



# Council

Mon 20 May  
2019  
7.00 pm

Council Chamber  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

*making  
a  
difference*

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

**If you have any queries on this Agenda please contact  
Jess Bayley**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH**

**Tel: (01527) 64252 (Extn.3268)**

**e.mail: [jess.bayley@bromsgroveandredditch.gov.uk](mailto:jess.bayley@bromsgroveandredditch.gov.uk)**



# Council

Monday, 20th May, 2019

7.00 pm

Council Chamber - Town Hall  
Redditch

## Agenda

### Membership:

Cllrs:	Juliet Brunner (Mayor)	Bill Hartnett
	Roger Bennett (Deputy Mayor)	Pattie Hill
	Salman Akbar	Ann Isherwood
	Joe Baker	Wanda King
	Tom Baker-Price	Anthony Lovell
	Joanne Beecham	Gemma Monaco
	Michael Chalk	Nyear Nazir
	Debbie Chance	Gareth Prosser
	Greg Chance	Mike Rouse
	Brandon Clayton	Mark Shurmer
	Matthew Dormer	Yvonne Smith
	John Fisher	David Thain
	Peter Fleming	Craig Warhurst
	Andrew Fry	Jennifer Wheeler
	Julian Grubb	

### 1. Welcome

### 2. Apologies for Absence

### 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

The existing Mayor, Councillor Juliet Brunner, will provide opening remarks and report on the Mayoral year.

### 5. Election of the Mayor for 2019/20

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 seat in the front of the Chamber.

### 6. Election of Deputy Mayor for 2019/20

When the new Deputy Mayor has been elected s/he will make the declaration of acceptance of office and receive the badge of honour.

# Council

Monday, 20th May, 2019

## **7. Minutes** (Pages 1 - 6)

## **8. Announcements**

To consider Announcements under Procedure Rule 10:

- a) Mayor's Announcements
- b) The Leader's Announcements
- c) Chief Executive's Announcements.

## **9. Returning Officer's Report** (Pages 7 - 10)

## **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 arrangements for these for the coming year.

## **11. Appointment of Committees, Panels etc. and their Chairs and Vice Chairs** (Pages 11 - 38)

## **12. Outside Bodies** (Pages 39 - 52)

## **13. Constitution Updates - Including Scheme of Delegations** (Pages 53 - 56)

The appendices to this report can be viewed in the Additional Papers 1 pack for this meeting.

## **14. Urgent Business - Record of Decisions**

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).

## **15. 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 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.)



## Council

Monday, 15 April 2019

### MINUTES

#### Present:

Councillor Juliet Brunner (Mayor), Councillor Roger Bennett (Deputy Mayor) and Councillors Salman Akbar, Joe Baker, Tom Baker-Price, Joanne Beecham, David Bush, Debbie Chance, Greg Chance, Anita Clayton, Brandon Clayton, Matthew Dormer, Andrew Fry, Julian Grubb, Bill Hartnett, Pattie Hill, Wanda King, Anthony Lovell, Gareth Prosser, Antonia Pulsford, Mike Rouse, Mark Shurmer, Yvonne Smith, Craig Warhurst, Jennifer Wheeler and Pat Witherspoon

#### Also Present:

Gethin Farnes, Mr and Mrs Farnes and Mr Gerry Marsden

#### Officers:

Kevin Dicks, Clare Flanagan, Chris Forrester and Sue Hanley

#### Senior Democratic Services Officer:

Jess Bayley

#### 89. WELCOME

The Mayor welcomed all those present to the meeting.

#### 90. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Michael Chalk, John Fisher and Gemma Monaco.

#### 91. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 92. MINUTES

**RESOLVED that**

.....  
Chair

**the minutes of the meeting of Council held on Monday 25<sup>th</sup> February 2019 be held as a correct record and signed by the Mayor.**

**93. ANNOUNCEMENTS**

a) Mayor's Announcements

The Mayor advised that she had attended a number of civic engagements since the previous meeting of Council. This had included her civic dinner which had been held at Kohima House in March. Members were all invited to attend a service of thanks giving for the 37 Signals Regiment on Sunday 19<sup>th</sup> May.

Gethin Farnes, an 11-year old boy who had helped to raised £50,000 in the recent Poppy Appeal, was welcomed to the meeting. Gethin was presented with a certificate in recognition of his contribution. Mr Gerry Marsden a local Redditch organiser of the Poppy Appeal explained that Gethin had helped to raise over £200,000 for the Poppy Appeal since 2015. This money would help families of those who had previously served in the armed forces.

The Mayor paid tribute to the four Councillors who would be standing down at the local elections in May 2019: Councillors David Bush, Anita Clayton, Antonia Pulsford and Pat Witherspoon. It was noted that all of these Councillors had worked hard during their tenure as elected Members. The Mayor also took the opportunity to congratulate Councillor Gemma Monaco and her husband on the recent birth of their baby son, who had been born weighing 9lb 13oz. Members were advised that both mother and baby were doing well.

b) The Leader's Announcements

The Leader advised Members that he had recently attended an event at the Redditch mosque, alongside other Members, to express solidarity with the Muslim community following the attacks at two mosques in Christchurch, New Zealand in March.

Members were advised that the review of the Local Enterprise Partnerships (LEPs) was continuing. A decision would need to be made with regard to membership by late May 2019.

c) Chief Executive's Announcements

The Chief Executive advised Members that public seating had been placed around the room, behind the Councillors of both political parties, for that meeting. This arrangement was in

place because the other Committee Rooms in the civic suite had been booked for elections purposes and therefore public seating could not be provided outside the Council Chamber.

#### **94. EXECUTIVE COMMITTEE**

##### Arrow Valley Countryside Centre

Members paid tribute to Richard Fellows, the young man who had lost his life in 2014 at the Arrow Valley Country Park and to his family. It was noted that his family had worked hard to raise awareness of water safety matters and had raised funds for this. The Council had worked since the incident to address water safety issues in the park and the measures proposed in the report would help to make the weirs in the park safer as well as enhance the ecological vitality of the waterways.

##### Finance System

Members noted that the Council's existing finance system had been in place since 2007. The new system would make the Council's budget management procedures more efficient and enable the local authority to take advantage of opportunities to work with robotics and artificial intelligence. The cost of the system was considerably more than had been anticipated and the Portfolio Holder provided some explanation as to why this was the case to Members. It was confirmed that Bromsgrove District Council had already approved the proposals detailed within the report.

The Budget Scrutiny Working Group had scrutinised the proposals to introduce the new finance system in detail and had welcomed the new system. A briefing had also been provided in March 2019, to which all Members had been invited, which had provided an opportunity for Members to observe a demonstration of the system.

##### Financial Monitoring Report - Quarter 3 2018/19

Members noted that the report detailed the Council's budget position as of December 2018. At this time there had been an overspend of over £200,000. Officers had worked hard to address this budget gap and it was anticipated that the position would be more positive at the end of the financial year. This gap had in part been due to the inclusion of unidentified savings in the budget for 2018/19. Members were asked to note that the same problem was unlikely to occur in 2019/20 as no unidentified savings had been included in the budget for that year.

##### Executive Minutes – 26<sup>th</sup> March 2019

During consideration of the minutes of the meeting of the Executive Committee held on 26<sup>th</sup> March Councillor Pattie Hill questioned

# Council

Monday, 15 April 2019

---

whether an update should have been provided by the Council's representative on the Worcestershire Corporate Parenting Board. Specifically, it was noted that a co-ordinated pilot scheme for children and young people had been referred to at a recent meeting of the Board and questions were raised about the extent to which Redditch residents would benefit from this scheme. Councillor Gareth Prosser, the Council's representative on the Board, undertook to investigate the matter further and confirmed that he would write to Councillor Hill about the matter.

**RESOLVED that**

**the minutes of the meeting of the Executive Committee held on Tuesday 26<sup>th</sup> March 2019 be received and all recommendations adopted.**

**95. REGULATORY COMMITTEES**

The recommendation arising from the meeting of the Licensing Committee held on 4<sup>th</sup> March 2019 in respect of the Licensing Act 2003 and Review of the Statement of Licensing Policy was discussed by Members. In response to a point of clarification Officers confirmed that this item did not relate in any way to taxi services.

**RESOLVED that**

- 1) subject to the inclusion of the additional wording to paragraph 6.42, the Revised statement of licensing Policy at Appendix 1 be approved and published to take effect on 1<sup>st</sup> June 2019;**
- 2) the Capital Strategy (Appendix A) as an appropriate overarching strategy for the Council be recommended to Council for approval and the flexible use of capital receipts policy as per Appendix E; and**
- 3) Council approve the Treasury Management Strategy for 2019/20 (Appendix B) and the associated limits, MRP policy and treasury management policy (appendences C and D) and specific indicators included in this report.**

**96. OVERVIEW AND SCRUTINY ANNUAL REPORT 2018/19**

Councillor Joe Baker, Chair of the Overview and Scrutiny Committee, presented the Overview and Scrutiny Committee's Annual Report for the 2018/19 municipal year.

In presenting the report Councillor Baker highlighted that, whilst there had only been one Task Group review, the Overview and Scrutiny Committee had undertaken a lot of work at meetings



# Council

Monday, 15 April 2019

---

during the year. In particular, Members had worked well together on pre-scrutiny of Committee reports as well as on reviewing subjects of interest to the public. Councillor Baker also welcomed the cross-party nature of the approach adopted by the Committee to agreeing recommendations. This had helped to enhance the role of the Overview and Scrutiny process as a critical friend to both Council and external services. Councillor Baker thanked the Executive Committee for approving some of the Committee's recommendations but noted his disappointment that not all had been approved. He concluded by thanking the Democratic Services team for their support as well as the Chief Executive and Deputy Chief Executive for the advice that they had provided during the year.

The Leader thanked the Chair of the Overview and Scrutiny Committee for his report and for the work that the Committee had undertaken during the year. Wherever possible the Executive Committee had been minded to support the recommendations received from the Overview and Scrutiny Committee and it was hoped that the positive working relationship between the Executive and Overview and Scrutiny would continue into the new municipal year.

## **RESOLVED that**

**the Overview and Scrutiny Annual Report for 2018/29 be noted.**

### **97. URGENT BUSINESS - RECORD OF DECISIONS**

The Leader explained that there had been one urgent decision taken since the previous meeting of Council. This decision had been taken in respect of the Council Tax resolutions as one of the preceptors had been incorrectly named in the report considered at the meeting of Council held on 25<sup>th</sup> February. The decision had had to be taken before the meeting as Council Tax had to be set before the 11<sup>th</sup> March in the financial year preceding that for which it was set, as per Section 30(6) of the Local Government Finance Act 1992, to enable the bills to be sent out to residents.

### **98. URGENT BUSINESS - GENERAL (IF ANY)**

There was no general urgent business for consideration on this occasion.

This page is intentionally left blank

Page 7 Agenda Item 9

# Election of BOROUGH COUNCILLORS for the Wards of Redditch Borough Council Summary of Results

Date of Election : Thursday 02 May 2019

## Contested Elections

### Abbey

Name of Candidate	Description (if any)	Number of Votes
CHALK Michael John Thomas	The Conservative Party Candidate	668 ELECTED
HEMMING Gabrielle Louise	The Green Party	126
PATEL Nayab	The Labour Party Candidate	517
SWANSBOROUGH Sandra	UKIP Make Brexit Happen	191
TAYLOR Russell Patrick	Liberal Democrat	141

**Vacant Seats: 1 Electorate: 4,602 Ballot Papers Issued: 1,650 Turnout: 35.85%**

**Rejected Votes: No Marks: 0 Excess Marks: 1 Voter Identity: 0 Void: 6 Rejected: 0**

### Astwood Bank & Feckenham

Name of Candidate	Description (if any)	Number of Votes
CLAYTON Brandon Frank	The Conservative Party Candidate	813 ELECTED
GIBBS Benjamin Thomas	The Labour Party Candidate	263
MARSH John Malcolm	Liberal Democrat	173
PRITCHARD Bernard	UKIP Make Brexit Happen	207
ROOM Lea James	The Green Party	141

**Vacant Seats: 1 Electorate: 4,679 Ballot Papers Issued: 1,606 Turnout: 34.32%**

**Rejected Votes: No Marks: 0 Excess Marks: 2 Voter Identity: 0 Void: 7 Rejected: 0**

### Batchley & Brockhill

Name of Candidate	Description (if any)	Number of Votes
BERRY Philip Stuart	The Labour Party Candidate	579
HAIGH Melvyn	UKIP Make Brexit Happen	307
NAZIR Nyear Sultana	The Conservative Party Candidate	583 ELECTED
POUND Steven William	The Green Party	120
WEBSTER Ian David	Liberal Democrat	93

**Vacant Seats: 1 Electorate: 6,103 Ballot Papers Issued: 1,692 Turnout: 27.72%**

**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
CARTWRIGHT Hannah	The Labour Party Candidate	556
GEE David Howard	Liberal Democrat	108
HASLAM Kathleen	UKIP Make Brexit Happen	348
ISHERWOOD Ann	The Conservative Party Candidate	573 ELECTED
WARDELL Robert Daniel	The Green Party	107

Vacant Seats: 1 Electorate: 5,753 Ballot Papers Issued: 1,702 Turnout: 29.58%

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

## Crabbs Cross

Name of Candidate	Description (if any)	Number of Votes
DAVIES Claire Mary	The Green Party	388
FRY Monica Millicent	The Labour Party Candidate	197
GEE Pamela Ann	Liberal Democrat	77
HARRISON Christopher	UKIP Make Brexit Happen	249
PROSSER Gareth Stanley	The Conservative Party Candidate	567 ELECTED

Vacant Seats: 1 Electorate: 4,449 Ballot Papers Issued: 1,482 Turnout: 33.31%

Rejected Votes: No Marks: 0 Excess Marks: 1 Voter Identity: 0 Void: 3 Rejected: 0

## Greenlands

Name of Candidate	Description (if any)	Number of Votes
COURT Luke	The Conservative Party Candidate	561
PITT Anthony	Liberal Democrat	159
WHEELER Jennifer Jean	The Labour Party Candidate	602 ELECTED
WHITE Rylma Elaine	The Green Party	197

Vacant Seats: 1 Electorate: 6,667 Ballot Papers Issued: 1,553 Turnout: 23.29%

Rejected Votes: No Marks: 0 Excess Marks: 1 Voter Identity: 0 Void: 33 Rejected: 0

## Headless Cross &amp; Oakenshaw

Name of Candidate	Description (if any)	Number of Votes
BAKER-PRICE Thomas David	The Conservative Party Candidate	846 ELECTED
MAGNER Trevor Alec	UKIP Make Brexit Happen	374
THOMPSON Andrew David Melvyn	Liberal Democrat	148
WAUGH Alistair Derek	The Green Party	211
WITHERSPOON John	The Labour Party Candidate	441

Vacant Seats: 1 Electorate: 6,516 Ballot Papers Issued: 2,030 Turnout: 31.15%

Rejected Votes: No Marks: 0 Excess Marks: 1 Voter Identity: 0 Void: 9 Rejected: 0

## Matchborough

Name of Candidate	Description (if any)	Number of Votes
BEVAN Andrew John	The Labour Party Candidate	425
BRUNNER Juliet Ann	The Conservative Party Candidate	562 ELECTED
LEES Victoria Jane	The Green Party	121
SWANSBOROUGH James	UKIP Make Brexit Happen	268

Vacant Seats: 1 Electorate: 4,458 Ballot Papers Issued: 1,385 Turnout: 31.07%

Rejected Votes: No Marks: 0 Excess Marks: 2 Voter Identity: 0 Void: 7 Rejected: 0

## West

Name of Candidate	Description (if any)	Number of Votes
KING Lisa Marie	The Labour Party Candidate	288
SWANSBOROUGH Paul	UKIP Make Brexit Happen	246
THAIN David Frank Oliver	The Conservative Party Candidate	706 ELECTED
VENABLES Simon Edward John	The Green Party	232

Vacant Seats: 1 Electorate: 4,563 Ballot Papers Issued: 1,480 Turnout: 32.43%

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

## Winyates

Name of Candidate	Description (if any)	Number of Votes
FLEMING Peter Anthony	The Conservative Party Candidate	791 ELECTED
HEANEY James Raymond	The Labour Party Candidate	527
PRESTON Scott	UKIP Make Brexit Happen	413
SERGENT Steven Alan Robert	The Green Party	139
THOMAS Diane Elizabeth	Liberal Democrat	116

Vacant Seats: 1 Electorate: 6,087 Ballot Papers Issued: 2,002 Turnout: 32.89%

Rejected Votes: No Marks: 0 Excess Marks: 2 Voter Identity: 0 Void: 13 Rejected: 0

Totals for District Election

Ballot Papers Issued	=	16,582	Votes Cast	=	16,465
Electorate	=	53,877	Votes Rejected	=	116
Turnout %	=	30.78 %			

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**Annual Meeting  
of the Council**

20th May 2019

**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 Political balance of the Committees of the Council be agreed as set out in paragraph 3.5;
- 2) the arrangement where the seats on the Overview and Scrutiny Committee are not allocated in accordance with the political balance requirements be continued;
- 3) the arrangement where the seats on the Crime and Disorder Scrutiny Panel are not allocated in accordance with the political balance requirements be continued;
- 4) appointments by political group leaders to the places on each Committee etc. be noted;
- 5) the Council appoints Chairs and Vice-Chairs to the Committees and other bodies as set out in Appendix 1;
- 6) appointments to Working Groups and other bodies listed in the appendix be agreed; and

## Annual Meeting of the Council

20th May 2019

---

- 7) the terms of reference for the Committees as set out at Appendix 2 be confirmed.

### 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

- 3.2 With the exception of the Executive Committee, the Council is required by law and / or its own constitution to allocate places on its main Committees in accordance with its political make-up and to approve the Committee terms of reference. 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.
- 3.3 The definition of a Political Group for these purposes is that it has a minimum of 2 members. The composition of the Council is 18 Conservative and 11 Labour.
- 3.4 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.
- 3.5 The table overleaf shows the political balance based on current sizes of Committees:



REDDITCH BOROUGH COUNCIL**Annual Meeting  
of the Council**

20th May 2019

<b>Committee</b>	<b>Total places</b>	<b>Conservative Group Places – entitled to</b>	<b>Labour Group Places – entitled to</b>
Audit, Governance & Standards	9	<b>6 (5.59)</b>	<b>3 (3.41)</b>
Licensing	11	<b>7 (6.83)</b>	<b>4 (4.17)</b>
Planning	9	<b>6 (5.59)</b>	<b>3 (3.41)</b>
Overview and Scrutiny	9	<b>6 (5.59) Take 4*</b>	<b>3 (3.41) Take 5*</b>
Crime and Disorder Panel	5	<b>3 (3.10) Take 2*</b>	<b>2 (1.90) Take 3*</b>
Employment Appeals Committee	5	<b>3 (3.10)</b>	<b>2 (1.90)</b>
Statutory Officers Disciplinary Panel	5	<b>3 (3.10)</b>	<b>2 (1.90)</b>
Appointments Committee	5	<b>3 (3.10)</b>	<b>2 (1.90)</b>
Shareholders Committee	5	<b>3 (3.10)</b>	<b>2 (1.90)</b>
Electoral Matters Committee	5	<b>3 (3.10)</b>	<b>2 (1.90)</b>
Mathematical Calculation	68	42.21	25.79
Actual (numbers rounded)	68	43	25
Actual number (taken subject to suspending the political balance)	68	40	28

\* Members are asked to note that if, as in previous years, Members choose to suspend the political balance arrangements for the Overview and Scrutiny Committee and Crime and Disorder Scrutiny Panel these will be the allocated places.

## Annual Meeting of the Council

20th May 2019

---

### Service / Operational Implications

- 3.6 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. It is planned to have a list of the nominations available for noting at the Council meeting.

### Customer / Equalities and Diversity Implications

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

### 4. RISK MANAGEMENT

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

### 5. APPENDICES

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

Appendix 2 – Committee Terms of Reference

### 6. BACKGROUND PAPERS

None

### AUTHOR OF REPORT

Name: Jess Bayley

Email: [jess.bayley@bromsgroveandredditch.gov.uk](mailto:jess.bayley@bromsgroveandredditch.gov.uk)

Tel.: 01527 64252 Ext: 3268

**Annual Meeting  
of the Council****Appendix**

20th May 2019

**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>Audit, Governance and Standards Committee</b>	<b>9</b>	6	3
<b>Licensing Committee</b>  (note the sub-committees are now selected from the committee membership)	<b>11</b>	7	4
<b>Planning Committee</b>  (A pool of named substitutes would be welcomed for this Committee from both groups)	<b>9</b>	6  Named substitutes:	3  Named Substitutes:

**Annual Meeting  
of the Council****Appendix**

20th May 2019

<b>Committee / Sub-Committee etc.</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>
<p><b>Overview and Scrutiny Committee</b></p> <p>(The numbers listed assume Members will agree not to appoint to this Committee in accordance with political balance requirements as agreed in previous years. Should Members decide to apply the political balance the Conservatives are allocated 6 seats and Labour 3 seats)</p>	<b>9</b>	<b>4</b>	<b>5</b>
<p><b>Crime and Disorder Scrutiny Panel</b></p> <p>(The numbers listed assume Members will agree not to appoint to this Committee in accordance with political balance requirements as agreed in previous years. Should Members decide to apply the political balance the Conservatives are allocated 3 seats and Labour 2 seats)</p>	<b>5</b>	<b>2</b>	<b>3</b>

REDDITCH BOROUGH COUNCIL**Annual Meeting  
of the Council****Appendix**

20th May 2019

<b>Committee / Sub-Committee etc.</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>
<b>Employment Appeals Committee</b>  (A pool of nominated members from both groups would be welcomed for this Committee, in line with national best practice)	5	3  Pool of Members:	2  Pool of Members:
<b>Corporate Health, Safety and Welfare Committee</b>	1	1 Member	-
<b>Shared Services Board</b>	4	3 Members  (Ch - alternating with Bromsgrove District Council's Leader)	1 Member
<b>Members' Support Steering Group</b>	5	3	2
<b>Worcestershire Shared Services Joint Committee</b>	2 (+ 2 subs)	1 Member Sub:	1 Member Sub:
<b>Planning Advisory Panel</b>	5	3 Members	2 Members
<b>Constitutional Review Working Party</b>	5	3 Members	2 Members
<b>Appointments Committee</b>	5	3 Members	2 Members
<b>Shareholders Committee (Rubicon Leisure)</b>	5	3 Members	2 Members

REDDITCH BOROUGH COUNCIL**Annual Meeting  
of the Council****Appendix**

20th May 2019

<b>Committee / Sub-Committee etc.</b>	<b>Size (Members)</b>	<b>Conservative</b>	<b>Labour</b>
<b>Electoral Matters Committee</b>	<b>5</b>	3 Members	2 Members
<b>Statutory Officers Disciplinary Panel</b>	<b>5</b>	3 Members	2 Members
<b>Grants Panel</b>	<b>5</b>	3 Members	2 Members
<b>Holocaust Memorial Steering Group</b>	<b>5</b>	3 Members	2 Members
<b>Redditch Matters Editorial Panel</b>	<b>3</b>	2 Members	1 Member

**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>
Budget Scrutiny Working Group	5 (maximum)		
Performance Scrutiny Working Group	5 (maximum)		
Suicide Prevention Short Sharp Review	5 (maximum)		

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

**APPOINTMENTS COMMITTEE TERMS OF REFERENCE**

Number of members	6 made up of Redditch Borough Council and the Leader of Bromsgrove District Council as a co—optee. (Co-option will not apply to any members of staff who will work for Redditch Borough Council only).
Politically Balanced Y/N	Y
Quorum	6 (5 in cases where the employee will work for Redditch Borough Council only).
Procedure Rules applicable	Officer Procedure rules and Council Procedure Rules (with the exception of Council Procedure rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<p>a) To consider and recommend to Council matters relating to the appointment of the Head of Paid Service (Chief Executive), the Monitoring Officer and Section 151 Officer as defined in the Local Authorities (Standing Orders) Regulations 2001;</p> <p>b) To consider and recommend to Council matters relating to the appointment of Chief Officers in cases where the Chief Executive is not in a position to act on his her delegated powers;</p> <p>c) For the same officers but excluding the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer, to consider and decide on matters relating to disciplinary action in cases where the Chief Executive is not able to act on his/her delegated powers; and</p> <p>d) To consider and decide on any other disciplinary and appointment matters involving other senior officers as and when required.</p>

Special provisions as to the Chair	None.
Special provisions as to membership	<p>When considering the appointment of the Head of Paid Service, the Monitoring Officer or Chief Finance Officer, or the appointment or dismissal of the other Chief Officers as defined at paragraph 3 of the Officer Procedure Rules, one Member of the Panel must be a member of the Executive Committee.</p> <p>Only those Members who have undertaken appropriate training may sit on the Appointments Committee.</p> <p>The Shared Service arrangements between Redditch Borough Council and Bromsgrove District Council require the Chief Executive, Monitoring Officer, Section 151 Officer and other Chief Officers to carry out work for both authorities. In light of this the Leader of Bromsgrove district Council will be co-opted onto the Appointments Committee as a non-voting member.</p>



**AUDIT, GOVERNANCE AND STANDARDS COMMITTEE TERMS OF REFERENCE**

Number of members	9 Councillors
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 and Vice-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

	<p>ensuring that an adequate and effective system of internal financial controls is maintained, that financial procedures are 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</p>
--	--

	<p>members to observe the Members' Code of Conduct.</p> <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 t – u 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 Member Officer Relations Protocol.</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>

**CRIME & DISORDER SCRUTINY PANEL**

Number of Members	5
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	<ul style="list-style-type: none"> <li>a. to hold the Redditch Community Safety Partnership to account for its decision making;</li> <li>b. to scrutinise the performance of the Redditch Community Safety Partnership;</li> <li>c. to undertake policy reviews of specific crime and disorder issues;</li> <li>d. to highlight and challenge people's perceptions of crime and disorder in the local area;</li> <li>e. to undertake community engagement and consultation to establish local people's priorities for crime and disorder issues; and</li> <li>f. to promote the positive work of the Redditch Community Safety Partnership.</li> </ul>
Provisions relating to appointment of Chair	The Chair of the Panel will be a member of a political group not forming part of the ruling administration. The Chair will also be a member of the parent Overview and Scrutiny Committee.

	Cannot be members of the Executive Committee.
Special provisions as to membership	Training is highly recommended for members who sit on the Crime & Disorder Scrutiny Panel.

**ELECTORAL MATTERS COMMITTEE**

Number of members	5
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure rules 1-3, 9 -11, 14, 18.2 and 22.5 – 22.7).
Terms of Reference	To exercise powers and undertake functions relating to electoral matters and elections.
Special provisions as to the Chair	None.
Special provisions as to membership	None

**EMPLOYMENT APPEALS COMMITTEE**

Number of members	5
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-Judicial Meeting Rules apply.
Terms of Reference	To consider appeals against dismissal, grading and grievances by employees of the Council.
Special provisions as to the Chair	None
Special provisions as to membership	<p>Only those Councillors who have undertaken appropriate training * may sit on the Appeals Panel.</p> <p>* <i>Quasi-Judicial meetings training.</i></p>

**EXECUTIVE COMMITTEE**

Number of Members	9, including the Leader and the Deputy Leader
Politically Balanced Y/N	N
Quorum	4
Procedure Rules applicable	Executive Committee Procedure Rules
Terms of Reference	To carry out all the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.
Special rules as to the Chair	The Leader to preside; in his/her absence the Deputy Leader to preside
Whipping arrangements	N/A
Special Provisions as to membership	Cannot be members of the Overview and Scrutiny Committee. Named substitutes not permitted.



**LICENSING COMMITTEE**

Number of Members	11
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 19.1, 19.2 and 21)
Terms of Reference	Functions relating to the Licensing Act 2003 (Premises and Personal Licences), the Gambling Act 2005, and miscellaneous other licensing and enforcement matters.
Special provisions as to the Chair	None
Whipping arrangements	N/A
Special provisions as to membership	None

**LICENSING SUB-COMMITTEE A****LICENSING SUB-COMMITTEE - Personal/Premises/Gambling Act  
Parent Committee – Licensing Committee**

Number of Members	3 members of the Licensing Committee  <i>Membership to be agreed by Officers, in consultation with the Chair, as required per application and to include a 4th reserve member.</i>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-judicial meetings rules apply.
Terms of Reference	To determine applications referred to it arising from the Licensing Act 2003, the Gambling Act 2005 and the Scrap Metal Dealers Act 2013.
Special provisions as to the Chair	None – the Chair to be elected for each meeting of the Sub-Committee.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Licensing Sub-Committee.  <i>*Quasi-Judicial meetings training / Licensing and Gambling Act requirements training.</i>

**LICENSING SUB-COMMITTEE B****Taxis/sex establishments/other****Parent Committee – Licensing Committee**

Number of Members	3 members of the Licensing Committee  <i>Membership to be agreed by Officers, in consultation with the Chair, as required per application and to include a 4th reserve member.</i>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-judicial meetings rules apply.
Terms of Reference	To determine all matters referred to it including (but not limited to):- (1) private hire and hackney carriage driver, operator and vehicle licensing; (2) street trading consents; (3) sex shop applications; (4) pet shop licences; (5) animal boarding licences; (6) riding establishment licences.
Special provisions as to the Chair	Chair or Vice-Chair of the Licensing (Parent) Committee.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Licensing Sub-Committee.  <i>*Quasi-Judicial meetings training..</i>

**OVERVIEW AND SCRUTINY COMMITTEE**

Number of Members	9 Members of the Overview and Scrutiny Committee, or of any of its Task and Finish Groups, shall not be members of the Executive Committee.
Politically Balanced Y/N	Currently N (by annual <u>Council resolution to vary</u> )
Quorum	3
Procedure Rules applicable	Overview and Scrutiny Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ul style="list-style-type: none"> <li>a. agree the scrutiny programme and the terms of reference for each scrutiny;</li> <li>b. establish time limited Task and Finish Groups to investigate issues in depth; or itself undertake selected reviews;</li> <li>c. agree reports prepared by the Task and Finish Groups;</li> <li>d. act as an interface with the Executive Committee;</li> <li>e. receive, comment and advise on the Council's policy framework such as the Corporate Plan and on other major policies;</li> <li>f. have responsibility for budget scrutiny and performance management scrutiny issues (with Task and Finish Groups established as necessary to take up any detailed work over the year);</li> <li>g. review and /or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions whether or not the responsibility of the Executive Committee;</li> <li>h. exercise the right to call in, for reconsideration of decisions made but not yet implemented by the Executive Committee;</li> </ul>

	<ul style="list-style-type: none"> <li>i. decide how to deal with call ins (with Task and Finish Groups established as necessary to take up any detailed work);</li> <li>j. Undertake the role of a Crime and Disorder Overview and Scrutiny Committee under the Police and Justice Act 2006 through the Crime and Disorder Scrutiny Panel, a Sub Committee of the main Committee;</li> <li>k. Establish arrangements for any review of the performance of relevant external organisations which impact on the Council's functions and services and submit reports after comment, as appropriate, by the Executive and external organisations, to the Council;</li> <li>l. Monitor the quality of scrutinies;</li> <li>m. Monitor the implementation of any scrutiny recommendations accepted by the Executive Committee; and</li> <li>n. Oversee the development of Member skills and competencies in scrutiny.</li> </ul>
Special provisions as to the Chair	The Chair and Vice-Chair will be a Member of a political group not forming part of the ruling administration.
Whipping arrangements	When considering any matter in respect of which a member of the Overview Committee is subject to a party whip, the Councillor must declare the existence of the whip, and the nature of it before the commencement of the Overview Committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.
Special provisions as to membership	All Councillors except members of the Executive Committee may be Overview and Scrutiny members. However, no Member may be involved in scrutinising a decision in which he / she has been directly involved.

**PLANNING COMMITTEE**

Number of Members	9
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ol style="list-style-type: none"> <li>1. To exercise all powers and duties of the Council on all matters relating to development control, including but not limited to:- <ol style="list-style-type: none"> <li>a. considering and determining applications for planning permission</li> <li>b. enforcement of planning control</li> <li>c. building preservation, Listed Buildings and Conservation areas</li> <li>d. Tree preservation orders</li> <li>e. Control of advertisements</li> <li>f. Footpath diversion orders under the Town and Country Planning legislation</li> <li>g. Certificates of Lawfulness</li> </ol> </li> <li>2. To comment on proposals for development submitted by Worcestershire County Council and other public authorities</li> <li>3. To determine High Hedges applications in accordance with Part 8 of the Anti-Social Behaviour Act 2003</li> </ol>
Special provisions as to the Chair	The Chair and the Vice-Chair, if members of the controlling Party Group, shall not be members of the Executive Committee.

<p>Special provisions as to membership</p>	<p>Only those Councillors who have undertaken appropriate training as agreed by the Member Support Steering Group may sit on the Planning Committee.</p>
--	--

**STANDARDS HEARINGS SUB-COMMITTEES**  
**(Parent Committee – Audit, Governance and Standards Committee)**

Number of Members	3  The Audit, Governance and Standards Committee may from time to time determine procedures for membership of its sub-committees.
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	To carry out assessment of allegations that a Borough Councillor or co-opted Parish Councillor with voting rights may have failed to follow the Code of Conduct.
Chair	A member of the Audit, Governance and Standards Committee. When assessing a complaint, the Chair will not be from the same political group as the Councillor who is the subject of the complaint.
Whipping arrangements	N/A
Substitutes	The Audit, Governance and Standards Committee may from time to time determine procedures for substitution at meetings of the Standards Hearings Sub-Committees.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Standards Hearings Sub-Committees.  * <i>Specific Standards Hearing-related training.</i>



**STATUTORY OFFICERS DISCIPLINARY ACTION PANEL**

Number of Members	8 made up of 5 Borough Council Members, 2 Independent Persons with voting rights and the Leader of Bromsgrove District Council as co-optee
Politically Balanced Y/N	Y
Quorum	7
Procedure Rules applicable	Officer Employment Procedure Rules (incorporating the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and applicable Council Procedure Rules
Terms of Reference	In relation to disciplinary action affecting the statutory posts of head of the authority's paid service, monitoring officer and chief finance officer, to consider the issues, including the conclusions of any investigation, and make recommendations to Full Council as to dismissal or alternative action.
Special provisions as to the Chairman	None
Officer attendance	When meeting to determine an issue relating to disciplinary action the committee will be supported by independent external legal advisors.
Special provisions as to membership	The shared service arrangements between Bromsgrove District and Redditch Borough Councils require the Chief Executive, Monitoring Officer, Section 151 officer and other Chief Officers to carry out work for both authorities. In the light of this the Leader of Bromsgrove District Council will be co-opted onto the Committee as a non-voting member.

	<p>Only those Councillors who have undertaken appropriate training may sit on the Statutory Officers Disciplinary Action Panel.</p>
--	---

**REDDITCH BOROUGH COUNCIL****Annual Meeting  
of the Council**20<sup>th</sup> May 2019**APPOINTMENT TO OUTSIDE BODIES**

Relevant Portfolio Holder	N/A
Portfolio Holder Consulted	N/A
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**

This report sets out proposed appointments to outside bodies and seeks nominations accordingly.

**2. RECOMMENDATIONS**

**It is recommended that the Council makes appointments to the bodies listed in the appendix to the report.**

**3. KEY ISSUES****Financial Implications**

3.1 There are no financial implications arising from this report.

**Legal Implications**

3.2 No specific legislation governs the appointment or nomination of members to outside bodies by the Council. Depending on the nature of the relationship the Council has with the organisation, the legal status of the organisation, its corporate, charity or other status and its constitution, there are differing legal implications for the members sitting on these bodies.

3.3 The Local Authorities (Indemnities for Members and Officers) Order 2004 governs the Council's ability to indemnify members sitting on outside bodies

**REDDITCH BOROUGH COUNCIL****Annual Meeting  
of the Council****20<sup>th</sup> May 2019**

---

**Service / Operational Implications**

- 3.4 A number of bodies ask the Council to make appointments to them for terms of office which vary from one year upwards.
- 3.5 Some of these appointments, usually to national or regional bodies, are usually made by office. Where there are specific requirements for appointments these are shown against the organisations in the appendix.
- 3.6 Members are asked to note the following changes which have occurred during 2018/2019:-
- West Midlands Employers have been removed from the Outside Bodies list following changes to their governance arrangements under which the Council's representative is the Chief Executive and no member representation is required.
  - The Council ceased to be a member of Place Partnership at the end of March 2019, and this organisation has been removed from the list of outside bodies.
- 3.7 For ease of reference the list at Appendix 1 includes all the outside bodies to which appointments are required to be made at the Annual Meeting of Council. There are some additional bodies that have been omitted from the list because the appointment(s) have already been made and no further nominations are needed for 2019/20.

**Customer / Equalities and Diversity Implications**

- 3.8 There are no specific customer or equalities implications arising from this report.

**4. RISK MANAGEMENT**

There would be risks arising if the Council failed to make appointments to the Outside Bodies listed in this report; the nature of the risk would vary depending on the type of body in question. The Council needs to participate in certain Outside Bodies to ensure that existing governance arrangements can be complied with. On other bodies the risk would be less severe but non-participation would detract from the Council's ability to shape and influence policies and activities which affect the residents of Redditch.

**5. APPENDICES**

Appendix 1 - list of Outside bodies.

**REDDITCH BOROUGH COUNCIL****Annual Meeting  
of the Council****20<sup>th</sup> May 2019**

---

**6. BACKGROUND PAPERS**

Details of the various organisations referred to are held by Democratic Services. A protocol for appointments to outside bodies, Part 27 of the constitution, gives advice for councillors appointed.

**AUTHOR OF REPORT**

Name: Jess Bayley

email: [jess.bayley@bromsgroveandredditch.gov.uk](mailto:jess.bayley@bromsgroveandredditch.gov.uk)

Tel.: 01527 64252 Extn. 3268

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

**BOROUGH COUNCIL REPRESENTATIVES ON  
OUTSIDE BODIES – NOMINATIONS FOR 2019/2020****STRATEGIC APPOINTMENTS TO NOTE:**

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 Gareth Prosser Sub: Councillor Julian Grubb</b>	1 representative (Relevant Portfolio Holder) and 1 substitute Term: 1 year No liability issues identified	<b>Councillor xxxx Sub: Councillor xxxxx</b>
Assembly of the District Councils' Network	<b>Councillor Matt Dormer (as Leader of the Council)</b>	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>
Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) [ Also referred to as the LEP Board]	<b>Councillor Ian Hardiman (Wyre Forest)  Sub: Councillor David Bush</b>	1 (plus 1 Substitute) representing the 3 North Worcestershire District Councils.	

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

GBSLEP – Joint Committee (Local Supervisory Board)	<b>Councillor Matt Dormer</b> <b>Leader Ex-officio for Redditch BC</b>  <b>Councillor David Bush</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 xxxxxx</b>
GBSLEP - Local Enterprise Partnership - EU Structural and Investment Fund Strategy Committee (ESIF)	<b>Councillor Ian Hardiman (Wyre Forest)</b>  <b>Sub: Councillor Matt Dormer</b>	1 Representative and 1 Substitute from the three North Worcestershire Districts.	<b>Councillor xxxxx</b>  <b>Sub: Councillor xxxx</b>
Worcestershire Local Enterprise Partnership (LEP) [ also referred to as LEP Board]	<b>Councillor Karen May Bromsgrove District Council</b>  <b>Sub: Councillor Matt Dormer (Redditch) or Councillor Ian Hardiman (Wyre Forest)</b>	1 representative on behalf of the 3 North Worcestershire authorities – required by LEP constitution.  <b>Plus 1 substitute</b>	<b>Councillor xxxx</b>  <b>Sub: Councillor xxxx</b>
Worcestershire Local Transport Board (WLTB)	<b>Councillor Ian Hardiman (Wyre Forest)</b>  <b>Councillor David Bush (Redditch)</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	



REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

Worcestershire Local Enterprise Partnership - EU Structural and Investment Fund Strategy Committee (ESIF) [ This is a sub-committee of the Worcs LEP]	<b>Councillor Ian Hardiman (Wyre Forest)</b>  <b>Sub: Councillor Matt Dormer (Redditch)</b>	1 representative from the North Worcestershire Councils and 1 substitute	<b>Councillor</b>  <b>Sub: Councillor</b>
Corporate Parenting Steering Group (Worcestershire County Council)	<b>Councillor Gareth Prosser</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 xxxxxx</b>
Redditch Partnership (Local Strategic Partnership)	<b>Councillor Matt Dormer</b> <b>Leader by Office</b>	1 Member Representative Leader Term : 1 year No liability issues identified.	<b>Councillor Matt Dormer</b>
Redditch Partnership Economic Theme Group  (formerly an Executive Panel)	<b>Councillor Matt Dormer</b> <b>Councillor David Bush</b> <b>Councillor Greg Chance</b>	3 representatives required, all by office: <ul style="list-style-type: none"> <li>• Leader</li> <li>• Economic Development Portfolio Holder</li> <li>• Shadow Economic Development Portfolio Holder</li> </ul>	<b>Councillor Matt Dormer</b>  <b>Councillor xxxx</b>  <b>Councillor xxx</b>

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

North Worcestershire Community Safety Partnership	<b>Councillor Gareth Prosser</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.	
Waste Management Board (Lead Officer – Guy Revans)	<b>Councillor Brandon Clayton (as relevant Portfolio Holder)</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</b>
Worcestershire Health and Wellbeing Board	<b>Councillor Chris Rogers, Bromsgrove DC</b>  <b>Sub: Councillor Gareth Prosser</b>	1 representative and 1 substitute from North Worcestershire Councils	<b>Councillor xxxxx</b>  <b>Sub: Councillor xxxxx</b>
Health Improvement Group	<b>Councillor Gareth Prosser</b>  <b>Sub: Councillor Brandon Clayton</b>	1 RBC Representative (Elected) Relevant Portfolio	<b>Councillor</b>  <b>Sub:</b>

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

West Midlands Combined Authority Board	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor David Bush</b>	1 nomination and one substitute  Leader by office	<b>Councillor Matt Dormer</b>  <b>Sub: Councillor xxxxxxx</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 xxxx</b>  <b>Sub: Councillor xxxx</b>

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

**LOCAL APPOINTMENTS**

West Midlands Combined Authority Audit Committee	<b>Councillor Baker- Price</b>  <b>Sub: Councillor Craig Warhurst</b>	1 nomination and one substitute Must be members of the majority group	<b>Councillor xxxxxx</b>  <b>Sub: Councillor xxxxxxxx</b>
West Midlands Combined Authority Overview and Scrutiny Committee	<b>Councillor Mike 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 xxxxx</b>  <b>Sub: Councillor xxxxxxxx</b>
Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP) – Joint Scrutiny Board	<b>Councillor Michael Rouse</b>  <b>Councillor Julian Grubb (alternate)</b>	1 representative and 1 substitute  Term: 1 year	<b>Councillor xxxxxx</b>  <b>Sub: Councillor xxxxxx</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 xxxxxxxxxx</b>

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

<p>Redditch Highways &amp; Transportation Forum Members Discussion Group (Worcestershire County Council)</p>	<p><b>Councillor Pat Witherspoon</b> <b>Councillor Michael Chalk</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 xxxxxx</b> <b>Councillor xxxxx</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 xxxxxx</b></p>
<p>Redditch Eastern Gateway Steering Group (Contact Officer Simon Jones)</p>	<p><b>Councillor Anthony Lovell</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>	

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

Town Centre Partnership (Lead Officer – Lyndsey Berry)	<b>Councillor David Bush</b> <b>Councillor Jenny Wheeler</b>	2 Representatives (must be Councillors – one from each Political Group) Term : 1 year No liability issues identified.	<b>Councillor xxxx</b>  <b>Councillor xxxxx</b>
Citizens Advice Bromsgrove and Redditch	<b>New 2016 2017 No appointments made</b>	1 representative and 1 substitute  Appointments will be trustees of the CAB which is a charitable company limited by guarantee Term: 3 years	
Disability Action Redditch	<b>Councillor Anita Clayton</b>  <b>Councillor Yvonne Smith</b>	2 Representatives Must be Councillors  Term : 1 year Advised advisory and representative only, no decision-making role. No liability issues identified.	<b>Councillor xxxxx</b>  <b>Councillor xxxxx</b>
Redditch Co-operative Homes	<b>Councillors Bill Hartnett, Antonia Pulsford, Craig Warhurst and Pat Witherspoon</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 xxxxxx</b>

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

Redditch One World Link Executive Committee	<b>Councillor Joanne Beecham and one vacancy</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.	
St Stephen's Church, Redditch Project Group  (Lead Officer – Lyndsey Berry)	<b>Councillor Julian Grubb</b>	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 not determined. Advised in 2010 the Group was seeking legal advice regarding measures to indemnify Project Group members.  No update received to date.	<b>Councillor xxxxxx</b>
PATROL Traffic Penalty Tribunal (Civil Parking Enforcement)	<b>Councillor Julian Grubb</b>	1 Representative plus 1 Deputy (must be Councillors) Term: AGM to AGM No liabilities identified / unlikely to be any liabilities.	<b>Councillor xxxxxx</b>

REDDITCH BOROUGH COUNCIL**Annual Council**

20th May 2019

'Where Next' Association	<b>Councillors Matt Dormer and Wanda King</b>	2 Representative must be Councillors – 2 <i>places variation previously agreed</i>  Term : 1 year to Council's AGM  Nature of representation: to represent the Borough Council. Liability appears to be limited.	<b>Councillor s xxxxxxx</b>
Tardebigge Relieve in Need and Sickness Charities	<b>Councillor Gemma Monaco (to AGM 2022)</b>  <b>Councillor Pattie Hill (to AGM 2019)</b>	2 Representatives, but only one position to appoint to at this meeting.  Term: 4 years  The charities are governed in accordance with the Charity Commission Scheme and strict rules apply.	<b>Councillor Gemma Monaco (to 2022)</b>  <b>Councillor xxxx (four year term from 2019)</b>



REDDITCH BOROUGH COUNCIL

ANNUAL COUNCIL

20th May 2019

COUNCIL'S CONSTITUTION

Relevant Portfolio Holder	To be confirmed
Portfolio Holder Consulted	Not applicable
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 The Council is required to review its scheme of delegations at the Annual Meeting. This report presents the scheme for noting together with updated procedure notes for the Audit, Governance and Standards, Licensing and Overview and Scrutiny Committees containing information in respect of public speaking at Committee meetings.

**2. RECOMMENDATIONS**

Members are asked to **RESOLVE** that

- 1) the current version of the Officer Scheme of Delegations is agreed as set out at Appendix 1;
- 2) the procedure rules for the Audit, Governance and Standards Committee, updated to include reference to public speaking at meetings of the Committee, be approved;
- 3) the procedure rules for the Licensing Committee, updated to include reference to public speaking at meetings of the Committee, be approved; and
- 4) the procedure rules for the Overview and Scrutiny Committee, updated to include reference to public speaking at meetings of the Committee, be approved.

**3. KEY ISSUES****Financial Implications**

- 3.1 There are no financial implications arising directly from this report.

**Legal Implications**

- 3.2 Review and revision of the Constitution is governed by Article 15 of the Constitution.

**REDDITCH BOROUGH COUNCIL****ANNUAL COUNCIL****20th May 2019**

---

- 3.3 Section 101 of the Local Government Act 1972 (as amended) gives a general power to local authorities to discharge functions through officers. Local Authorities are required by the same Act to maintain a list of these, which is referred to as the Scheme of Delegation. This sets out those powers of the Council which can be carried out by officers of the Council.

**Service / Operational Implications**

- 3.4 The Council's Constitution currently requires that the Officer Scheme of Delegations be approved by Members at the Annual Meeting of the Council.
- 3.5 The Officer Scheme of Delegations is the part of the Constitution that gives authority for certain decisions to be delegated from Council, the Executive Committee (Executive) or other committees to certain specified officers. It sets out the decisions which are delegated by Council to officers and the decisions which are delegated by the Executive to officers. In relation to certain regulatory decisions, the delegation is from Council to the relevant committee, namely Planning Committee or Licensing Committee.
- 3.6 The Scheme of Delegations is regularly altered and updated to reflect changes in the operation of the Council and changes to legislation. Changes have been made by the Monitoring Officer in accordance with the delegation that currently exists to amend the scheme to reflect changes in legislation, job titles and reallocation of functions. They do not extend the delegations.
- 3.7 At a meeting of Council on 25<sup>th</sup> February 2019 Members agreed to introduce formal public speaking arrangements for all Committees where this was not already in place. The decision to introduce formal public speaking arrangements was made following receipt by the Council of a complaint from a local resident about the lack of opportunities to speak at some Committee meetings.
- 3.8 The introduction of formal public speaking arrangements had specific implications for the Audit, Governance and Standards Committee, the Licensing Committee and the Overview and Scrutiny Committee. All three Committees considered public speaking arrangements at meetings in March and April 2019 and concluded that the same public speaking arrangements already in place for the Planning Committee should be introduced. These arrangements are reflected in the updated procedure rules for the Audit, Governance and Standards, Licensing and Overview and Scrutiny Committees which Members are invited to approve.
- 3.9 The Constitutional Review Working Party will consider any further proposed changes to the Scheme of Delegations and Committee Procedural Rules at meetings during the year.

**Customer / Equalities and Diversity Implications**

- 3.10 There are no specific customer or equalities implications arising from this report.

**4. RISK MANAGEMENT**

The main risks associated with the details included in this report are failure to comply with governance requirements which may expose the Council to the risk of challenge by way of judicial review or appeal which may result in awards of damages and costs against the Council and loss of reputation.

**5. APPENDICES**

Appendix 1 - Scheme of delegations to officers revised May 2019.  
Appendix 2 – Audit, Governance and Standards Committee Procedure Rules  
Appendix 3 – Licensing Committee Procedure Rules  
Appendix 4 – Overview and Scrutiny Procedure Rules

**6. BACKGROUND PAPERS**

None

**7. KEY****AUTHOR OF REPORT**

Name: Claire Felton

email: [c.felton@bromsgroveandredditch.gov.uk](mailto:c.felton@bromsgroveandredditch.gov.uk)

This page is intentionally left blank