smith
	David Bush	Yvonne Smith
	Greg Chance	Paul Swansborough
	Brandon Clayton	Debbie Taylor
	John Fisher	David Thain
	Andrew Fry	John Witherspoon
	Carole Gandy	

1. Welcome	The Mayor will open the meeting and welcome all present.
2. Apologies	To receive any apologies for absence on behalf of Council members.
3. Declarations of Interest	To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
4. Mayor's Opening Remarks	<p>To receive the Mayor's opening remarks and report on the Mayoral year.</p> <p>To give notice of Urgent Business accepted by the Mayor for consideration at this meeting, if any.</p>

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5. Election of Mayor for 2014/15	To elect the Mayor for the Municipal Year 2014/15. Once the new Mayor has been elected, s/he will make the declaration of acceptance of office, receive the chain of office and take the Mayor's set at the front of the Chamber.
6. Election of Deputy Mayor	To elect the Deputy Mayor for the Municipal Year 2014/15. When the new Deputy Mayor has been elected, s/he will make the declaration of acceptance of office and receive the badge of office.
7. Announcements	To consider Announcements under Procedure Rule 10: a) the new Mayor's Communications and Announcements, including the Mayor's charity/ies. The Mayor will also receive from the Redditch Town Partnership the Pledge made by dignitaries, business representatives, members of community organisations and residents to mark the 50 th Anniversary of Redditch being designated a new town. b) Leader's Announcements c) Chief Executive's Announcements. (Oral report)
8. Minutes (Pages 1 - 6) Kevin Dicks, Chief Executive	To confirm as a correct record the minutes of the meeting of the Council held on 31 st March 2014. (Minutes attached)
9. Returning Officer's Report (Pages 7 - 10)	To note the Returning Officer's report which sets out details of the outcome of the recent local elections.

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10. Leader's Appointments	The Leader of the Council decides how the Executive powers of the Council will be carried out. Currently, Executive decisions are taken by the Executive Committee. The Leader also allocates portfolios and will announce changes – if any – to the portfolio arrangements.
11. Appointment of Committees, Panels etc. and their Chairs and Vice-Chairs (Pages 11 - 28)	To consider the enclosed report outlining the proposed political balance of the Council's Committees and the constitution of Panels etc. The Council is also asked to appoint Chairs and Vice-Chairs to each of the Committees. (Report attached)
12. Outside Bodies (Pages 29 - 40)	To agree appointments to national, regional, partnership and other outside bodies, as set out in the enclosed list. (Report attached)
13. Urgent Business - Record of Decisions Kevin Dicks, Chief Executive	To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified. (None to date).
14. Urgent Business - general (if any)	To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in him/her by virtue of Section 100(B)(4)(b) of the Local Government Act 1972. (This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting.)

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15. -

Please note:

- (i) Following the end of this meeting, all Council members, guests and members of the public who have attended the meeting are invited to join the Mayor in a reception in the Civic Suite.
 - (ii) Anyone requiring copies of any previously circulated reports or supplementary papers should please contact Democratic Services Officers in advance of the meeting.
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Council

31st March 2014

MINUTES

Present:

Councillor Wanda King (Mayor), Councillor Pat Witherspoon (Deputy Mayor) and Councillors Joe Baker, Roger Bennett, Rebecca Blake, Michael Braley, Andrew Brazier, David Bush, Michael Chalk, Simon Chalk, Greg Chance, Brandon Clayton, John Fisher, Andrew Fry, Carole Gandy, Adam Griffin, Bill Hartnett, Roger Hill, Gay Hopkins, Phil Mould, Brenda Quinney, Mark Shurmer, Yvonne Smith, Luke Stephens and Debbie Taylor

Officers:

Alasdair Baker, Jack Carradine, Claire Felton, Clare Flanagan, Sheena Jones, Sue Hanley and Jayne Pickering

Committee Services Officer:

Ivor Westmore

91. APOLOGIES

Apologies for absence were received on behalf of Councillors Juliet Brunner, Pattie Hill, Alan Mason and Derek Taylor.

92. DECLARATIONS OF INTEREST

There were no declarations of interest.

93. MINUTES

RESOLVED that

the minutes of the meetings of the Council held on 24th February and 10th March 2014 be confirmed as a correct record and signed by the Mayor.

94. ANNOUNCEMENTS

- (a) The Mayor's communications and announcements were as follows:

.....
Chair

i) Mayoral Functions

The Mayor advised that since the last meeting of the Council she and the Deputy Mayor had attended a number of engagements including a Special Olympics Swimming Gala, a celebration of 40 years of Pitcheroak School, a Charity Quiz Night at Stourport on Severn Town Council, a Variety Show at Tenbury Wells Town Council, the Fly the Flag for the Commonwealth Event at the Town Hall, a production of The Merry Widow at the Palace Theatre, the opening of a new housing development at Enfield Gardens, the opening of a Medical Practice at Maple View, the Mayor's Charity Dinner at Kidderminster and a Charity Bag Pack at Sainsbury's the previous weekend.

ii) Forthcoming Events

The Mayor advised that forthcoming events included the re-opening of the Cancer Research Shop, the Staff Awards at the Palace Theatre, the Mayor's Charity Climb up Ben Nevis with Councillor Joe Baker, Bromsgrove District Council Charity Dinner Dance, Droitwich Spa Town Council Charity Dinner and the Mayor of Worcester's Charity Dinner.

iii) Richard Fellows

The Mayor advised that she had written on behalf of the Council expressing its sympathy to the family of Richard Fellows who had tragically died after getting into difficulties in the River Arrow earlier this month.

(b) The Leader's Announcements were as follows:

i) Lifeline Funding through Supporting People

The Leader provided the Council with an update on the County Council's position on the funding of hardwired Lifeline equipment. The County Council had confirmed that they would not be funding alarms beyond the end of March 2014.

The Borough Council was to write to each individual service user informing them of the changes and of the implications for them, including the levying of a charge. A further announcement regarding the funding of dispersed equipment was expected later in the year.

A copy of the letter which was to be sent to affected residents was to be forwarded to all Councillors for their information later in the week.

ii) Early Years Programme

The Leader advised that he had visited recent exhibitions at both the Town Hall and Church Hill demonstrating the work undertaken by the Early Years Programme. The Leader added that he had been impressed by the work which was being undertaken and had arranged for a Member Development Session at 6.30pm on Monday 28th April in order that other Members might experience the work of the Team.

iii) Special Olympics Swimming Gala

The Leader advised that he had attended the Special Olympics Swimming Gala alongside the Deputy Mayor and had very much enjoyed the competition.

iv) Holocaust Memorial Day

The Leader advised that he had arranged for a Holocaust Survivor to attend the next Holocaust Memorial Day event in 2015.

(c) Other Announcements were as follows:

i) Councillor Michael Chalk

With the permission of the Mayor, Councillor Michael Chalk addressed the Chamber as this was the final Council meeting he would attend as a Borough Councillor as he was not a candidate at the forthcoming elections. Councillor Chalk expressed his disappointment at leaving elected office but reflected that he had enjoyed his time on the Council which had spanned a period of 35 years and which included a term as Mayor of the Borough.

95. QUESTIONS ON NOTICE

No questions had been submitted.

96. MOTIONS ON NOTICE

No Motions had been submitted.

97. EXECUTIVE COMMITTEE

Members received the minutes of the meetings of the Executive Committee held on 24th February and 11th March 2014.

RESOLVED that

- 1) **the minutes of the meeting of the Executive Committee held on 24th February 2014 be received and adopted; and**
- 2) **the minutes of the meeting of the Executive Committee held on 11th March 2014 be received and all recommendations be adopted.**

98. REGULATORY COMMITTEES

Members received the minutes of recent meetings of the Audit and Governance and Planning Committee.

RESOLVED that

- 1) **the minutes of the meetings of the Audit and Governance Committee held on 16th January 2014 be received and adopted; and**
- 2) **the minutes of the meeting of the Planning Committee held on 15th January and 12th February 2014 be received and adopted.**

99. OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT 2013/14

Councillor David Bush, Chair of the Overview and Scrutiny Committee, presented the Annual Report of his Committee for the Council's consideration. In so doing he thanked Members of the Committee, those Members who had participated in Task and Finish Reviews during the course of the year and Officers who had supported the process, in particular Jess Bayley, Overview and Scrutiny Support Officer.

Councillor Bush noted that he had attempted to rationalise the work of and the agendas for both the Committee and Task and Finish Groups and was particularly pleased at innovations such as the recommendation tracker.

The Leader welcomed the Annual Report, thanked the non-Executive Members for their hard work over the past year and drew attention to the new style of recommendations which provided great clarity for the Executive in what they were being asked to consider or approve.

RESOLVED that

the report be noted.

Council

31st March 2014

100. URGENT BUSINESS - RECORD OF DECISIONS

There were no Urgent Decisions to note.

101. URGENT BUSINESS - GENERAL

There were no separate items of urgent business to consider at this meeting.

The Meeting commenced at 7.03 pm
and closed at 7.28 pm

.....
Chair

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Election of Borough Councillors for the Wards of Redditch Borough Council Summary of Results

Date of Election : Thursday 22 May 2014

Contested Elections

Abbey

Name of Candidate	Description (if any)	Number of Votes
BANKS Kathleen Lucy	Conservative Party Candidate	505
PRESTON Scott Duncan	UK Independence Party (UK IP)	510
SMITH Rachael Elizabeth	The Labour Party Candidate	642 ELECTE
WHITTAKER Fiona Margaret	Green Party	85

Vacant Seats: 1 Electorate: 4,645 Ballot Papers Issued: 1,750 Turnout: 37.67%

Rejected Votes: No Marks: 0 Excess Marks: 3 Voter Identity: 0 Void: 4 Rejected: 0

Astwood Bank & Feckenham

Name of Candidate	Description (if any)	Number of Votes
COOPER Gillian Ruth	The Labour Party Candidate	486
HARRIS John Leonard	UK Independence Party (UK IP)	532
KERRY Rosemary	Green Party	95
POTTER Jane Ann	Conservative Party Candidate	827 ELECTE

Vacant Seats: 1 Electorate: 4,709 Ballot Papers Issued: 1,946 Turnout: 41.33%

Rejected Votes: No Marks: 0 Excess Marks: 2 Voter Identity: 0 Void: 4 Rejected: 0

Batchley & Brockhill

Name of Candidate	Description (if any)	Number of Votes
ARMSTRONG Richard Kevin	Independent	94
BROOKES Natalie	The Labour Party Candidate	747 ELECTE
CULLUM-HANSHAW Adrian Charles	Independent	235
HUDSON Maureen Florence	Conservative Party Candidate	487
POUND Steven William	The Green Party	155
QUINNEY Brenda Marjorie	Conservative Party Candidate	484
UPHILL James Nigel	Independent	305
VENABLES Simon Edward	The Green Party	145
WITHERSPOON John	The Labour Party Candidate	718 ELECTE

Vacant Seats: 2 Electorate: 5,811 Ballot Papers Issued: 1,788 Turnout: 30.77%

Rejected Votes: No Marks: 0 Excess Marks: 2 Voter Identity: 0 Void: 15 Rejected: 0

Central

Name of Candidate	Description (if any)	Number of Votes
ARMSTRONG Isabel Margaret	Independent	120
DORMER Matthew Victor	Conservative Party Candidate	454
RHODES Yvonne Samantha	Green Party	112
TAYLOR Deborah Jennifer	The Labour Party Candidate	815 ELECTED
THOMAS Diane Elizabeth	Liberal Democrat	75

Vacant Seats: 1 Electorate: 4,531 Ballot Papers Issued: 1,586 Turnout: 35.00%

Rejected Votes: No Marks: 0 Excess Marks: 2 Voter Identity: 0 Void: 8 Rejected: 0

Church Hill

Name of Candidate	Description (if any)	Number of Votes
BRADLEY Lee	Green Party	80
GEE David Howard	Liberal Democrat	79
HASLAM Kathleen Anne	Conservative Party Candidate	433
SHOTBOLT Maxine	Independent	14
SMALL David Robert	UK Independence Party (UK IP)	665 ELECTED
WIECEK Agnieszka Beata	Independent	26
WOOD-FORD Nina	The Labour Party Candidate	615

Vacant Seats: 1 Electorate: 6,196 Ballot Papers Issued: 1,918 Turnout: 30.96%

Rejected Votes: No Marks: 0 Excess Marks: 2 Voter Identity: 0 Void: 4 Rejected: 0

Crabbs Cross

Name of Candidate	Description (if any)	Number of Votes
DEVENEY Louise	Green Party	128
FRY Monica Millicent	The Labour Party Candidate	327
HARRISON Christopher	UK Independence Party (UK IP)	554
THAIN David Frank Oliver	Conservative Party Candidate	669 ELECTED

Vacant Seats: 1 Electorate: 4,513 Ballot Papers Issued: 1,680 Turnout: 37.23%

Rejected Votes: No Marks: 0 Excess Marks: 0 Voter Identity: 0 Void: 2 Rejected: 0

Greenlands

Name of Candidate	Description (if any)	Number of Votes
BAKER-PRICE Thomas David	Conservative Party Candidate	525
KING Wanda	The Labour Party Candidate	883 ELECTED
PITT Anthony	Liberal Democrat	117
WHITE Rylma Elaine	Green Party	254

Vacant Seats: 1 Electorate: 6,333 Ballot Papers Issued: 1,800 Turnout: 28.42%

Rejected Votes: No Marks: 0 Excess Marks: 5 Voter Identity: 0 Void: 16 Rejected: 0

Headless Cross & Oakenshaw

Name of Candidate	Description (if any)	Number of Votes
BRIDLE Peter James	UK Independence Party (UK IP)	743
HINDLE Rita Margaret	Liberal Democrat	84
HOPKINS Gay Florence Leah	Conservative Party Candidate	805 ELECTE
MOWATT Christopher James	The Labour Party Candidate	732
WAUGH Alistair Derek	The Green Party	109

Vacant Seats: 1 Electorate: 6,792 Ballot Papers Issued: 2,476 Turnout: 36.45%

Rejected Votes: No Marks: 0 Excess Marks: 0 Voter Identity: 0 Void: 3 Rejected: 0

Lodge Park

Name of Candidate	Description (if any)	Number of Votes
FRY Andrew	The Labour Party Candidate	582 ELECTE
GRIFFITHS Christine	Patriotic Socialist Party	7
PULSFORD Antonia	The Conservative Party Candidate	206
WEBSTER Ian David	Liberal Democrat	50
WHITE Kevin	Green Party	47
WHITE Paul Edward	UK Independence Party (UK IP)	377

Vacant Seats: 1 Electorate: 3,811 Ballot Papers Issued: 1,270 Turnout: 33.32%

Rejected Votes: No Marks: 0 Excess Marks: 0 Voter Identity: 0 Void: 1 Rejected: 0

Winyates

Name of Candidate	Description (if any)	Number of Votes
BRADLEY Emma	Green Party	96
CHEETHAM Clive James	The Labour Party Candidate	629
OLIVER Simon Brookes	Liberal Democrat	126
PROSSER Gareth Stanley	Conservative Party Candidate	605
SWANSBOROUGH Paul James	UK Independence Party (UK IP)	834 ELECTE

Vacant Seats: 1 Electorate: 6,473 Ballot Papers Issued: 2,297 Turnout: 35.49%

Rejected Votes: No Marks: 0 Excess Marks: 0 Voter Identity: 0 Void: 7 Rejected: 0

Totals for Borough Council Elections Election

Ballot Papers Issued	=	18,511	Votes Cast	=	20,029
Electorate	=	53,814	Votes Rejected	=	80
Turnout %	=	34.40 %			

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APPOINTMENT OF COMMITTEES ETC.

Relevant Portfolio Holder	N/A
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non key

1. SUMMARY OF PROPOSALS

- 1.1 This report sets out the proposed political balance of the Council's Committees and seeks the Council's agreement to these.
- 1.2 Once the Council has agreed the political balance, the Leaders of each of the Political Groups on the Council can nominate to the places on each for their group. Councillors who are not members of a political group are appointed to Committees by the Council.
- 1.3 The Council also makes appointments to other bodies which are not required to be politically balanced. These are listed in the appendix.

2. RECOMMENDATIONS

The Council is requested to **RESOLVE** that

- 1) the terms of reference of the Audit, Governance and Standards Committee be agreed as set out in Appendix 1;
- 2) the Political balance of the Committees of the Council be agreed as set out in paragraph 3.7;
- 3) the arrangement where the seats on the Overview and Scrutiny Committee are not allocated in accordance with the political balance requirements be continued;
- 4) the arrangement where the seats on the Crime and Disorder Scrutiny Panel are not allocated in accordance with the political balance requirements be continued;
- 5) appointments by political group leaders to the places on each Committee etc. be noted;
- 6) the Council appoints non-aligned Councillors to places on Committees;

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- 7) the Council appoints Chairs and Vice-Chairs to the Committees and other bodies as set out in Appendix 2;
- 8) appointments to Working Groups and other bodies listed in the appendix be agreed.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications arising from this report. The level of members allowances, based on the current number of positions as set out in this report, has been agreed previously by the Council.

Legal Implications

- 3.3 With the exception of the Executive Committee, the Council is required by law to allocate places on its main Committees in accordance with its political make-up. The main requirements are that:
 - the number of seats on each Committee allocated to each political group reflects the proportion it holds of the total number of seats on the Council;
 - the Group with the majority of seats on the Council should hold the majority of seats on each Committee.
- 3.4 The definition of a Political Group for these purposes is that it has a minimum of 2 members. After the recent Local Election the composition of the Council is 17 Labour, 9 Conservative, 3 Councillors not in a political group.
- 3.5 The Council is able to decide not to allocate places in accordance with political balance and has done this for the Overview and Scrutiny Committee for a number of years. The convention is that the members who take the majority of seats on the Committee are not from the controlling political group. However, this decision can only take effect if no Councillor votes against it. A similar arrangement has been made for the Crime and Disorder Scrutiny Panel, which is a sub-committee of Overview and Scrutiny Committee.
- 3.6 As part of budget savings, the Council agreed in February to bring together the Audit and Governance and Standards Committees. Proposed terms of reference for this Committee are attached at Appendix 1 for the Council to consider and agree. It is proposed that this Committee be made up of 9 Councillors.
- 3.7 The table overleaf shows the political balance based on current sizes of Committees and the new Audit, Governance and Standards Committee of 9 members:

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Committee	Total places	Labour Group Places – entitled to 17	Conservative Group Places – entitled to 9	Non-aligned Councillors Not entitled on political balance basis but Council allocates position
Audit, Governance & Standards	9	5 (5.27)	3 (2.79)	1
Licensing	11	7 (6.45)	3 (3.41)	1
Planning	9	5 (5.27)	3 (2.79)	1
	29	17	9	
Committees below are <u>not</u> proposed to be politically balanced – Council convention is that majority group does not take majority of seats				
Overview and Scrutiny	9	4 (5.27)	4 (2.79) Or 5	1 Or 0
Crime and Disorder Panel	5	2 (2.93)	3 (1.55)	0

Service / Operational Implications

- 3.8 Once the Council has agreed the allocation of seats to the main Committees, the leaders of each political group will nominate members to fill them so that the business of the Council can continue to run smoothly.

Customer / Equalities and Diversity Implications

- 3.9 There are no specific implications arising from this report.

4. RISK MANAGEMENT

There are no specific high level risks arising from this report.

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5. **APPENDICES**

Appendix 1 - list of Committees and other bodies for appointment.

6. **BACKGROUND PAPERS**

None

AUTHOR OF REPORT

Name: Sheena Jones
Tel.: 01527 548240

email: sheena.jones@bromsgroveandredditch.gov.uk

AUDIT, GOVERNANCE AND STANDARDS COMMITTEE TERMS OF REFERENCE

Number of members	9
Number of Co-opted, non-voting members	1 Independent non-voting Member for the purpose of Audit and Governance; 1 Parish Representative, who may not also be a Borough Councillor, for the purpose of Standards.
Politically Balanced Y/N	Y
Quorum	4 (to include at least one member of the Majority Group)
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Chair	The Chair and Vice-Chair of the Committee and any of its Sub-Committees will be a Borough Councillor.
Special provisions as to the Chair	For the sake of independence, the Chair shall not be a member of the controlling political group.
Terms of Reference	<u>Audit and Governance</u> <u>Internal and External Audit</u> a. To review and monitor the annual audit plans of both the internal and external auditors. b. To receive and comment upon the external auditors' reports. c. To monitor the adequacy and effectiveness of the Council's system of internal control by ensuring that an adequate and effective system of internal financial controls is maintained, that financial procedures are

	<p>regularly reviewed.</p> <p>d. To consider, monitor and review the Council's overall corporate governance arrangements.</p> <p>e. To enhance the profile, status and authority of the internal audit function which will demonstrate its independence.</p> <p>f. To focus audit resources by agreeing, and periodically reviewing, audit plans and monitoring delivery of the audit service.</p> <p>g. To receive and consider such internal audit reports that the Chair and/or Deputy Chief Executive considers necessary.</p> <p><u>Risk</u></p> <p>h. To consider, monitor and review the effectiveness of the Council's risk strategies, policies and management arrangements and seek assurances that action is being taken to address identified risk related issues.</p> <p><u>Finance and Value for Money</u></p> <p>i. To consider and approve the Council's Annual Statements of Accounts.</p> <p>j. To consider any report from the Internal Audit Manager in pursuance of Financial Regulations.</p> <p>k. .To ensure good stewardship of the Council's resources and assist the Council to achieve value for money in the provision of its services.</p> <p>l. To keep under review, and make recommendations on, proposed amendments to Financial Regulations.</p> <p>m. To consider and make recommendations if appropriate on, the Annual Governance Statement.</p> <p><u>Standards</u></p> <p>n. To promote and maintain high standards of conduct by Councillors and any co-opted members of Council bodies;</p> <p>o. To assist the Councillors and co-opted members to observe the Members' Code of Conduct;</p>
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	<p>p. To advise the Council on the adoption or revision of the Members' Code of Conduct;</p> <p>q. To monitor the operation of the Members' Code of Conduct;</p> <p>r. To advise, train or arrange to train Councillors and co-opted members on matters relating to the Members' Code of Conduct;</p> <p>s. To grant dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;</p> <p>t. To deal with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct;</p> <p>u. To consider and determine allegations that a Councillor or co-opted Councillor may have failed to follow the Code of Conduct and where a breach of the Code is established making recommendations as to any sanctions to the appropriate person or body.</p> <p>v. The exercise of u – v above in relation to the Parish Councils in the Council's area and the members of those parish Councils;</p> <p>w. To monitor, and review the operation of the Protocols on Member-Officer and Member-Member relations.</p>
Special provisions as to membership	<p>The Committee 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.)</p> <p>Can be members of the Executive Committee, but Party Group Leaders may not be, or act as substitutes for, members of the Committee.</p>

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COMMITTEE MEMBERSHIPS

Note: Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.

Overview and Scrutiny Committee (9)

The Constitution requires that members of political groups not forming part of the controlling political group shall be appointed Chair and Vice-Chair of the O&S Committee.

Chair: Councillor
Vice-Chair: Councillor

Councillors: Members cannot be members of the Executive Committee.

Labour Councillors
Conservative Councillors

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

Named All other members of the Council – non-Executive
Substitutes: For reasons of continuity, substitution is not permitted during Task and Finish reviews.

Substitute: 1 nominated TU representative per Union.
Co-optees

Crime and Disorder Scrutiny Panel (5)

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 and be a member of a political group not forming part of the ruling administration.

Chair: Councillor

Councillors:

Labour Councillors
Conservative Councillors

Task and Finish Groups

There is one Group that due to continuing from the last year. For the purposes of continuity it is desirable that the Memberships of existing Groups be continued into the

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following municipal year. It is also an expectation that Chairs of Task and Finish Groups will be Members of the Overview and Scrutiny Committee.

Abbey Stadium Task Group

Current members:

Councillors:

Carole Gandy - Chair

Andrew Fry

Alan Mason

Former Councillor Derek Taylor (co-opted back on for the end of the work)

Voluntary Sector Task Group

Current members:

Pat Witherspoon - Chair

Andrew Brazier

Former Councillor Roger Hill to be co-opted back on for the end of the work)

Football Task Group

Current members:

Councillors: Andrew Brazier

David Bush - Chair

Carole Gandy

Andrew Fry

Pattie Hill

Pat Witherspoon

Regulatory Committees

Audit, Governance and Standards Committee (9)

The Committee to comprise elected Members representing all interests of the Authority. For the sake of independence, the Chair not to be a Member of the controlling political group but must be a Borough Councillor

One nominee is sought to oversee fraud monitoring and 2 to oversee risk.

Other members:

Standards:

1 non-voting Parish Council co-optee and 1 substitute and 1 non-voting Independent Observer co-optee.

Quasi-judicial training is required for the conduct of any Hearings.

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Audit and Governance:

1 independent non-voting co-opted member (arrangement to be reviewed December 2014)

Chair: Councillor

Vice –Chair: Councillor

Councillors: Labour
Conservative

Named Substitutes: Must have received required training.

Chairing of Sub-Committees will vary according to the circumstances of the Hearing.

Labour Chair for Hearing about Conservative member / Conservative Chair for Hearing about Labour member.

Chair: Councillor

Vice-Chair: Councillor

Councillors: Labour
Conservative

Named
Substitutes: Not permitted.

Employment Appeals Committee

5 members per hearing – not required to be proportional but representation from both groups is preferred. The Committee will be selected as and when necessary, in consultation with the Chair, from all members of the Council. Training in Quasi-Judicial meetings required. Normally evening meetings, but may occasionally need to meet in the daytime for longer hearings.

Chair:

Vice-Chair:

Councillors Labour
Conservative

Named
Substitutes: Substitution rules do not apply.

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Corporate Health, Safety and Welfare Committee (1)

1 RBC Member representative

1 BDC Member representative

To discuss corporate Health and Safety issues.

An internal RBC Officer meeting with Member representation / daytime meetings.

Councillor:

Licensing Committee (11)

Labour, Conservative, UKIP

Must be no less than 10 and no more than 15

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. Members can be members of the Executive Committee. There may be daytime and evening meetings of the sub-committee for personal and premises licenses. The taxi/other licensing sub-committee usually meets in the daytime.

Chair:

Vice-Chair:

Councillors: Labour
Conservative

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

Substitutes:

Licensing Sub-Committees – A. Personal / Premises / Gambling Act (3 plus reserve)

3-Member Panels – general membership to be agreed by Officers from the membership of the Licensing Committee, in consultation with the relevant Chair, as required per application and currently to include a 4th Reserve Member.

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

Councillors:

Licensing Sub-Committees – B. Taxis / Sex Establishments / Other (5)

Labour, Conservative from the Licensing Committee

Mostly daytime meetings. Members must receive training in Quasi-Judicial meetings before they can sit or substitute.

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Chair: Ex officio Chair of the Licensing Committee

Vice-Chair:

Councillors: Labour
Conservative

Named

Substitutes:

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 .

PLANNING COMMITTEE (9)

Labour, Conservative

Can be members of the Executive Committee. Members must receive relevant formal training before they can sit or substitute. Training to be updated annually and/or when significant legal, policy or procedural change occurs.

Chair:

Vice-Chair:

Councillors: Labour
Conservative

Named

All other trained members of the Council.

Substitutes:

MEETINGS UNDER SHARED / JOINT ARRANGEMENTS

Shared Services Board (4)

3 Labour, 1 Conservative

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

Chair: Councillor Hartnett RBC, Councillor (BDC)
(previously Leaders by office, who alternate according to meeting venue, other becoming Vice-Chair)

Vice-Chair: As above

RBC Councillors: Labour
Conservative

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Fixed membership only

Named 3 named Substitutes – Councillors
Substitutes: All Members are invited to attend and observe

Worcestershire Shared Services Joint Committee

To oversee the shared Regulatory Service.

Chair: To be appointed by the Committee

Vice-Chair: As above

RBC Councillors: 2 appointments from Redditch Borough Council. At least one RBC
Member must be a member of the Executive Committee.
Labour
Conservative

Named Substitutes: 2 – one should be a member of the Executive Committee
Substitutes: All Members are invited to attend and observe.

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OTHER MEETINGS

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 often meet early evening.

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

The panels are not required to be Party proportional, but have been established on those terms to date – the figures are a guide only.

Economic Advisory Panel ('ECAP') (5)

3 Labour, 2 Conservative

To advise the Executive Committee on Economic Development related matters. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder

Vice-Chair:

Councillors: Labour
Conservative

Housing Advisory Panel (5)

3 Labour, 2 Conservative

To advise the Executive Committee on Housing-related matters. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder

Vice-Chair:

Councillors: Labour
Conservative

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Planning Advisory Panel (“PAP”) (5)

3 Labour, 2 Conservative

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder

Vice-Chair:

Councillors: Labour
Conservative

MISCELLANEOUS OTHER MEETINGS:

Borough Tenants’ Forum (3)

2 Labour, 1 Conservative

Can be any member of the Council

Chair: Not RBC position - election at first meeting

Vice-Chair: ditto

Councillors: Labour
Conservative

Named

Substitutes: All members of the Council

Constitutional Review Working Party (5)

3 Labour, 2 Conservative

To provide a pool of senior Executive Committee and O&S Members to assist the Chief Executive and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localism agenda. Should ideally include Group Leaders, Portfolio Holder and Senior members of both Executive and O&S Committees.

Chair:

Vice-Chair:

Councillors: Labour
Conservative

Named

Substitutes: Any member of the Council.

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Grants Panel (5)

3 Labour, 2 Conservative

To recommend to the Executive Committee grant awards for 2014-15. Members should not have interests which would prevent their membership / close involvement with bodies applying for grant.

Chair:

Vice-Chair:

Councillors: Labour
Conservative

Named

Substitutes: Substitutions do not apply.

Holocaust Memorial Steering Group (5)

3 Labour, 2 Conservative

To organise an annual Holocaust Memorial Event

Chair: Councillor
Vice-Chair: Councillor

Councillors: Labour
Conservative

Named Substitutes not required.

Member Support Steering Group (5)

3 Labour, 2 Conservatives

To develop and implement a Member Development Programme and review Members' Support arrangements, including IT. Can be any member of the Council – should include both Party Group Member Development Champions .

Chair:

Vice-Chair:

Councillors Labour
Conservative

Named

Substitutes: All other members of the Council.

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Redditch Matters Editorial Panel (3)

2 Labour, 1 Conservative

To act as a consultative body for Officers in respect of the content of the Council magazine.

Chair:

Vice-Chair:

Councillors: Labour

Conservative

Named

Substitutes: Any member of the Council.

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BOROUGH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

The various Bodies listed below have requested the Council to appoint persons to represent the Borough Council on them.

Notes: The Council has agreed that:

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Council 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.

1: LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS

Body	2013/14 Representative(s)	Notes / Terms	Nominees for 2014/15
Association of Public Service Excellence (APSE)	Cllr J Fisher	1 representative (must be a Councillor) Term : 1 year No liability issues identified.	
Local Government Association General Assembly	Cllr B Hartnett	1 Representative for 2014/15 (must be a Councillor) Term : 1 year No liability issues identified.	
Local Government Association – Rural Commission	Cllr M Chalk	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.	

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<p>Local Government Association – Urban Commission</p>	<p>Cllr G Chance</p>	<p>1 Representative must be a Councillor plus 1 Council Officer Term : 1 year No liability issues identified.</p>	
<p>West Mercia Police and Crime Panel</p>	<p>Cllr R Blake</p>	<p>1 representative and 1 substitute Term: 1 year No liability issues identified</p>	
<p>West Midlands Employers (Replaces West Midlands Councils)</p>	<p>Cllr P Witherspoon</p>	<p>1 Nominated Representative Either Relevant Portfolio Holder responsible for Resources and / or Employment or alternatively, the Leader of the Council. Term: To each RBC AGM No liability issues envisaged.</p>	
<p>Assembly of the District Councils' Network</p>	<p>Cllr B Hartnett (as Leader of the Council)</p>	<p>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.</p>	
<p>Improvement and Efficiency Social Enterprise (IESE)</p>	<p>Leader of the Council</p>	<p>1 Council Voting Delegate to be nominated.</p>	

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2: PARTNERSHIP APPOINTMENTS

a) Regional Partnerships

Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP)	Cllr R Hollingworth (or his substitute Cllr B Hartnett)	1 (plus 1 Substitute)	
GBSLEP – Joint Committee (Local Supervisory Board)	Leader Ex-officio for Redditch Borough Council. Deputy Leader Ex-officio for Redditch Borough Council	1 Member from each constituent Authority plus substitute	
GBSLEP – Joint Scrutiny Committee	Cllr P Witherspoon	1 Member from each constituent Authority	
GBSLEP – Joint Committee (Local Transport Board)	Councillor J. P. Campion representing Redditch Borough Council, Bromsgrove District Council & Wyre Forest District Council. Cllr P Mould(substitute representative)	1 Member plus 1 substitute to represent the 3 North Worcestershire Councils.	

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b) County Council Bodies

Body	2012/13 Representative(s)	Notes / Terms	Nominees for 2014/15
Corporate Parenting Steering Group (Worcestershire County Council)	Cllr P Mould	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.	
Health Overview and Scrutiny Committee (Worcestershire County Council)	Cllr P Witherspoon	1 representative (Must be a member of Redditch Borough Council's Overview and Scrutiny Committee). 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>	
Redditch Highways & Transportation Forum Members Discussion Group (Worcestershire County Council)	Cllrs R Bennett and A Mason	Up to 2 Representatives (Must be Councillors) Term: To RBC AGM Role is that of non-voting observers only. No liability issues identified.	
Worcestershire	Cllr A Mason	1 nomination for further election	No Nomination

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<p>Local Access Forum (Worcestershire County Council)</p>	<p>(Membership to comprise 1 County Council Member; one Member drawn from North District Councils : Redditch or Wyre Forest; and one Member drawn from the Southern Districts = Malvern Hills, Worcester or Wychavon. (Bromsgrove DC no longer participate)</p>	<p>(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 2013/14</i> <i>Wyre Forest 2014/15</i> Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u></p>	<p>required for 2014/15</p>
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c) Other / Local Bodies

Body	20013/14 Representative(s)	Notes / Terms	Nominees for 2014/15
Local Strategic Partnership	Leader, Deputy Leader and Leader of the Opposition) Cllr Hartnett (or his substitute Cllr Blake) Cllrs Chance and Brunner	3 Member Representatives Leader, Deputy Leader and Leader of the Opposition (ex officio) Term : 1 year No liability issues identified. (Papers to be also sent to substitute)	
North Worcestershire Community Safety Partnership	Cllr R Blake	1 representative and one named substitute Term: 1 year Terms of Reference indicate the representative should be the relevant Portfolio Holder for each district Council has a place on the partnership board as an Invitee to Participate. No liability issues identified.	
Redditch Children's Centres Advisory Board (Contact Officer: Judith Willis)	Cllr P Hill	1 Representative (must be a Councillor) Term : 1 year Informally advised that there are unlikely to be any liability issues for members of the Advisory Board.	
Town Centre Partnership (Lead Officer – Lyndsey Hadley)	Cllrs G. Hopkins and A Mason	2 Representatives (must be Councillors – one from each Political Group) Term : 1 year No liability issues identified.	

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<p>Waste Management Board (Lead Officer – Guy Revans)</p>	<p>Cllr Debbie Taylor (as relevant Portfolio Holder)</p>	<p>1 representative (Representative must be a Councillor and relevant Portfolio Holder Term : 1 year <u>Note</u>: Meets Friday <u>mornings</u> - 4 times per year No liability issues identified</p>	
<p>Worcestershire Care & Repair Performance Board</p>	<p>Cllr M Shurmer</p>	<p>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. Unlikely to be an issue.</p>	
<p>Worcestershire Local Transport Body (WLTB)</p>	<p>Cllr J Champion substitute Cllr P Mould</p>	<p>1 representative from North Worcestershire Councils plus one substitute.</p>	

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3. REQUESTS FOR NOMINATIONS TO OTHER OUTSIDE BODIES

The Council has previously decided that, so far as is practical:

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Council 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.

Body	2013/14 Representative(s)	Notes / Terms	Nominees for 2014/15
Age Concern Redditch and District Board	Cllr Witherspoon *Chief Executive is authorised to appoint Officer representatives.	1 Councillor plus 1 Officer * Term : 1 year Advised that Age Concern is a Limited company and an official representative from the Council cannot be a full Trustee / Director. Representation is therefore that of a co-opted non-voting Board Member.	
Disability Action Redditch	Cllrs Mason and Quinney	2 Representatives Must be Councillors Term : 1 year Advised advisory and representative only, no decision-making role. No liability issues identified.	
Eadie Mews Trust (Formerly known as the Smallwood Almshouses Trust)	Cllr Fry (to AGM 2017)	1 Nomination (must be a Councillor). Term: 4 years (or to each AGM if preferred) Nature of representation: to represent the Borough Council but note Trustee status. No indemnity referred to. Liabilities of Trustees therefore	No nomination required unless wish to review.

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		presumed to be governed by Charities legislation.	
Feckenham Education Endowment (Blue Coat School)	Cllr M Chalk	1 Representative Need not be a Councillor Term: 4 years to AGM 2017 No specific information on nature of representation or liabilities but letter confirming limited annual funds available for donation and capital invested with the Charity Commission. Regular financial advice taken and auditing of accounts.	No nomination required unless wish to review.
Federation of Burial and Cremation Authorities (FBCA) – Executive Committee	Cllr Debbie Taylor	1 nomination must be a Councillor Potential appointment for relevant Portfolio Holder but not a requirement Nominations to be submitted by mid-June for submission to their AGM in September for consideration. Term : 3 years No liability issues identified.	No nomination required unless wish to review.
Redditch Co-operative Homes	Cllrs A Griffin, B Hartnett, R Hill and P Witherspoon (1 vacancy) The Council has previously agreed that ideally representation will be proportional: 3 Labour and 2 Conservative.	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.	

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<p>Redditch Arts Council</p>	<p>Cllrs Brazier, Fisher and Mould</p>	<p>3 Representatives Must be Councillors Term : 1 year No liabilities identified / unlikely to be any liabilities.</p>	
<p>Redditch One World Link Executive Committee</p>	<p>Cllr Mason and Mr E Ebanks and two vacancies (one Councillor, one non-elected representative)</p>	<p>4 Representatives 2 Councillors, 1 Council Officer and 2 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 of duty or trust.</p>	
<p>St Stephen's Church, Redditch Project Group (Lead Officer – Lyndsey Berry)</p>	<p>Cllr P Witherspoon</p>	<p>1 Member Representative (Must be a Councillor) Term: not specified by Group but suggest AGM to AGM Day time meetings. Full nature of role and issues of liability to be determined. Advised in 2010 the Group was seeking legal advice regarding measures to indemnify Project Group members. No update received to date.</p>	
<p>Tardebigge Relief in Need and Sickness Charity</p>	<p>Cllrs Fry M Chalk (both to AGM 2015)</p>	<p>(2 Representatives - (Must be Councillors) Term : 4 years. (or to each AGM if preferred) The Charity is governed in accordance with the Charity Commission Scheme and strict rules apply.</p>	<p>1 vacancy only</p>

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Traffic Penalty Tribunal (Civil Parking Enforcement)	<p>Cllr P Mould</p> <p>(Deputy – Cllr Braley)</p>	<p>1 Representative plus 1 Deputy (must be Councillors)</p> <p>Term: AGM to AGM</p> <p>No liabilities identified / unlikely to be any liabilities.</p>	
'Where Next' Association	<p>Cllrs R Hill and W King</p>	<p>2 Representative must be Councillors – <i>2 places variation previously agreed</i></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>	
Worcestershire Racial Equality Council	<p>Mr E Ebanks and one vacancy</p>	<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.</p> <p>Liability appears limited to £1.</p>	

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 full 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:-

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Twining Bodies:

The Mayor is appointed to the following bodies by office:

Friends of Auxerre (FoA) – President

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

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