



**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.)

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9. Budget and Policy Framework RBC (Pages 205 - 212)

10. Executive Procedure Rules RBC (Pages 213 - 220)

11. O&S Procedure Rules (Pages 221 - 246)

12. Audit, Governance and Standards Committee Procedure Rules (Pages 247 - 256)

13. Planning Committee Procedure Rules (Pages 257 - 262)

**During the Covid-19 lockdown, meetings of the Planning Committee are being held virtually and public speaking rules at meetings of the Planning Committee have temporarily been altered. These rules can be viewed from the following link: [Planning Procedure Rules - Public Speaking](#)**

**Once meetings of the Planning Committee can take place again at Redditch Town Hall the Council will return to using the public speaking rules set out in this section of the constitution.**

14. RBC Financial Procedure Rules (Pages 263 - 300)

15. RBC Contract Procedure Rules (Pages 301 - 334)

16. Officer Employment Rules (Pages 335 - 342)

### **Other documents forming part of the constitution**

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19. Members' Code of Conduct (Pages 353 - 366)

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