

REDDITCH BOROUGH COUNCIL



www.redditchbc.gov.uk

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 - 262)

13. Planning Committee Procedure Rules and Appendix - Public Speaking Rules
(Pages 263 - 268)

During the Coronavirus pandemic, temporary Planning Procedure rules have been issued. These will be in place only whilst the Council is holding virtual Committee meetings and do not permanently replace the attached procedure rules.

The temporary planning procedure rules can be accessed from the following link:

<https://moderngovwebpublic.redditchbc.gov.uk/documents/s39137/Urgent%20decision%20form%20-%20public%20participation%20at%20Planning%20Committee.pdf>

14. Financial Procedure Rules (Pages 269 - 306)

15. Contracts Procedure Rules (Pages 307 - 340)

16. Officer Employment Rules (Pages 341 - 348)

Other Documents forming Part of the Constitution

17. Management Arrangements (Pages 349 - 352)

- 18.** Members' Allowances Scheme (Pages 353 - 358)
- 19.** Members' Code of Conduct (Pages 359 - 372)
- 20.** Members' Code of Conduct of Gifts and Hospitality (Pages 373 - 382)
- 21.** Members / Officer Relations Protocol (Pages 383 - 388)
- 22.** Planning Code of Good Practice (Pages 389 - 398)
- 23.** Licensing Code of Practice (Pages 399 - 404)
- 24.** ICT Protocols (Pages 405 - 442)
- 25.** Auditing Procedures (Pages 443 - 444)
- 26.** Protocol on Member Representation on Outside Bodies (Pages 445 - 450)
- 27.** Members' Role Descriptors (Pages 451 - 470)
- 28.** Corporate Anti-Bribery Policy (Pages 471 - 480)