

COMMITTEE MEMBERSHIPS

A. EXECUTIVE LINE

EXECUTIVE COMMITTEE

(9 = 6+2+1 – not required to be proportional)

Chair: ***Leader of the Council* ex-officio (per Constitution)***

Vice-Chair: ***Deputy Leader# ex-officio ("***

Councillors: (CON) **Anderson, Braley#, Brunner, B Clayton, Gandy*, MacMillan.**
(LAB) **Hartnett, Shurmer**
(LD) **Hicks**

(Cannot be members of O&S Committees)

Named

Substitutes: Not permitted.

Portfolio Holders

Community Leadership & Partnership – Cllr Gandy
(Shadow Portfolio Holder – Cllr Hartnett)

(normally the Leader of the Council)

Community Safety – Cllr Brunner
(Shadow Portfolio Holder – Cllr W King)

(Crime & Disorder, Safer Communities, Licensing)

Corporate Management – Cllr Braley
(Shadow Portfolio Holder – Cllr R King)

*(Internal systems / support services:
Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council business)*

Housing, Local Environment & Health – Cllr B Clayton
(Shadow Portfolio Holder – Cllr Shurmer)

*(Housing & Health-related Services, Agenda 21, Better Environment, Landscape,
Cleansing & Waste Management, Open Space)*

Leisure & Tourism – Cllr Anderson
(Shadow Portfolio Holder – Cllr Mould)

*(Culture & Recreation, Community Training, Education,
Learning & Skills, Voluntary Sector)*

Planning, Economic Development & Transport – Cllr MacMillan
(Shadow Portfolio Holder – Cllr Fry)

(Planning, Economic Development, Public Transport)

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Member “Champions”

(Duties generally fall to the relevant Portfolio Holder.
In other cases can be an Executive or non-Executive Member.)

1.	<u>Asset Management</u> <u>Customer Access</u> <u>E.government / IT</u> (Corporate Management Portfolio)	Cllr Braley (Portfolio Holder, ex-officio)
2.	<u>Children & Young People</u> <u>Play</u> (Leisure & Tourism / Community Leadership & Partnership Portfolios)	Cllr Anderson (Portfolio Holder, ex-officio)
3.	<u>Health</u> (Housing & Health Portfolio)	Cllr B Clayton
4.	<u>Heritage</u> (Local Environment Planning & Transport and Leisure & Tourism Portfolios)	Cllr Anderson
5.	<u>Local Democracy Events</u> (Corporate Management Portfolio)	Cllr Brunner & Cllr Cookson
6.	<u>Member Development</u> <i>(1 per Party Group)</i> (Corporate Management Portfolio)	Cllr MacMillan (Con) Cllr Chance (Lab) Cllr Thomas (LD)
7.	<u>Risk Management</u> (Corporate Management Portfolio)	Cllr Braley (Portfolio Holder, ex-officio)
8.	<u>Third Sector Liaison</u> (Community Leadership & Partnership Portfolio)	Cllr Pearce

EXECUTIVE ADVISORY PANELS - *Currently under review by the CRWP*

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 exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate.

Reporting should normally therefore be to the Executive. But exceptionally, if deadlines require, reporting may, with the agreement of the Leader, be direct to the full Council in relation to proposals with implications for policy or budget change. More open reviews should be considered by O&S.

They are not required to be Party proportional, but have been established on those terms to date.

COMMUNITY SAFETY ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – as above in relation to Community Safety matters.)

Chair: **Councillor Brunner (relevant Portfolio Holder ex officio)**
Vice-Chair: **Councillor Banks**

Councillors: (CON) **A Clayton**
(LAB) **Hartnett, W King**
(LD) **Thomas**

(Membership to include relevant Portfolio Holder as Chair)

CLIMATE CHANGE ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – to advise the Executive Committee on Climate Change)

Chair: **Councillor Clayton (relevant Portfolio Holder ex officio)**
Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Hopkins**
(LAB) **Fry, Taylor**
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

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HOUSING ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – as above in relation to Housing-related matters.)

Chair: **Councillor B Clayton (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Pearce**

Councillors: (CON) **Quinney**
(LAB) **Chance, Cookson**
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

LEISURE CONTRACTS ADVISORY PANEL

(6 = 3+2+1)

(To replace the Abbey Stadium Advisory Panel, on the same Terms of Reference, but expanded to include other potential contracts.)

Chair: **Councillor Anderson (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Hopkins**
(LAB) **Cookson, Mould**
(LD) **Hall**

(Membership to include relevant Portfolio Holder as Chair.)

PLANNING ADVISORY PANEL

(6 = 3+2+1)

(To monitor progression of the Regional Spatial Strategy Review and consider material to be provided to the Regional Assembly.

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework.)

Chair: **Councillor MacMillan (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Chalk**

Councillors: (CON) **Banks**
(LAB) **Hartnett, Hunt**
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

ECONOMIC ADVISORY PANEL

(6 = 3+2+1)

(Terms of Reference – as above in relation to Economic Development related matters.)

Chair: **Councillor C MacMillan (relevant Portfolio Holder ex officio)**

Vice-Chair: **Councillor Braley**

Councillors: (CON) **Norton**
(LAB) **R King, Shurmer**
(LD) **Thomas**

(Membership to include relevant Portfolio Holder as Chair.)

B. NON-EXECUTIVE LINE

OVERVIEW AND SCRUTINY COMMITTEE

The Overview & Scrutiny “Parent” Committee may undertake policy reviews itself or, more routinely, commission Task & Finish Groups to undertake targeted, time-limited pieces of work on the Committee’s behalf.

The Committee will meet every three weeks to echo the meeting pattern of the Executive Committee and to provide the opportunity for a responsive call-in mechanism.

A decision was taken by Council in 2008, with no members voting against, that the Overview and Scrutiny Committee should not be Party proportional.

NEW *The Terms of Reference be updated to include the role of Crime and Disorder O&S Committee under the Police and Justice Act 2006 which introduced both Crime and Disorder Overview and Scrutiny Committees, and a Councillor Call for Action mechanism for Crime and Disorder matters.*

OVERVIEW & SCRUTINY COMMITTEE

(9 = 4+4+1, plus TU co-optees)

Chair: **Councillor Mould**
Vice-Chair: **Councillor Smith**

(The Constitution requires that an “Opposition” Member Chair the O&S Committee)

Councillors (CON) **Banks, Norton, Pearce**
 (LAB) **Chance, R King, Taylor**
 (LD) **Thomas**

(Not members of the Executive Committee)

Co-opted members: 3 Trade Union representatives (for employee-related items only):
 2 - UNISON / 1 – UCATT.

Named Substitutes: All other members of the Council - non-Exec.
 (For reasons of continuity, substitution is discouraged during topic reviews.)

Substitute Co-optees 1 nominated TU representative per Union.

“OVERVIEW & SCRUTINY MEMBERS” POOL

Available for allocation for Task & Finish Reviews (= all “non-Executive” Members)

Councillors: (CON) **Banks, Chalk, A Clayton, Field, Hopkins, Norton, Pearce, Quinney, Smith**
(LAB) **Chance, Cookson, Fry, Hunt, R King, W King, Mould, Taylor,**
(LD) **Hicks, Thomas**
(BNP) **Enderby.**

TASK & FINISH GROUPS:

(To be re-appointed at the Annual Meeting. Please note that, for the purposes of continuity it is desirable that the Memberships of existing Groups be continued into the following municipal year. Furthermore, there is currently an expectation that Chairs of Task and Finish Groups would be Members of the Overview and Scrutiny Committee.)

COUNCIL FLAT COMMUNAL CLEANING TASK AND FINISH GROUP

(4 = 2 + 2)

Chair: **Councillor Mould**
Councillors: (CON) **A Clayton and Quinney**
(LAB) **Taylor**

DIAL-A-RIDE TASK AND FINISH GROUP

(4 = 2 + 2)

Chair: **Councillor R King**
Vice-Chair: **Councillor Norton**
Councillors: (CON) **A Clayton**
(LAB) **Chance**

NATIONAL ANGLING MUSEUM TASK AND FINISH GROUP

(5 = 2 + 2 + 1)

Chair: **Councillor Mould**
Councillors (CON) **Hopkins and Norton**
(LAB) **Hunt**
(BNP) **Enderby**

NEIGHBOURHOOD GROUPS TASK AND FINISH GROUP

(4 = 2 + 1 + 1)

Chair: **Councillor Banks**
Councillors: (CON) **Pearce**
(LD) **Thomas**
(BNP) **Enderby**

C. REGULATORY COMMITTEES

AUDIT AND GOVERNANCE COMMITTEE

(6 = 3+2+1)

Chair: **Councillor R King**
Vice-Chair: **Councillor Chance**

Councillors: (CON) **Braley, Norton, Hopkins**
(LAB) (as above – Ch / V-Ch)
(LD) **Hall**

(The Panel to comprise elected Members representing all interests of the Authority, “preferably with relevant areas of expertise, where possible (such areas as accountancy, audit, business and commerce)
Can be members of the Executive Committee. For the sake of independence, it is desirable for the Chair to be an “Opposition” Member.)

Named
Substitutes: All other members of the Council.

EMPLOYMENT APPEALS COMMITTEE

(5 = 2+2+1 - but not required to be proportional)

Chair: **Councillor A Clayton**
Vice-Chair: **Councillor Chalk**

Councillors (The Committee to be selected as and when necessary, in consultation with the Chair, from all disinterested members of the Council – training in Quasi-Judicial meetings required.)

Named
Substitutes: (Substitution rules therefore do not apply).

HOUSING APPEALS COMMITTEE

(6 = 3+2+1)

Chair: **Councillor Smith**
Vice-Chair: **Councillor Field**

Councillors (CON) **Chalk**
(LAB) **Cookson, Hunt**
(LD) **Thomas**

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(Can be members of the Executive Committee: to be selected from all disinterested members of the Council – training required – normally evening meetings, but may occasionally need to meet in the daytime for longer hearings. Ward Members cannot sit on appeals which might lead to allocation of properties in relation to their Wards.)

Named Subject to training in Quasi-Judicial meetings,
Substitutes: all other Members of the Council.

LICENSING COMMITTEE

(15 = 8+5+2 - must be no less than 10 / no more than 15)

(REVISED TERMS OF REFERENCE:

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.)

Chair: **Councillor Braley**
Vice-Chair: **Councillor Banks**

Councillors: (CON) **Chalk, A Clayton, Field, Pearce, Smith**
(LAB) **Cookson, Fry, Hartnett, Hunt, W King**
(LD) **Hicks, Thomas**
(BNP) **Enderby**

(Can be member of the Executive Committee – may be:

- daytime and evening meetings of 3-Member Sub-Committees (Premises / Personal Licences) plus 1 reserve Member, to hear applications; and/or
- daytime meetings of 5-Member Taxi / other Licensing Sub-Committee.)

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

[N.B. Trained Members – Licensing, Gambling Act and Quasi-Judicial meetings – currently available (*other than as indicated*) are:

Banks, Braley, Chalk (*not Gambling Act*), A Clayton, Cookson, Enderby (*not Gambling Act*), Field, Fry, Gandy, Hartnett, Hicks (*not Gambling Act*), Hunt, R King, W King (*not Quasi-Judicial meetings*), Mould, Smith, Thomas (*not Gambling Act*).]

Licensing Sub-Committees – A. Personal / Premises / Gambling Act

(3-Member “Panels” – general membership to be agreed by Officers, in consultation with the relevant Chair, as required per application and to include a 4th Reserve Member.)

- A. Chair: **Councillor Braley**
- B. Alternate Chair 1: **Councillor Banks**
- C. Alternate Chair 2: **Councillor Smith**
- D. Alternate Chair 3: **Councillor Fry**

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

Councillors: Braley, Banks, Smith & Fry.

(Notes:

- 1) Daytime and evening meetings may be required.
- 2) The ‘core’ membership above would change in the case of any prejudicial or Ward interests, or other conflict, or exceptional absence. However, a constant membership would help Members to develop expertise in the area, given the very few Hearings currently required in the Borough.
- 3) 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.)
- 4) Chairing of Licensing Sub-Committee / Quasi-Judicial meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.
- 5) ***Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.***)

Licensing Sub-Committees – B. Taxis / Sex Establishments / Other.

(Proposed 5 = 2+2+1)

(REVISED ARRANGEMENTS:

This Sub-Committee covers all “other Licensing” and similar regulatory matters - other than those covered under the Licensing Act 2003 and Gambling Act 2005, examples: Taxis, Incinerators and “Sex Establishments”. Mostly daytime meetings.)

Chair: **Councillor Braley**
(Ex officio Chair of the Licensing Committee / Special Responsibility Allowance refers.)

Vice-Chair: **Councillor A Clayton**

Councillors: (CON) (as above – Ch / V-Ch)
 (LAB) **Fry, R King**
 (BNP **) **Enderby**

(Can be members of the Executive Committee – must receive training in Quasi-Judicial meetings before they can sit or substitute.)

Named

Substitutes: All other members of the Council.

PLANNING COMMITTEE

*(9 =4+3+1+1 additional place **)*

Chair: **Councillor Chalk**
Vice-Chair: **Councillor Banks**

Councillors: (CON) **Field, Smith**
 (LAB) **Hartnett, Hunt, R King**
 (LD) **Hicks**
 (BNP **) **Enderby**

(Can be members of the Executive Committee - must receive relevant formal training before they can sit or substitute.

Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.)

Chairing of the Planning Committee meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

Named

All other trained members of the Council ****.

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Substitutes: (NB. substitution at Planning Committee is not advised, as occasional attendees will not have received all update briefings; and Party balance, although a requirement of the composition of the Committee, should not be a material consideration at Planning Committee meetings.)

(**** NB. Trained Members currently available are:

Cllrs Anderson, Banks, Braley, Brunner, Chalk, B Clayton, Enderby, Field, Fry, Hartnett, Hicks, Hunt, Mould, R King, Shurmer, Thomas.

Training will be provided as soon as possible to plug any deficit.)

STANDARDS COMMITTEE

*(12 = 7 RBC Members (4+2+1)
plus 3 Independent Members and 2 Parish Council rep's.)*

Chair: ***Mrs Deborah Andrews (Independent Member)***
Vice –Chair: ***Mr Michael Collins (Independent Member)***

(The Committee cannot act without an Independent Member being present to Chair the meeting.)

Third Independent Member: **Mr B Warwick**

Parish Council representatives: **Cllrs J James and J Matthews**

RBC Councillors: (CON) **A Clayton, Field, Norton, Pearce**
(LAB) **Fry, Mould**
(LD) **Hall**

(Only 1 member can be member of the Executive Committee. Continuity of membership is recommended, so far as practical, for training / expertise purposes. Quasi-judicial training is required for the conduct of Hearings.

Mandatory Training to be renewed / updated at least every 4 years, or when significant legal, policy or procedural change occurs.)

Named (Not encouraged by Standards Board.
Substitutes: Must have received required training.)

D. OTHER MEETINGS

(not within main structure. None of these meetings have Executive authority, other than any already delegated to relevant Officers.)

AMENITIES LIAISON FORUM

(6=3+2+1)

(Customer liaison meeting for users of "amenities" facilities. Not yet meeting.)

Chair: **Councillor Anderson (relevant Portfolio Holder, ex-officio)**

Vice-Chair: **Councillor Hopkins**

Councillors: (CON) **Quinney**
(LAB) **Cookson, Mould**
(LD) **Hall**

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

BOROUGH TENANTS' PANEL

(3 = 2+1+Officers)

Chair: (Not RBC position - election at first meeting)

Vice-Chair: (ditto)

Councillors: (CON) **Pearce, Hopkins**
(LAB) **Shurmer**

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

CHIEF OFFICER RECRUITMENT PANEL

(6=3+2+1)

Chair: **Councillor Gandy**

Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Braley**
(LAB) **Hartnett, Shurmer**
(LD) **Hall**

(Membership would usually include Party Group Leaders, with Leader of the Council in the Chair. Can include any member of the Council.)

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Named

Substitutes: (For continuity, substitutes are not permitted.)

COMPLAINTS APPEALS PANEL

(5 = 2+2+1- but not required to be proportional)

(Terms of Reference – To consider “paper / desktop” appeals as final stage of formal complaints procedure – does not normally involve formal Quasi-Judicial hearings.)

Chair: **Councillor Smith**

Vice-Chair: **Councillor Hunt**

Councillors: (CON) **Field**
(LAB) **Cookson**
(LD) **Hall**

(Can be any member of the Council. NB Normally daytime meetings.)

Named All other members of the Council.

Substitutes:

CONSTITUTIONAL REVIEW WORKING PARTY

(6 = 3+2+1)

(To provide a pool of senior Executive Committee and O&S Members to assist the Borough Director and Monitoring Officer with the rolling development of the Constitution and its associated documents; also to consider the development of the Localisation agenda.)

Chair: **Councillor MacMillan**

Vice-Chair: **Councillor Braley**

Councillors: (CON) **Gandy**
(LAB) **R King, W King**
(LD) **Hicks**

(Should include senior members of both Exec and O&S Committees.)

Named

Substitutes: Any member of the Council.

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GRANTS PANEL

(5 = 2+2+1)

(To recommend to the Executive Committee grant awards for 2008/09)

Chair: ***vacant***
Vice-Chair: ***Councillor Braley***

Councillors: (CON) **Smith**
 (LAB) **Chance, 1 vacancy**
 (LD) **Hicks**

(Members should not have interests which would disbar their membership / close involvement with bodies applying for grant. Prejudicial involvement with any one body would disbar Members from the entire Grants allocation process.)

Named
Substitutes: Substitutions do not apply.

HOLOCAUST MEMORIAL STEERING GROUP

(5 = 2+2+1 – number / proportions not fixed)

(To organise an annual Holocaust Memorial Event -
Members to consider whether these appointments would better be dealt with as appointments to an outside body, rather than direct provision by the Council.)

Chair: ***Councillor Pearce***
Vice-Chair: ***vacant***

Councillors: (CON) **Field**
 (LAB) **Hartnett, Hunt**
 (LD) **Thomas**

Named
Substitutes: Substitutions do not apply, for the sake of continuity.

INDEPENDENT REMUNERATION PANEL

(5 members currently – 4 + 1 vacancy)

(Statutory Body -
To undertake periodic reviews of the Scheme of Members' Allowances.)

(Not elected Members –
must have no close ties or connections with existing Members of the Council)

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Mr A Powell (Chair), Mrs A Morris, Mr D Strain, Captain S Whittingham and one vacancy.

(Officers have authority to appoint new independent members to vacancies.)

JOINT HEALTH CONSULTATIVE COMMITTEE

(3 = 2+1)

(To consult relevant local health bodies within the Borough on matters of mutual interest.)

Chair: To be appointed by the Committee at first meeting
(RBC nomination: **Cllr Gandy?**).

Vice-Chair: To be appointed by the Committee at first meeting
(RBC nomination **Cllr ?**).

Councillors: (CON) **Banks, Gandy**
(LAB) **Shurmer**

("Partnership" meeting administered by RBC - Membership also includes representatives of outside bodies. May be daytime / late afternoon meetings.)

MEMBER DEVELOPMENT & SUPPORT STEERING GROUP

(6=3+2+1)

(To develop and implement a Member Development Programme; to advise and steer Officers on the Council's signing up to the West Midlands LGA Member Development Charter; to review Members' Support arrangements: administrative, financial and IT.)

Chair: **Councillor MacMillan**

Vice-Chair: **Councillor Brunner**

Councillors: (CON) **Chalk**
(LAB) **Chance, Taylor**
(LD) **Thomas**

(Can be any member of the Council – should include 3x Party Champions* for Member Development.)

Named

Substitutes: All other members of the Council.

PLANNING JOINT BOARD (NEW)

(4 = 2+1+1)

(To progress a joint plan to deal with cross-boundary issues.
To consider the Inspector's report following the RSS Phase II Inquiry.)

Chair: **Councillors Gandy (RBC) and Hollingsworth (BDC)**
(alternate according to meeting venue)

Vice-Chair: **As above**

Councillors: (CON) **MacMillan**
(LAB) **Hartnett**
(LD) **Hall**

(Fixed membership only)

Named (Substitutes are not permitted
Substitutes: but all Members are invited to attend and observe)

(More detailed terms of reference to be considered at the first meeting of the Board for subsequent ratification at future Council meetings of both authorities.)

PROCUREMENT STEERING GROUP

(7 = 4+2+1)

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

Chair: **Councillor Braley**

Vice-Chair: **Councillor Hall ***

Councillors: (CON) **Gandy, Hopkins, MacMillan**
(LAB) **Hartnett, R King**
(LD) (as above – V-Ch *)

(Fixed membership only)

Named
Substitutes: (None appointed / therefore only with Chair's agreement.)

NEIGHBOURHOOD GROUPS

A. **Abbeydale, Abbey Park, Riverside
& Town Centre Neighbourhood Group**

Chair: ***Councillor Thomas***

All Abbey Ward Members.

B. **Astwood Bank Neighbourhood Group**

Chair: ***Councillor Chalk***

All Astwood Bank and Feckenham Ward Members.

C. **Batchley and Brockhill Neighbourhood Group**

Chair: ***Councillor Pearce***

All Batchley Ward Members.

D. **Central & Southcrest Neighbourhood Group**

Chair: ***Councillor Taylor***

All Central Ward Members.

E. **Church Hill Neighbourhood Group**

Chair: ***Councillor Hunt***

All Abbey and Church Hill Ward Members.

F. **Crabbs Cross, Callow Hill, Hunt End
& Walkwood Neighbourhood Group**

Chair: ***Councillor Field***

All Crabbs Cross and Astwood Bank & Feckenham Ward Members.

G. **Greenlands, Woodrow & Wirehill Neighbourhood Group**

Chair: ***Councillor Mould***

All Greenlands Ward Members.

H. **Headless Cross Neighbourhood Group**

Chair: ***Councillor Gandy***

All Headless Cross and Oakenshaw Ward Members.

I. **Lodge Park, Lakeside & St. Georges Neighbourhood Group**

Chair: ***Councillor Fry***

All Lodge Park Ward Members.

J. **Matchborough Neighbourhood Group**

Chair: ***Councillor Brunner***

All Matchborough Ward Members.

K. **Oakenshaw Neighbourhood Group**

Chair: ***Councillor Anderson***

All Headless Cross and Oakenshaw Ward Members.

L. **Webheath Neighbourhood Group**

Chair: ***Councillors M Braley and K Banks (alternating)***

All West Ward Members.

M. **Winyates and Winyates Green Neighbourhood Group**

Chair: ***Councillor Hall***

All Winyates Ward Members.