

**Annual Meeting
of the Council**

APPENDIX A

23rd May 2011

COMMITTEE MEMBERSHIPS

A. EXECUTIVE LINE

EXECUTIVE COMMITTEE

(From May 2011 – all appointments to Exec / Portfolio Holders to be made by 'Strong Leader' – not full Council)

(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) **Michael Braley#, Juliet Brunner, Brandon Clayton, Carole Gandy*, Jinny Pearce, Derek Taylor**
(LAB) **Greg Chance, Debbie Taylor**
(LD) **Malcolm Hall**

(Cannot be members of O&S Committees)

Named

Substitutes: Not permitted.

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Portfolio Holders (x6)

Community Leadership & Partnership inc. Vol. Sector – Cllr Carole Gandy

(normally the Leader of the Council)

Community Safety & Regulatory Services – Cllr Juliet Brunner

*(Crime & Disorder, Safer Communities, Licensing impacts *, planning against Emergencies)*

Corporate Management – Cllr Michael Braley

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

Housing, Local Environment & Health – Cllr Brandon Clayton

(Housing & Health-related Services, Better Environment, Cleansing & Waste Management, Climate Change, Landscape / Open Space)

Leisure & Tourism – Cllr Derek Taylor

(Culture & Recreation, Community Training, Education, Learning & Skills, Children, Youth, Surestart)

Planning, Regeneration, Economic Development & Transport – Cllr Jinny Pearce

(Planning & Land use, 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 / Customer Access / E.government / IT</u> (Corporate Management Portfolio)	Cllr Michael Braley (Portfolio Holder)
2.	<u>Children & Young People / Play</u> (Leisure & Tourism / Community Leadership & Partnership Portfolios)	Cllr Derek Taylor (Portfolio Holder)
3.	<u>Equalities</u> (Community Leadership / Corporate Management Portfolios)	Cllr Carole Gandy (Portfolio Holder)
4.	<u>Health</u> (Housing & Health Portfolio)	Cllr Brandon Clayton (Portfolio Holder)
5.	<u>Heritage</u> (Local Environment Planning & Transport and Leisure & Tourism Portfolios)	Cllr Derek Taylor (Portfolio Holder)
6.	<u>Local Democracy Events</u> (Corporate Management Portfolio)	Cllr Juliet Brunner (assisted by Cllr S Chalk)
7.	<u>Member Development</u> (1 per Party Group) (Corporate Management Portfolio)	Cllr Juliet Brunner (Con) Cllr Greg Chance (Lab) (Cllr Malcolm Hall) (LD)
8.	<u>Risk Management</u> (Corporate Management Portfolio)	Cllr Michael Braley (Portfolio Holder)
9.	<u>Third Sector Liaison</u> (Community Leadership & Partnership Portfolio)	Cllr Carole Gandy (Portfolio Holder)

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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.

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 – the figures in brackets are therefore a guide only).

CLIMATE CHANGE ADVISORY PANEL

(6 = 4+2)

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

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

Vice-Chair: **Councillor Gay Hopkins**

Councillors: (CON) **Andrew Brazier, Roger Hill**
(LAB) **Andrew Fry, Debbie Taylor**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

HOUSING ADVISORY PANEL

(6 = 4+2)

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

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

Vice-Chair: **Councillor Andrew Brazier**

Councillors: (CON) **Simon Chalk, Brenda Quinney**
(LAB) **Alan Mason, Mark Shurmer**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

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LEISURE CONTRACTS ADVISORY PANEL

(6 = 4+2)

(To replace the Abbey Stadium Advisory Panel, on the same Terms of Reference, but expanded as required by the Executive Committee from time to time to include other potential contracts.)

Chair: **Councillor Derek Taylor** (relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor Peter Anderson**

Councillors: (CON) **David Bush, Simon Chalk**
(LAB) **Phil Mould, Alan Mason**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

PLANNING ADVISORY PANEL

(6 = 4+2)

(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 Jinny Pearce** (relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor Roger Hill**

Councillors: (CON) **Mike Chalk, Simon Chalk**
(LAB) **Andy Fry, Bill Hartnett**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

ECONOMIC ADVISORY PANEL

(6 = 4+2)

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

Chair: **Councillor Jinny Pearce** (relevant Portfolio Holder ex officio)

Vice-Chair: **Councillor David Bush**

Councillors: (CON) **Michael Braley, Andrew Brazier**
(LAB) **Bill Hartnett, Robin King**
(LD) -

(Membership to include relevant Portfolio Holder as Chair.)

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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.

The role of Crime and Disorder O&S Committee under the Police and Justice Act 2006 is undertaken by the Crime and Disorder Scrutiny Panel.

OVERVIEW & SCRUTINY COMMITTEE

(Notional Proportions 9 = 5+4, plus TU co-optees –
Actual places 9 = 4 + 5, plus TU co-optees –
- Not currently proportional by formal resolution of the Council)

Chair: **Councillor Phil Mould**
Vice-Chair: **Councillor Mark Shurmer**

(The Constitution requires that members of political groups not forming part of the ruling administration shall be appointed Chair and Vice-Chair of the O&S Committee)

Councillors (CON) **Peter Anderson, Andrew Brazier, Simon Chalk, Gay Hopkins**
(LAB) **Andy Fry, Bill Hartnett, Luke Stephens**
(LD) -

(Not members of the Executive Committee)

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

Named Substitutes: ~~Not permitted / 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.

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“OVERVIEW & SCRUTINY MEMBERS” POOL

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

Councillors: (CON) **Peter Anderson, Andrew Brazier, David Bush, Michael Chalk, Simon Chalk, Anita Clayton, Adam Griffin, Roger Hill, Gay Hopkins, William Norton, Brenda Quinney**
(LAB) **Rebecca Blake, Andrew Fry, Bill Hartnett, Robin King, Wanda King, Alan Mason, Phil Mould, Mark Shurmer, Luke Stephens**
(LD) -

CRIME AND DISORDER SCRUTINY PANEL

(5 = 3 + 2)

Chair: ***Councillor Bill Hartnett***

Councillors: (CON) **Anita Clayton, Roger Hill**
(LAB) **Rebecca Blake, Wanda King**
(LD) -

(To be reappointed at the Annual Meeting. 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)

TASK & FINISH GROUPS:

(None to be re-appointed at the Annual Meeting this year)

Chairs of Task and Finish Groups will be members of the Overview and Scrutiny parent Committee.)

(No Task and Finish Groups continuing beyond the Annual Meeting other than the Work Experience Task and Finish Group which has concluded its review and has merely to present its final report to the Executive Committee.)

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C. REGULATORY COMMITTEES

AUDIT AND GOVERNANCE COMMITTEE

(8 = 4+3 +1)

Chair: **Councillor Bill Hartnett ***
Vice-Chair: **Councillor Rebecca Blake #**

Councillors: (CON) **Peter Anderson, Michael Braley, Andrew Brazier,
William Norton,**
(LAB) (as above – Ch* / V-Ch#) **Luke Stephens**
(LD) **Malcolm 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 = 3+2 - not required to be proportional)

Chair: **Councillor Gay Hopkins**
Vice-Chair: **Councillor Juliet Brunner**

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 = 4+2)

Chair: **Councillor Gay Hopkins**
Vice-Chair: **Councillor Simon Chalk**

Councillors (CON) **Mike Chalk, Brenda Quinney**
(LAB) **Robin King, Alan Mason**
(LD) -

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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 = 9 +6 - must be no less than 10 / 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.)

Chair: **Councillor Michael Braley**
Vice-Chair: **Councillor Gay Hopkins**

Councillors: (CON) **Peter Anderson, Andrew Brazier, Michael Chalk, Anita Clayton, Roger Hill, Jinny Pearce, Brenda Quinney,**
(LAB) **Andrew Fry, Bill Hartnett, Robin King,**
Alan Mason, Phil Mould (+ 1 vacancy offered to Cllr Hall *)
(LD) * **Malcolm Hall**

(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,
Substitutes: all other members of the Council.

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

Michael Braley, Michael Chalk (*not Gambling Act*), Anita Clayton, Andrew Fry, Carole Gandy, Bill Hartnett, Robin King, Wanda King (*not Quasi-Judicial meetings*).

New Training will be offered as soon as possible in the Municipal year.]

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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 Michael Braley***
- B. Alternate Chair 1: ***Councillor Jinny Pearce***
- C. Alternate Chair 2: ***Councillor Gay Hopkins***
- D. Alternate Chair 3: ***Councillor Andrew Fry***

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

Councillors: Michael Braley, Jinny Pearce, Gay Hopkins and Andrew 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) Compulsory Training to be renewed / updated in accordance with Constitutional requirements, or when significant legal, policy or procedural change occurs.)

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

(5 = 3 + 2)

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

Vice-Chair: **Councillor Jinny Pearce**

Councillors: (CON) **Roger Hill**
(LAB) **Andrew Fry, Alan Mason**

(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 = 5 +3 +1 additional place)

Chair: **Councillor Michael Chalk**

Vice-Chair: **Councillor Roger Hill**

Councillors: (CON) **Peter Anderson, Andrew Brazier, Brenda Quinney**
(LAB) **Bill Hartnett, Robin King, Wanda King**
(LD) **Malcolm Hall**

(Can be members of the Executive Committee, but not Council Leader - Must receive relevant formal training before they can sit or substitute. Training to be renewed / updated annually, and/or when significant legal, policy or procedural change occurs.)

Chiring 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.

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

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(Mandatory Training will be provided as soon as reasonably possible in the new municipal year.)

STANDARDS COMMITTEE

(Statutory Arrangements currently under review)

(12 = 7 RBC Members (4+3)
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 Brian Warwick**

Parish Council representatives: **Cllrs Antonia Pulsford and 1 vacancy**

RBC Councillors: (CON) **David Bush, Anita Clayton, William Norton,
Jinny Pearce**
(LAB) **Andrew Fry, Greg Chance, Alan Mason**
(LD) -

(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.)

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MEETINGS UNDER SHARED / JOINT ARRANGEMENTS

PLANNING JOINT BOARD

(4 = 2+1+additional place)

(Proportionality not established under the Constitution - not required to be proportional)

(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 Carole Gandy (RBC) [and Roger Hollingworth (BDC)]**
(alternate according to meeting venue)

Vice-Chair: **As above**

Councillors: (CON) **Jinny Pearce**
(LAB) **Bill Hartnett**
(LD) **Malcolm Hall**

(Fixed membership only)

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

SHARED SERVICES BOARD

(4 = 2+1+additional place)

(Proportionality not established under the Constitution - not required to be proportional)

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

Chair: **Councillors Carole Gandy (RBC)[and Roger Hollingworth (BDC)]**
(alternate according to meeting venue, other becoming Vice-Chair)

Vice-Chair: **As above**

RBC Councillors: (CON) **Michael Braley**
(LAB) **Bill Hartnett**
(LD) **Malcolm Hall**

(Fixed membership only)

Named (Named Substitutes – Councillors Brandon Clayton, Jinny Pearce
Substitutes: Greg Chance)

(All Members are invited to attend and observe)

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E. OTHER MEETINGS

(not within main structure. None of these meetings have Executive authority, other than as exercised already by relevant Officers with delegated powers.)

BOROUGH TENANTS' FORUM

(3 = 2+1+Officers)

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

Vice-Chair: (ditto)

Councillors: (CON) **Roger Hill, Brenda Quinney**
(LAB) **Mark Shurmer**

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

CHURCH HILL DISTRICT CENTRE MEMBERS' PANEL

(3 = 2+1)

Chair: **Councillor Brandon Clayton (Relevant Portfolio Holder)**

Councillors: (CON) **Roger Hill**
(LAB) **Robin King**

CONSTITUTIONAL REVIEW WORKING PARTY

(6 = 4+2)

(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 Localisation agenda.)

Chair: **Councillor Carole Gandy**

Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **David Bush, Jinny Pearce**
(LAB) **Greg Chance, Bill Hartnett**
(LD) -

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

Named

Substitutes: Any member of the Council.

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REDDITCH MATTERS EDITORIAL PANEL

(3 = 2+1)

(To act as a consultation body for Officers in respect of the contents of the Council magazine.)

Councillors: (CON) **Mike Chalk, Jinny Pearce**
(LAB) **Greg Chance**

Named
Substitutes: Any member of the Council.

GRANTS PANEL

(5 = 3+2 but not required to be proportional)

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

Chair: **Councillor Greg Chance**
Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **Juliet Brunner, David Bush**
(LAB) **Mark Shurmer**
(LD) -

(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 = 3+2 – number / proportions not fixed)

(To organise an annual Holocaust Memorial Event -

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

Councillors: (CON) **Brenda Quinney, Derek Taylor**
(LAB) **Rebecca Blake, Bill Hartnett**
(LD) -

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

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MEMBER SUPPORT STEERING GROUP

(7 = 4+2+1)

(To develop and implement a Member Development Programme;
to review Members' Support arrangements: administrative, financial and IT.)

Chair: **Councillor Juliet Brunner**
Vice-Chair: **Councillor Michael Braley**

Councillors: (CON) **David Bush, Simon Chalk**
(LAB) **Greg Chance, Luke Stephens**
(LD) **Malcolm Hall ***

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

Named
Substitutes: All other members of the Council.

PROCUREMENT STEERING GROUP

(7 = 4+3)

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

Chair: **Councillor Michael Braley**
Vice-Chair: **Councillor Peter Anderson**

Councillors: (CON) **Carole Gandy, Gay Hopkins,**
(LAB) **Bill Hartnett, Robin King**
(LD) -

(Fixed membership only)

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

General Notes (All meetings):-

- 1) Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.
- 2) Amendments to the above appointments can be made, if necessary at subsequent full Council meetings.

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