

**COMMITTEE MEMBERSHIPS**

Note: Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.

**Overview and Scrutiny Committee (9)**

The Constitution requires that members of political groups not forming part of the controlling political group shall be appointed Chair and Vice-Chair of the O&S Committee.

Chair: Councillor  
Vice-Chair: Councillor

Councillors: Members cannot be members of the Executive Committee.

Labour Councillors  
Conservative Councillors

Co-opted 2 Trade Union (UNISON) representatives members for employee-related items only.

Named All other members of the Council – non-Executive  
Substitutes: For reasons of continuity, substitution is not permitted during Task and Finish reviews.

Substitute: 1 nominated TU representative per Union.  
Co-optees

**Crime and Disorder Scrutiny Panel (5)**

The Terms of Reference of the Crime and Disorder Scrutiny Panel state that the Chair must be a member of the Overview and Scrutiny Committee and be a member of a political group not forming part of the ruling administration.

Chair: Councillor

Councillors:

Labour Councillors  
Conservative Councillors

**Task and Finish Groups**

There is one Group that due to continuing from the last year. For the purposes of continuity it is desirable that the Memberships of existing Groups be continued into the

following municipal year. It is also an expectation that Chairs of Task and Finish Groups will be Members of the Overview and Scrutiny Committee.

Abbey Stadium Task Group

Current members:

Councillors:

Carole Gandy - Chair

Andrew Fry

Alan Mason

Former Councillor Derek Taylor (co-opted back on for the end of the work)

Voluntary Sector Task Group

Current members:

Pat Witherspoon - Chair

Andrew Brazier

Former Councillor Roger Hill to be co-opted back on for the end of the work)

Football Task Group

Current members:

Councillors: Andrew Brazier

David Bush - Chair

Carole Gandy

Andrew Fry

Pattie Hill

Pat Witherspoon

**Regulatory Committees**

**Audit, Governance and Standards Committee (9)**

The Committee to comprise elected Members representing all interests of the Authority. For the sake of independence, the Chair not to be a Member of the controlling political group but must be a Borough Councillor

One nominee is sought to oversee fraud monitoring and 2 to oversee risk.

Other members:

Standards:

1 non-voting Parish Council co-optee and 1 substitute and 1 non-voting Independent Observer co-optee.

Quasi-judicial training is required for the conduct of any Hearings.

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Audit and Governance:

1 independent non-voting co-opted member (arrangement to be reviewed December 2014)

Chair: Councillor

Vice –Chair: Councillor

Councillors: Labour  
Conservative

Named Substitutes: Must have received required training.

Chairing of Sub-Committees will vary according to the circumstances of the Hearing.

Labour Chair for Hearing about Conservative member / Conservative Chair for Hearing about Labour member.

Chair: Councillor

Vice-Chair: Councillor

Councillors: Labour  
Conservative

Named  
Substitutes: Not permitted.

### **Employment Appeals Committee**

5 members per hearing – not required to be proportional but representation from both groups is preferred. The Committee will be selected as and when necessary, in consultation with the Chair, from all members of the Council. Training in Quasi-Judicial meetings required. Normally evening meetings, but may occasionally need to meet in the daytime for longer hearings.

Chair:

Vice-Chair:

Councillors Labour  
Conservative

Named  
Substitutes: Substitution rules do not apply.

**Corporate Health, Safety and Welfare Committee (1)**

1 RBC Member representative

1 BDC Member representative

To discuss corporate Health and Safety issues.

An internal RBC Officer meeting with Member representation / daytime meetings.

Councillor:

**Licensing Committee (11)**

Labour, Conservative, UKIP

Must be no less than 10 and no more than 15

Required, via its Sub-Committees, to deal with applications lodged under the provisions of the Licensing Act 2003 and Gambling Act 2005; and also, via other Sub-Committee(s) to act as Taxi and other Licensing Regulatory Committee. Members can be members of the Executive Committee. There may be daytime and evening meetings of the sub-committee for personal and premises licenses. The taxi/other licensing sub-committee usually meets in the daytime.

Chair:

Vice-Chair:

Councillors: Labour  
Conservative

Named Subject to appropriate training, all other members of the Council.

Substitutes:

**Licensing Sub-Committees – A. Personal / Premises / Gambling Act (3 plus reserve)**

3-Member Panels – general membership to be agreed by Officers from the membership of the Licensing Committee, in consultation with the relevant Chair, as required per application and currently to include a 4th Reserve Member.

Sub-Committee core membership - 3 Members normally to hear Licensing Act / Gambling Act applications, plus one Reserve:

Councillors:

**Licensing Sub-Committees – B. Taxis / Sex Establishments / Other (5)**

Labour, Conservative from the Licensing Committee

Mostly daytime meetings. Members must receive training in Quasi-Judicial meetings before they can sit or substitute.

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Chair: Ex officio Chair of the Licensing Committee

Vice-Chair:

Councillors: Labour  
Conservative

Named

Substitutes:

Substitute Members to be drawn, as required, from list of trained and available Members. Training will be provided as soon as possible to cover any deficit .

**PLANNING COMMITTEE (9)**

Labour, Conservative

Can be members of the Executive Committee. Members must receive relevant formal training before they can sit or substitute. Training to be updated annually and/or when significant legal, policy or procedural change occurs.

Chair:

Vice-Chair:

Councillors: Labour  
Conservative

Named

All other trained members of the Council.

Substitutes:

**MEETINGS UNDER SHARED / JOINT ARRANGEMENTS**

**Shared Services Board (4)**

3 Labour, 1 Conservative

To oversee the shared services, joint working and alternative working arrangements of the Council

Chair: Councillor Hartnett RBC, Councillor ..... (BDC)  
(previously Leaders by office, who alternate according to meeting venue, other becoming Vice-Chair)

Vice-Chair: As above

RBC Councillors: Labour  
Conservative

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Fixed membership only

Named            3 named Substitutes – Councillors  
Substitutes: All Members are invited to attend and observe

**Worcestershire Shared Services Joint Committee**

To oversee the shared Regulatory Service.

Chair:            To be appointed by the Committee

Vice-Chair:     As above

RBC Councillors: 2 appointments from Redditch Borough Council. At least one RBC  
Member must be a member of the Executive Committee.  
Labour  
Conservative

Named            Substitutes: 2 – one should be a member of the Executive Committee  
Substitutes: All Members are invited to attend and observe.

**OTHER MEETINGS**

**EXECUTIVE ADVISORY PANELS**

Advisory Panels are less formal meetings and share memberships from both Executive and Overview & Scrutiny (O&S) members. Potential conflicts of interest should therefore be taken into account for O&S members of Advisory Panels in future scrutiny of resultant Executive decisions. They often meet early evening.

They exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate. They are therefore led by the relevant Portfolio Holder(s).

The panels are not required to be Party proportional, but have been established on those terms to date – the figures are a guide only.

**Economic Advisory Panel ('ECAP') (5)**

3 Labour, 2 Conservative

To advise the Executive Committee on Economic Development related matters. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder  
Vice-Chair:

Councillors: Labour  
Conservative

**Housing Advisory Panel (5)**

3 Labour, 2 Conservative

To advise the Executive Committee on Housing-related matters. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder  
Vice-Chair:

Councillors: Labour  
Conservative

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### Planning Advisory Panel (“PAP”) (5)

3 Labour, 2 Conservative

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework. Membership to include relevant Portfolio Holder as Chair.

Chair: Relevant Portfolio Holder

Vice-Chair:

Councillors: Labour  
Conservative

### MISCELLANEOUS OTHER MEETINGS:

#### Borough Tenants’ Forum (3)

2 Labour, 1 Conservative

Can be any member of the Council

Chair: Not RBC position - election at first meeting

Vice-Chair: ditto

Councillors: Labour  
Conservative

Named

Substitutes: All members of the Council

#### Constitutional Review Working Party (5)

3 Labour, 2 Conservative

To provide a pool of senior Executive Committee and O&S Members to assist the Chief Executive and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localism agenda. Should ideally include Group Leaders, Portfolio Holder and Senior members of both Executive and O&S Committees.

Chair:

Vice-Chair:

Councillors: Labour  
Conservative

Named

Substitutes: Any member of the Council.



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### Grants Panel (5)

3 Labour, 2 Conservative

To recommend to the Executive Committee grant awards for 2014-15. Members should not have interests which would prevent their membership / close involvement with bodies applying for grant.

Chair:

Vice-Chair:

Councillors: Labour  
Conservative

Named

Substitutes: Substitutions do not apply.

### Holocaust Memorial Steering Group (5)

3 Labour, 2 Conservative

To organise an annual Holocaust Memorial Event

Chair: Councillor  
Vice-Chair: Councillor

Councillors: Labour  
Conservative

Named Substitutes not required.

### Member Support Steering Group (5)

3 Labour, 2 Conservatives

To develop and implement a Member Development Programme and review Members' Support arrangements, including IT. Can be any member of the Council – should include both Party Group Member Development Champions .

Chair:

Vice-Chair:

Councillors Labour  
Conservative

Named

Substitutes: All other members of the Council.

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**Redditch Matters Editorial Panel (3)**

2 Labour, 1 Conservative

To act as a consultative body for Officers in respect of the content of the Council magazine.

Chair:

Vice-Chair:

Councillors: Labour

Conservative

Named

Substitutes: Any member of the Council.