

**TERMS OF REFERENCE OF COMMITTEES**

**AUDIT & GOVERNANCE COMMITTEE**

Number of members	<b>7</b> 8
Politically Balanced Y/N	Y
Quorum	3 (to include at least one member of the Majority Group)
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	<ul style="list-style-type: none"> <li>a. To review and monitor the annual audit plans of both the internal and external auditors.</li> <li>b. To receive and comment upon the external auditors' reports.</li> <li>c. To monitor the adequacy and effectiveness of the Council's system of internal control by ensuring that an adequate and effective system of internal financial controls is maintained, that financial procedures are regularly reviewed.</li> <li>d. To consider and approve the Council's Annual Statements of Accounts.</li> <li>e. To consider, monitor and review the Council's overall corporate governance arrangements.</li> <li>f. To ensure that a corporate risk management strategy is in place, to consider, monitor and review the effectiveness of the Council's risk management arrangements and seek assurances that action is being taken to address identified risk related issues.</li> <li>g. To consider any report from the Internal Audit Manager in pursuance of Financial Regulations.</li> </ul>

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	<ul style="list-style-type: none"> <li>h. To ensure good stewardship of the Council's resources and assist the Council to achieve value for money in the provision of its services.</li> <li>i. To enhance the profile, status and authority of the internal audit function which will demonstrate its independence.</li> <li>j. To contribute towards making the Council, its Committees and Directorates more responsive to the audit function.</li> <li>k. To focus audit resources by agreeing, and periodically reviewing, audit plans and monitoring delivery of the audit service.</li> <li>l. To receive and consider such internal audit reports that the Chair and/or Deputy Chief Executive considers necessary.</li> <li>m. To keep under review and make recommendations on proposed amendments to Financial Regulations.</li> <li>n. To consider and make recommendations if appropriate on, the Annual Governance Statement.</li> </ul>
<p>Special provisions as to the Chair</p>	<p>For the sake of independence, the Chair shall not be a member of the controlling political group.</p>
<p>Special provisions as to membership</p>	<p>The Committee 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.)</p> <p>Can be members of the Executive Committee.</p>

**TERMS OF REFERENCE OF COMMITTEES**

**CRIME & DISORDER SCRUTINY PANEL**

Number of Members	5
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	<ul style="list-style-type: none"> <li>a. to hold the Redditch Community Safety Partnership to account for its decision making;</li> <li>b. to scrutinise the performance of the Redditch Community Safety Partnership;</li> <li>c. to undertake policy reviews of specific crime and disorder issues;</li> <li>d. to highlight and challenge people's perceptions of crime and disorder in the local area;</li> <li>e. to undertake community engagement and consultation to establish local people's priorities for crime and disorder issues; and</li> <li>f. to promote the positive work of the Redditch Community Safety Partnership.</li> </ul>
Provisions relating to appointment of Chair	The Chair of the Panel will be a member of a political group not forming part of the ruling administration. The Chair will also be a member of the parent Overview and Scrutiny Committee.

**PART 3 - Table 2**

**TERMS OF REFERENCE OF COMMITTEES**

	Cannot be members of the Executive Committee.
Special provisions as to membership	Training is highly recommended for members who sit on the Crime & Disorder Scrutiny Panel.

**TERMS OF REFERENCE OF COMMITTEES**

**EMPLOYMENT APPEALS COMMITTEE**

Number of members	5
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-Judicial Meeting Rules apply.
Terms of Reference	To consider appeals against dismissal, grading and grievances by employees of the Council.
Special provisions as to the Chair	None
Special provisions as to membership	<p>Only those Councillors who have undertaken appropriate training * may sit on the Appeals Panel.</p> <p>The Chief Executive, in consultation with the Member Support Steering Group will determine the criteria to be met and will determine whether individual Councillors have met those criteria.</p> <p>* <i>Quasi-Judicial meetings training.</i></p>

**TERMS OF REFERENCE OF COMMITTEES**

**EXECUTIVE COMMITTEE**

Number of Members	9, including the Leader and the Deputy Leader
Politically Balanced Y/N	N
Quorum	4
Procedure Rules applicable	Executive Committee Procedure Rules
Terms of Reference	To carry out all the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.
Special rules as to the Chair	The Leader to preside; in his/her absence the Deputy Leader to preside
Whipping arrangements	N/A
Special Provisions as to membership	Cannot be members of the Overview and Scrutiny Committee. Named substitutes not permitted.

**PART 3 - Table 2**

**TERMS OF REFERENCE OF COMMITTEES**

**LICENSING COMMITTEE**

Number of Members	<b>11</b> <del>15</del>
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 19.1, 19.2 and 21)
Terms of Reference	Functions relating to the Licensing Act 2003 (Premises and Personal Licences), the Gambling Act 2005, and miscellaneous other licensing and enforcement matters.
Special provisions as to the Chair	None
Whipping arrangements	N/A
Special provisions as to membership	None

**TERMS OF REFERENCE OF COMMITTEES**

**LICENSING SUB-COMMITTEE A  
(Personal / Premises / Gambling Act)  
(Parent Committee – Licensing Committee)**

Number of Members	5 (from which to draw statutory 3-Member “Panels”)  <i>Membership to be agreed by Officers, in consultation with the Chair, as required per application and to include a 4th reserve member.</i>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-judicial meetings rules apply.
Terms of Reference	To consider and determine applications and hearings arising from the Licensing Act 2003 and the Gambling Act 2005
Special provisions as to the Chair	Chair of Licensing (Parent) Committee, with substitutes, as designated by the Council.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Licensing Sub-Committee.  The Chief Executive, in consultation with the Member Support Steering Group will determine the criteria to be met and will determine whether individual Councillors have met those criteria.  <i>*Quasi-Judicial meetings training / Licensing and Gambling Act requirements training.</i>



**TERMS OF REFERENCE OF COMMITTEES**

**LICENSING SUB-COMMITTEES B  
(Taxis / Sex Establishments / Other)  
(Parent Committee – Licensing Committee)**

Number of Members	5
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-judicial meetings rules apply.
Terms of Reference	To consider all “other Licensing” and similar regulatory matters other than those covered by the Licensing Act 2003 and Gambling Act 2005, e.g. Taxis, Incinerators and “Sex Establishments”.
Special provisions as to the Chair	The Chair shall be either the Chair or, in his/her absence, Vice-Chair of the Licensing (Parent) Committee
Whipping arrangements	N/A
Special provisions as to membership	<p>Only those Councillors who have undertaken *appropriate training may sit on the Licensing Sub-Committee B.</p> <p>The Chief Executive, in consultation with the Member Support Steering Group will determine the criteria to be met and will determine whether individual Councillors have met those criteria.</p> <p><i>*Quasi-Judicial meetings training.</i></p>

**TERMS OF REFERENCE OF COMMITTEES**

**OVERVIEW AND SCRUTINY COMMITTEE**

Number of Members	9 Members of the Overview and Scrutiny Committee, or of any of its Task and Finish Groups, shall not be members of the Executive Committee.
Politically Balanced Y/N	Currently N (by annual <u>Council resolution to vary</u> )
Quorum	3
Procedure Rules applicable	Overview and Scrutiny Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ul style="list-style-type: none"> <li>a. agree the scrutiny programme and the terms of reference for each scrutiny;</li> <li>b. establish time limited Task and Finish Groups to investigate issues in depth; or itself undertake selected reviews;</li> <li>c. agree reports prepared by the Task and Finish Groups;</li> <li>d. act as an interface with the Executive Committee;</li> <li>e. receive, comment and advise on the Council's policy framework such as the Corporate Plan and on other major policies;</li> <li>f. have responsibility for budget scrutiny and performance management scrutiny issues (with Task and Finish Groups established as necessary to take up any detailed work over the year);</li> <li>g. review and /or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions whether or not the responsibility of the Executive Committee;</li> <li>h. exercise the right to call in, for reconsideration of decisions made but not yet implemented by the Executive Committee;</li> </ul>

**TERMS OF REFERENCE OF COMMITTEES**

	<ul style="list-style-type: none"> <li>i. decide how to deal with call ins (with Task and Finish Groups established as necessary to take up any detailed work);</li> <li>j. Undertake the role of a Crime and Disorder Overview and Scrutiny Committee under the Police and Justice Act 2006 through the Crime and Disorder Scrutiny Panel, a Sub Committee of the main Committee;</li> <li>k. Establish arrangements for any review of the performance of relevant external organisations which impact on the Council's functions and services and submit reports after comment, as appropriate, by the Executive and external organisations, to the Council;</li> <li>l. Monitor the quality of scrutinies;</li> <li>m. Monitor the implementation of any scrutiny recommendations accepted by the Executive Committee; and</li> <li>n. Oversee the development of Member skills and competencies in scrutiny.</li> </ul>
<p>Special provisions as to the Chair</p>	<p>The Chair will be a Member of a political group not forming part of the ruling administration.</p>
<p>Whipping arrangements</p>	<p>When considering any matter in respect of which a member of the Overview Committee is subject to a party whip, the Councillor must declare the existence of the whip, and the nature of it before the commencement of the Overview Committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.</p>
<p>Special provisions as to membership</p>	<p>All Councillors except members of the Executive Committee may be Overview and Scrutiny members. However, no Member may be involved in scrutinising a decision in which he / she has been directly involved.</p>

**TERMS OF REFERENCE OF COMMITTEES**

**PLANNING COMMITTEE**

Number of Members	9
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ol style="list-style-type: none"> <li>1. To exercise all powers and duties of the Council on all matters relating to development control, including but not limited to:- <ol style="list-style-type: none"> <li>a. considering and determining applications for planning permission</li> <li>b. enforcement of planning control</li> <li>c. building preservation, Listed Buildings and Conservation areas</li> <li>d. Tree preservation orders</li> <li>e. Control of advertisements</li> <li>f. Footpath diversion orders under the Town and Country Planning legislation</li> <li>g. Certificates of Lawfulness</li> </ol> </li> <li>2. To comment on proposals for development submitted by Worcestershire County Council and other public authorities</li> <li>3. To determine High Hedges applications in accordance with Part 8 of the Anti-Social Behaviour Act 2003</li> </ol>
Special provisions as to the Chair	The Chair and the Vice-Chair, if members of the controlling Party Group, shall not be members of the Executive Committee.

TERMS OF REFERENCE OF COMMITTEES

<p>Special provisions as to membership</p>	<p>Only those Councillors who have undertaken appropriate training * may sit on the Planning Committee.</p> <p>The Chief Executive, in consultation with the Member Support Steering Group will determine the criteria to be met and will determine whether individual Councillors have met those criteria.</p> <p>* Annual Planning Committee training sessions</p> <p><u>Definitions:</u></p> <p>For the purposes of clarity:</p> <p><u>'Returning Members'</u> are those who are re-appointed to the Planning Committee with <u>no break in membership</u> of more than 12 months.</p> <p><u>'New Members'</u> are those who are either brand-new to full Committee membership, or else returning after a break of 12 months or more.</p>
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**TERMS OF REFERENCE OF COMMITTEES**

**STANDARDS COMMITTEE** *(NB Subject to review / separate report on agenda of 21<sup>st</sup> May 2012 Council Annual Meeting)*

Number of Members	12 comprising: <i>7 RBC Members plus 3 Independent Members and 2 Parish Councillor representatives</i> <i>Only 1 member can be also a member of the Executive Committee. The Parish Council representatives shall not also be members of the Borough Council.</i>
Politically Balanced Y/N	N
Quorum	3 (at least one of which would need to be an Independent member, and one a member of the Borough Council, plus, in the case of matters relating to the Parish of Feckenham, one Parish Council member)
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	The Standards Committee will have the following roles and functions: a. promoting and maintaining high standards of conduct by the Mayor, Councillors, independent and co-opted members; b. assisting the Mayor, Councillors, independent and co-opted members to observe the Members' Code of Conduct; c. advising the Council on the adoption or revision of the Members' Code of Conduct; d. monitoring the operation of the Members' Code of Conduct; e. advising, training or arranging to train the Mayor, Councillors, independent and co-opted members on matters relating to the Members' Code of Conduct;

**TERMS OF REFERENCE OF COMMITTEES**

	<ul style="list-style-type: none"> <li>f. granting dispensations to the Mayor, Councillors, independent and co-opted members from requirements relating to interests set out in the Members’;</li> <li>g. dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter which is referred by an ethical standards Officer to the Monitoring Officer;</li> <li>h. receiving and assessing complaints against Members;</li> <li>i. reviewing local assessment decisions in relation to complaints against Members;</li> <li>j. conducting and determining hearings following investigation of complaints against Members;</li> <li>k. granting exemptions for politically restricted posts; and</li> <li>l. the exercise of (a) to (k) above in relation to Feckenham Parish Council and the members of Feckenham Parish Council.</li> </ul>
<p>Chair</p>	<p>The Chair and Vice-Chair of the Standards Committee, and of any of its Sub-Committees, will be an Independent member.</p>
<p>Substitutes</p>	<p>Substitutes are not encouraged by the Standards Board.</p>
<p>Special provisions as to membership</p>	<p>At least one parish member must be present when matters relating to the Parish Council or its members are being considered.</p> <p>Appropriate training is highly recommended for those members who sit on the Standards Committee.</p>

**TERMS OF REFERENCE OF COMMITTEES**

**STANDARDS ASSESSMENT SUB-COMMITTEE** *(NB Subject to Review)*  
**(Parent Committee – Standards Committee)**

Number of Members	<p>3 comprising:</p> <ul style="list-style-type: none"> <li>• At least 1 Borough Councillor</li> <li>• At least 1 Independent Member</li> <li>• One other member of the Standards Committee; a Parish Representative is required if the matter under consideration is a parish matter.</li> </ul> <p>The Standards Committee may from time to time determine procedures for membership of its sub-committees.</p>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	To carry out assessment of allegations that a Borough or parish councillor or co-opted councillor (or former councillor or co-opted councillor) may have failed to follow the Code of Conduct
Chair	To be an Independent Member
Whipping arrangements	N/A
Substitutes	The Standards Committee may from time to time determine procedures for substitution at meetings of Standards Assessment Sub-Committees.



**TERMS OF REFERENCE OF COMMITTEES**

<p>Special provisions as to membership</p>	<p>Only those Councillors who have undertaken *appropriate training may sit on the Standards Assessment Sub-Committees.</p> <p>The Chief Executive, in consultation with the Member Development Steering Group will determine the criteria to be met will determine whether individual Councillors have met those criteria.</p> <p><i>* Specific Standards Hearing-related training.</i></p>
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**TERMS OF REFERENCE OF COMMITTEES**

**STANDARDS REVIEW SUB-COMMITTEE** *(NB Subject to Review)*  
**(Parent Committee – Standards Committee)**

Number of Members	<p>3 comprising:</p> <ul style="list-style-type: none"> <li>• At least 1 Borough Councillor</li> <li>• At least 1 Independent Member</li> <li>• One other member of the Standards Committee; a Parish Representative is required if the matter under consideration is a parish matter,</li> </ul> <p>none of whom sat on the Standards Assessment Sub-Committee.</p> <p>The Standards Committee may from time to time determine procedures for membership of its sub-committees</p>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	To review, when appropriate, decisions of a Standards Assessment Sub-Committee
Chair	To be an Independent Member
Whipping arrangements	N/A
Substitutes	The Standards Committee may from time to time determine procedures for substitution at meetings of Standards Review Sub-Committees

**TERMS OF REFERENCE OF COMMITTEES**

<p>Special provisions as to membership</p>	<p>Only those Councillors who have undertaken *appropriate training may sit on the Standards Review Sub-Committees.</p> <p>The Chief Executive, in consultation with the Member Development Steering Group will determine the criteria to be met will determine whether individual Councillors have met those criteria</p> <p><i>* Specific Standards Hearing-related training.</i></p>
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**TERMS OF REFERENCE OF COMMITTEES**

**STANDARDS DETERMINATION SUB-COMMITTEE** *(NB Subject to Review)*  
**(Parent Committee – Standards Committee)**

Number of Members	<p>3 comprising:</p> <ul style="list-style-type: none"> <li>• At least 1 Borough Councillor</li> <li>• At least 1 Independent Member</li> <li>• One other member of the Standards Committee; a Parish Representative is required if the matter under consideration is a parish matter,</li> </ul> <p>none of whom sat on the Standards Assessment OR Review Sub-Committees.</p> <p>The Standards Committee may from time to time determine procedures for membership of its sub-committees</p>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-judicial procedure rules apply
Terms of Reference	To hear and determine complaints which have been investigated.
Chair	To be an Independent Member
Whipping arrangements	N/A
Substitutes	The Standards Committee may from time to time determine procedures for substitution at meetings of Standards Review Sub-Committees.

**TERMS OF REFERENCE OF COMMITTEES**

<p>Special provisions as to membership</p>	<p>Only those Councillors who have undertaken *appropriate training may sit on the Standards Review Sub-Committees.</p> <p>The Chief Executive, in consultation with the Member Development Steering Group will determine the criteria to be met will determine whether individual Councillors have met those criteria.</p> <p><i>* Quasi-Judicial meetings training. Specific Standards Hearing-related training.</i></p>
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