



**REDDITCH BOROUGH COUNCIL**

**CONSTITUTION**

## **CONTENTS AND OVERVIEW**

### **OVERVIEW**

The full Council of 29 Members meeting together is responsible for determining the budget and policy framework of the Council.

#### **Political Representation**

The Council comprises 29 elected Members, representing 12 Wards.

#### **Elections**

Elections are held by thirds, three years out of every four.

#### **Democratic Arrangements**

Some Council members are in full-time employment and therefore most Council business is conducted in the evening. The full Council meets approximately every 6 - 7 weeks. Meetings are normally open to the public.

A body called the Executive Committee often referred to as the Executive is responsible for implementing Council policies, taking decisions about them and spending the budget. The Executive is responsible for decisions on all matters which are not allocated to the Council's Regulatory Committees or other Committees such as Audit, Governance and Standards, Licensing or Planning Committees; or decisions which are not reserved to be dealt with by the full Council. All Executive Committee meetings are held in public.

The Executive Chair is the Leader of the Council who is elected by the Council for a 4 – year term. The Council can decide to remove the Leader at any time. The Executive has a number of other members, appointed by the Leader. The Leader also looks after the Community Leadership portfolio, which includes the voluntary sector and health.

The Leader appoints other Executive Committee Members who each have responsibility for a Portfolio which comprises a themed group of Council services. The Portfolio Holders are all members of the Controlling Group.

The Overview & Scrutiny Committee (O&S) has been established to monitor the decisions of the Executive Committee and, via the appointment of Task Groups, to assist in policy development and review. All matters that are due to go to the Executive Committee or full Council for decision may be considered by the O&S Committee. All political Groups are, by unanimous decision of the Council, not proportionately represented on this Committee.

#### **The Council's Directorates**

The Chief Executive, as "Head of the Paid Service" is in overall charge of the services provided by the Officers of the Council.

Under the Shared Services management arrangements with Bromsgrove District Council, the Council has appointed a Shared Chief Executive. A Deputy Chief Executive has also been appointed and a new single shared senior management team for both Councils put in place, with effect from April 2010.

(Further information on Management Arrangements is to be found in Part 17 of this Constitution.)

## **CONTENTS**

1. The Constitution - Introduction and Explanation (Pages 1 - 16)

2. Articles of the Constitution (Pages 17 - 48)

### **Allocation of Responsibility**

3. Responsibility for Functions (Pages 49 - 50)

4. Committee Terms of Reference (Pages 51 - 70)

5. Scheme of Delegations (Pages 71 - 162)

6. Joint Arrangements (Pages 163 - 172)

### **Procedure Rules**

7. Council Procedure Rules (Pages 173 - 196)

8. Access to Information Procedure Rules (Pages 197 - 210)

9. Budget and Policy Framework Procedure Rules (Pages 211 - 218)

10. Executive Committee Procedure Rules (Pages 219 - 226)

11. Overview and Scrutiny Procedure Rules (Pages 227 - 252)

12. Audit, Governance and Standards Committee Procedure Rules (Pages 253 - 260)

13. Planning Committee Procedure Rules and Appendix - Public Speaking Rules  
(Pages 261 - 266)

14. Financial Procedure Rules (Pages 267 - 304)

15. Contracts Procedure Rules (Pages 305 - 338)

16. Officer Employment Rules (Pages 339 - 346)

### **Other Documents forming part of the Constitution**

17. Management Arrangements (Pages 347 - 352)

18. Members' Allowances Scheme (Pages 353 - 358)

19. Members' Code of Conduct (Pages 359 - 370)

20. Members' Code of Conduct of Gifts and Hospitality (Pages 371 - 380)

21. Members / Officer Relations Protocol (Pages 381 - 386)

- 22.** Officers' Code of Conduct and Appendix - Whistleblowing Policy (Pages 387 - 414)
- 23.** Planning Code of Good Practice (Pages 415 - 424)
- 24.** Licensing Code of Practice (Pages 425 - 434)
- 25.** ICT Protocols (Pages 435 - 474)
- 26.** Auditing Procedures (Pages 475 - 476)
- 27.** Protocol on Member Representation on Outside Bodies (Pages 477 - 482)
- 28.** Members' Role Descriptors (Pages 483 - 502)
- 29.** Corporate Anti-Bribery Policy (Pages 503 - 512)