

COMMITTEE MEMBERSHIPS

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

Chair: **Councillor Brunner**

Vice-Chair: **Councillor S Chalk**

(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 *(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,
decision to be renewed each year)*

(LAB) Fry, Fisher, Pattie Hill, Witherspoon

(CON) Brazier, Bush, Hopkins

(Not members of the Executive Committee)

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

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

Substitute Co-optees 1 nominated TU representative per Union.

“OVERVIEW & SCRUTINY MEMBERS” POOL

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Available for allocation for Task & Finish Reviews
(= all remaining "non-Executive" Members)

Councillors: (LAB) *To be added*
(CON) *Bennett, Clayton, M Chalk, Griffin, R Hill, Quinney, Derek Taylor*

CRIME AND DISORDER SCRUTINY PANEL

Chair: **Councillor Brazier**

Councillors: (5 = 3 + 2)
(LAB) Baker, Pattie Hill
(CON) Clayton

(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:

(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.)

ACCESS FOR DISABLED PEOPLE

Chair: Councillor Fry
Councillors: (5 = 3 + 2)
(Lab) Mason, Smith
(Con) M Chalk, Quinney

REDDITCH MARKET

Chair: O&S Committee to determine Chair / Membership later
Councillors: (5 = 3 + 2)
(Lab)
(Con) Quinney, Derek Taylor.

REGULATORY COMMITTEES

AUDIT AND GOVERNANCE COMMITTEE

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Chair: **Councillor Derek Taylor**

Vice-Chair: **Councillor Roger Hill**

Councillors: (7 = 4 +3)
(LAB) Baker, Fisher, Shurmer and Smith
(CON) Bennett

(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, the Chair to be an "Opposition" Member.)

Named

Substitutes: Not permitted.

EMPLOYMENT APPEALS COMMITTEE

Chair: **Councillor Witherspoon**

Vice-Chair: **Councillor Mould**

Councillors (5 = 3+2 - *not required to be proportional, though helpful for balance*)
(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 not relevant).

(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.)

LICENSING COMMITTEE

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(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 Fry**
Vice-Chair: **Councillor Stephens**

Councillors: (11 = 6 +5 - must be no less than 10 / no more than 15)
(LAB) Baker, Pattie Hill, King and Mason
(CON) Brunner, M Chalk, Gandy, R Hill, Hopkins

(Can be members of the Executive Committee – there 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:

(List to be updated) (*not Quasi-Judicial meetings*).

New Training will be offered as soon as possible in the Municipal Year to Members who require it – dates are already set - Member Development Programme 2012/13 refers) .]

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 currently to include a 4th Reserve Member – (arrangement under review).)

- A. Chair: **Councillor Fry**
B. Alternate Chair 1: **Councillor Pattie Hill**
C. Alternate Chair 2: **Councillor Roger Hill**
D. Alternate Chair 3: **Councillor Hopkins**

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

Councillors: Fry, Pattie Hill, Roger Hill, Hopkins

(Notes:

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- 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.)

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

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

Vice-Chair: **Councillor Pattie Hill**

Councillors: (5 = 3 + 2)
 (LAB) Baker
 (CON) Brunner, R Hill

(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

Chair: **Councillor Fry**

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Vice-Chair: ***Councillor Baker***

Councillors: (9 = 5 +4)
 (LAB) Hartnett, King, Smith
 (CON) M Chalk, Clayton, R Hill, Quinney

(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.)

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.
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.)

(Mandatory Training will be provided as soon as reasonably possible in
the new municipal year - Member Development Programme refers.)

Note: * The barrier to Leader membership of the Planning Committee
will be removed, subject to Council's decision at the Constitution review
item later in the Agenda,.

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STANDARDS COMMITTEE

(Revised arrangements – separate report refers)

Chair: **Councillor Witherspoon**
Vice –Chair: **Councillor Braley**

RBC Councillors: (5 = 3 +2)
(plus - 2 non-voting Parish Council co-optees; and
2012/13 transitional arrangement -
1 non-voting Independent Observer co-optee.)

(LAB) Mould, Debbie Taylor
(CON) Derek Taylor

(New arrangements, subject to final decisions of the Council Annual Meeting - separate report refers - Continuity of membership is recommended, so far as practical, for training / expertise purposes. Quasi-judicial training is required for the conduct of any Hearings.)

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

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

[Hearings Sub-Committee arrangements are subject to further report:

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.)

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MEETINGS UNDER SHARED / JOINT ARRANGEMENTS

SHARED SERVICES BOARD - Role / Title subject to Review

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

Chair: ***Councillor Hartnett (RBC)[Councillor (BDC)]***
(previously Leaders ex-officio, who alternate according to meeting venue, other becoming Vice-Chair)

Vice-Chair: ***As above***

RBC Councillors: ***(4 = 3 +1)***
(LAB) Chance, Debbie Taylor
(CON) Gandy

(Fixed membership only)

Named (Named Substitutes – Councillors Blake, Braley and Mould
Substitutes: (All Members are invited to attend and observe)

WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

(To oversee the Worcestershire Enhanced Two Tier (WETT) Regulatory Service)

Chair: ***To be appointed by the Committee***

Vice-Chair: ***As above***

RBC Councillors: ***(2 appointments from Redditch Borough Council)***
(LAB) Mould
(CON) Braley

(Fixed membership only – At least one RBC Member must be a member of the Executive Committee)

Named (Substitutes: x2)
Substitutes:

(All Members are invited to attend and observe)

OTHER MEETINGS

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

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).

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

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

Chair: **Councillor Debbie Taylor** (relevant Portfolio Holder ex officio)
Vice-Chair: **Councillor Fry**

Councillors: (5 = 3+2)
(LAB) Mason
(CON) Brazier, Hopkins
(Membership to include relevant Portfolio Holder as Chair.)

ECONOMIC ADVISORY PANEL ('ECAP')

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

Chair: **Councillor Chance** (relevant Portfolio Holder ex officio)
Vice-Chair: **Councillor Fisher**

Councillors: (5 = 3+2)
(LAB) Baker
(CON) Bennett, Bush
(Membership to include relevant Portfolio Holder as Chair.)

HOUSING ADVISORY PANEL

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

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

Vice-Chair: **Councillor Witherspoon**

Councillors: (5 = 3+2)
(LAB) Mason
(CON) Clayton, Quinney
(Membership to include relevant Portfolio Holder as Chair.)

PLANNING ADVISORY PANEL ("PAP")

(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 Chance** (*relevant Portfolio Holder ex officio*)

Vice-Chair: **Councillor Blake**

Councillors: (5 = 3+2)
(LAB) Hartnett
(CON) Bush, M Chalk
(Membership to include relevant Portfolio Holder as Chair.)

(Because of the link to Core Strategy Review, administered by Democratic Services)

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MISCELLANEOUS OTHER MEETINGS:

BOROUGH TENANTS' FORUM

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

Vice-Chair: (ditto)

Councillors: (3 = 2 +1+Officers)
(LAB) Chance, Shurmer
(CON) Quinney

(Can be any member of the Council)

Named

Substitutes: (All members of the Council)

CONSTITUTIONAL REVIEW WORKING PARTY

(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 Hartnett**

Vice-Chair: **Councillor Chance**

Councillors: (5 = 3+2)
(LAB) Pattie Hill
(CON) Braley, Gandy

(Should ideally include Group Leaders / Portfolio Holder / Senior members of both Exec and O&S Committees.)

Named

Substitutes: Any member of the Council.

GRANTS PANEL

(To recommend to the Executive Committee grant awards for 20012/13)

Chair: **Councillor Bush**

Vice-Chair: **Councillor Chance**

Councillors: (5 = 3+2 but not required to be proportional)
(LAB) Shurmer and Smith
(CON) Clayton

(Members should not have interests which would disbar their membership / close involvement with bodies applying for grant.

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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

(To organise an annual Holocaust Memorial Event -

Chair: **Councillor Hartnett**

Vice-Chair: **Councillor Blake**

Councillors: (5 = 3 +2 – number / proportions not fixed)
(LAB) King
(CON) Hopkins, Quinney

Named

Substitutes: For the sake of continuity, substitutions are not required or relevant.

MEMBER SUPPORT STEERING GROUP

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

Chair: **Councillor Fisher**

Vice-Chair: **Councillor Mould ***

Councillors: (5 = 3+2)
(LAB) King
(CON) Braley *, Gandy

(Can be any member of the Council – should include both
* Party Group Member Development Champions .)

Named

Substitutes: All other members of the Council.

PROCUREMENT STEERING GROUP

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

Chair: ***Councillor Hartnett***

Vice-Chair: ***Councillor Chance***

Councillors: (5 = 3+2)
(LAB) Debbie Taylor
(CON) Braley, Derek Taylor

(Fixed membership only)

Named (for continuity, none appointed /
Substitutes: but exceptionally permitted with Chair's agreement.)

REDDITCH MATTERS EDITORIAL PANEL

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

Chair: ***Councillor Hartnett***

Vice-Chair: ***Councillor Debbie Taylor***

Councillors: (3 = 2+1)
(LAB) (As above)
(CON) Clayton

Named
Substitutes: Any member of the Council.

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 Council decision is necessary, at subsequent full Council meetings.

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