



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. Constitution Intro (Pages 5 - 20)

2. Articles (Pages 21 - 52)

Allocation of Responsibility

3. Responsibility for Functions (Pages 53 - 54)

4. Terms of Reference of Committees (Pages 55 - 78)

5. Scheme of Delegations (Pages 79 - 166)

6. Joint Arrangements (Pages 167 - 176)

Procedural Rules

7. Council Procedure Rules (Pages 177 - 200)

8. Access to Information Rules (Pages 201 - 214)

9. Budget and Policy Framework RBC (Pages 215 - 222)

10. Executive Procedure Rules RBC (Pages 223 - 230)

11. O&S Procedure Rules (Pages 231 - 258)

12. Audit, Governance and Standards Committee Procedure Rules (Pages 259 - 268)

13. Planning Committee Procedure Rules (Pages 269 - 276)

14. RBC Financial Procedure Rules (Pages 277 - 314)

15. RBC Contract Procedure Rules (Pages 315 - 348)

16. Officer Employment Rules (Pages 349 - 356)

Other documents forming part of the constitution

17. RBC BDC Single Management (Pages 357 - 360)

18. Scheme of Allowances (Pages 361 - 366)

19. Members' Code of Conduct (Pages 367 - 382)

20. Members' Code on Gifts and Hospitality (Pages 383 - 394)

21. Member and Officer Relations Protocol (Pages 395 - 400)

22. Planning Code of Practice (Pages 401 - 410)

- 23.** Licensing Code of Practice (Pages 411 - 418)
- 24.** ICT Protocols (Pages 419 - 458)
- 25.** Auditing Procedures (Pages 459 - 460)
- 26.** Protocol for Appointments to Outside Bodies (Pages 461 - 466)
- 27.** Members' Role Descriptors (Pages 467 - 486)
- 28.** Corporate Anti-Bribery Policy (Pages 487 - 496)