



BROMSGROVE DISTRICT COUNCIL

YOU ARE HEREBY SUMMONED to attend a MEETING of BROMSGROVE DISTRICT COUNCIL to be held in the Council Chamber at The Council House, Burcot Lane, Bromsgrove at 6.00 pm on Tuesday, 15th May, 2007, when the business referred to below will be brought under consideration:-

The meeting will be opened with a prayer.

1. Election of Chairman for the ensuing year

(following election, the Chairman will make a Declaration of Acceptance of Office, will be invested with the Badge and Chain of Office, and will take the Chair)

2. Vote of thanks to the retiring Chairman

3. Appointment of Vice-Chairman for the ensuing year

(following election, the Vice-Chairman will make a Declaration of Acceptance of Office and will be invested with the Badge and Chain of Office)

4. Minutes (Pages 1 - 6)

To confirm the Minutes of the meeting of the Council held on 24th April 2007

5. Appointment of Executive Leader of the Council

6. Appointment of Deputy Leader of the Council

7. Appointment of Leader of the Opposition

8. To receive apologies for absence

9. To receive any announcements from the Chairman and/or Head of Paid Service

10. Appointment of Committees (Pages 7 - 38)

11. **Appointment of the Council's representatives on outside bodies etc. for the ensuing year** (Pages 39 - 44)
12. **Attendances** (Pages 45 - 50)
13. **Executive - Report of the Leader as to membership of the Executive Cabinet, and the appointment of any Committees of the Executive**

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

TUESDAY, 24TH APRIL, 2007

PRESENT: Councillors C. B. Lanham (Chairman), Mrs. J. M. Boswell (Vice-Chairman), Mrs. S. J. Baxter, A. N. Blagg, Miss D. H. Campbell JP, A. L. Deakin, G. N. Denaro, Mrs. A. E. Doyle, J. T. Duddy, Mrs. J. Dyer M.B.E., B. L. Fuller C.B.E. Q.F.S.M., Mrs. K. M. Gall, M. H. Gill, Mrs. J. M. L. A. Griffiths, D. Hancox, R. Hollingworth, G. H. R. Hulett, Mrs. J. D. Luck, Ms. J. A. Marshall, D. McGrath, W. R. Newnes, S. R. Peters, N. Psirides JP, J. A. Ruck, C. R. Scurrrell, G. G. Selway, S. P. Shannon, Mrs. M. A. Sherrey JP, Mrs. C. J. Spencer, Mrs. M. M. T. Taylor, E. C. Tibby, C. J. Tidmarsh, P. J. Whittaker and C. J. K. Wilson

110/06 **PRAYER**

At the request of the Chairman, the Reverend Wendy Moore opened the meeting with a prayer.

111/06 **MINUTES**

RESOLVED that the minutes of the meeting of the Council held on 27th March 2007 be confirmed as a correct record and signed by the Chairman.

112/06 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss S. L. Bushby, A. J. Dent, Mrs. R. L. Dent and P. M. McDonald.

113/06 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

114/06 **ANNOUNCEMENTS FROM THE CHAIRMAN**

- (a) The Chairman referred to the forthcoming Local Elections and conveyed his best wishes to those Members who were standing again. He also acknowledged those Members who were standing down, namely Councillors A. L. Dent, Miss S. L. Bushby, B. L. Fuller, Mrs. K. M. Gall and J. A. Ruck.

- (b) The Chairman paid tribute to Councillor Mrs. M. M. T. Taylor who was standing down after 34 years service on Bromsgrove District Council and presented her with a bouquet as a token of the Council's appreciation of her services.

115/06 **ANNOUNCEMENTS FROM THE LEADER**

The Leader made no announcements.

116/06 **QUESTIONS ON NOTICE**

No questions had been submitted.

117/06 **ORDER OF BUSINESS**

The Chairman announced that the order of business would be changed so that agenda item no. 8 (Recommendations from the Standards Committee) would be considered before agenda item no. 7 (Recommendations from the Executive Cabinet).

118/06 **RECOMMENDATIONS FROM THE STANDARDS COMMITTEE MEETING ON 5TH APRIL 2007**

RESOLVED:

- (a) that, subject to the proviso set out in (b) below, no substitutes be allowed to serve on the Standards Committee;
- (b) that, on the question of Parish Council representation, this should remain at one, but that a Deputy Parish representative be appointed (with full necessary training), who would be allowed to substitute; and
- (c) that, as it was a statutory requirement that at least 25% of the Committee should be made up of Independent Members, their number should remain at three.

119/06 **RECOMMENDATIONS FROM THE EXECUTIVE CABINET MEETING ON 4TH APRIL 2007 AND 24TH APRIL 2007**

(i) **Capital Strategy 2007 – 2010**

RESOLVED that the Capital Strategy for 2007 – 2010 be approved.

(ii) Review of the Council's Constitution

The recommendations of the Executive Cabinet were moved by Councillor R. Hollingworth and seconded by Councillor Mrs. M. M. T. Taylor.

It was moved by Councillor C. J. K. Wilson and seconded by Councillor G. H. R. Hulett that the review of the Council's Constitution be deferred to the next meeting of the full Council.

It was moved by Councillor Mrs. S. J. Baxter that the recommendations of the Executive Cabinet be approved except with regard to the further review of the Constitution which should take place within 6 months.

Councillor Hollingworth, as mover of the original motion agreed to accept the change as part of his original motion.

On the amendment moved by Councillor C. J. K. Wilson and seconded by Councillor G. H. R. Hulett being put to the vote, the Chairman declared the amendment to be LOST.

RESOLVED:

(a) that the Constitution be amended in accordance with the drafts appended to the report to take effect from 4 May 2007, subject to the following amendments:

(i) In relation to the Standards Committee:

The Articles be amended as follows:

Paragraph 10.2 a. (i) (*page 19*) be amended to read as follows:

“three District Councillors (other than the Leader) two of whom will be members of the controlling political group and one of whom will not be a member of the controlling political group.”

Paragraph 10.3 m. (*page 20*) be deleted.

Paragraph 15.1 (*page 28*) be amended as follows:

“The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.”

(ii) In relation to the consideration of Scrutiny Steering Board reports the following wording be included in the Cabinet Procedure Rules as para 9.11 – 12 (*page 56*) and to the Scrutiny Procedure Rules as para 15.2 – 4 (*page 64*).

- “* The Cabinet will consider all reports and recommendations presented by the Scrutiny Steering Board and will provide the Scrutiny Steering Board with a response.
 - * A Scrutiny Steering Board report which includes one or more proposals which would require a departure from the Budget and Policy Framework will be considered in the first instance by the Cabinet. The Cabinet will decide whether to recommend to the Council that those proposals be implemented. If the Cabinet decides not to recommend to Council that those proposals be implemented, its decision, together with the reasons for that decision, shall be reported back to the Scrutiny Steering Board.
 - * The Scrutiny Steering Board may then request the Chief Executive to include the report and those proposals which would require a departure from the Budget and Policy Framework on the agenda for the next available Council meeting.”
- (iii) In relation to Article 7.6 b (*page 17*), the wording be amended as follows:
- “When a decision regarding a Cabinet function requires attention as a matter of such urgency that formal reporting to Cabinet is not possible, the Leader may take that decision in consultation with the relevant Portfolio Holders, the Chief Executive, the Section 151 Officer and the Monitoring Officer.”
- (b) that authority be delegated to the Head of Legal and Democratic Services to correct typographical and/or cross-referencing errors in order to give effect to the Council’s intentions.
- (c) that there be a further review of the Constitution within 6 months.

120/06

RECOMMENDATIONS FROM THE APPOINTMENTS COMMITTEE ON 20TH APRIL 2007

RESOLVED that Mr. Noel A. Burke be appointed to serve as an Independent Member on the Standards Committee, and that, in order to retain a uniform “end date” for all of the Independent Members on the Committee, his term of office expire in November 2011.

121/06

MOTION SUBMITTED UNDER NOTICE

With regard to the following Notice of Motion submitted by Councillor P. M. McDonald, the Chairman announced that the wording needed to be changed in order to enable it to be discussed by the Council.

““Bromsgrove District Council has spent an unbelievable £681,459 on consultants, £641,505 on temporary/agency staff and £194,626 on casual payments. This was in spite of a scrutiny exercise carried out recently to control the expenditure on such items. The efforts of the scrutiny task group failed with finances now getting out of control and residents not receiving value for money. Such expenditure has contributed to Bromsgrove increasing the council tax to the highest level permitted without being capped and services being cut.

The total figure of exceptional payments is now a staggering £1.517.590, this cannot continue and every effort must be made to restrict such expenditure and ensure residents of Bromsgrove receive value for money.

To ensure that the finances of the Council are kept under control and that residents do receive value for money: that in future all proposed expenditure on consultants, temporary/agency and casuals payments will be placed on the agenda of all Full council Meetings for Council approval. This will ensure that in future all councillors of Bromsgrove will not only know what is going on with the Council’s finances, but will have a direct say in such expenditure.”

Councillor C. J. K. Wilson indicated that he wished to change the motion by the addition of the following words:

“This full Council agrees the motion is referred to the Executive Cabinet for consideration and report back to the next full Council meeting on the outcome of the discussions at Cabinet”.

The Monitoring Officer advised that the motion requested the Council to exercise a function which in her opinion was a function which was the responsibility of the Cabinet and suggested that the wording of the third paragraph be amended to read as follows to enable discussion to take place at the Council meeting:

“To ensure that the finances of the Council are kept under control and that residents do receive value for money: that in future all proposed expenditure on consultants, temporary/agency and casuals payments will be placed on the agenda of the next available Cabinet meeting for approval. This will ensure that in future all councillors of Bromsgrove will not only know what is going on with the Council’s finances, but will have a direct say in such expenditure.”

Councillors C. J. K. Wilson and G. H. R. Hulett agreed to accept the alteration to the wording of the motion.

Having been moved by Councillor C. J. K. Wilson and seconded by Councillor G. H. R. Hulett, the matter was put to the vote whereupon the Chairman declared the motion to be LOST.

The meeting closed at 7.20 pm

Chairman

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Agenda Item 10

AGENDA ITEM NO. 10

BROMSGROVE DISTRICT COUNCIL

ANNUAL COUNCIL

15th MAY 2007

APPOINTMENT OF COMMITTEES

Responsible Portfolio Holder	
Responsible Head of Service	Claire Felton

1. SUMMARY

- 1.1 To approve the appointment, composition and terms of reference of Committees of the Council and Responsibility for Functions.

2. RECOMMENDATIONS

- 2.1 That for the ensuing Municipal Year, the Committees set out in the table in Appendix 1 of the report be appointed and that the representation of the different political groups on the Council on those Committees be as set out in that table until the next Annual Meeting of the Council, or until the next review of political representation under Section 15 of the Local Government and Housing Act 1989, whichever is the earlier.
- 2.2 That Members consider the allocation of the unallocated seat on the Standards Committee.
- 2.3 That Members be appointed to the Committees in accordance with nominations to be made by the Party Group Leaders or Co-ordinators.
- 2.4 That the Responsibility for Functions Table as set out in Appendix 2 be approved and incorporated within the Council's Constitution.
- 2.5 That the terms of reference for Committees of the Council as set out in Appendix 3 be approved and incorporated within the Council's Constitution.

3. BACKGROUND

- 3.1 The Council is bound by law and/or its own Constitution to appoint the Boards and Committees set out in Appendix 1 and to agree the allocation of seats which are subject to the rules of political proportionality unless otherwise stated.

- 3.2 The proposed allocation of seats had been done on a strict mathematical basis. In the table set out in Appendix 1 the first figure in each column is the number of seats allocated to the group. The figures in brackets are the calculated allocation of seats i.e. total number of seats on the committee divided by the size of the group.
- 3.3 The Council also need to consider how to deal with the allocation of a place on the Standards Committee for a member who is not a member of the controlling group.
- 3.4 In addition, as part of the recent review of the Constitution, the table setting out the proposed Responsibility for Functions between the Council and the Cabinet and Council functions delegated to officers set out in Appendix 2 has been prepared for approval and will then be incorporated within the Constitution.
- 3.5 The proposed terms of reference of Council Committees set out in Appendix 3 have also been prepared for approval as part of the review of the Constitution and will then be incorporated within the Constitution.

4. FINANCIAL IMPLICATIONS

- 4.1 Not applicable

5. LEGAL IMPLICATIONS

- 5.1 Sections 15 -17 of the Local Government and Housing Act 1989 places a duty on Councils to allocate the seats on each of its committees in proportion to the size of the political groups on the Council.

6. CORPORATE OBJECTIVES

- 6.1 Effective governance is aligned to the Council's Improvement objective.

7. RISK MANAGEMENT

- 7.1 There are no significant risks associated with this item.

8. CUSTOMER IMPLICATIONS

- 8.1 None.

9. OTHER IMPLICATIONS

Procurement Issues None
Personnel Implications None
Governance/Performance Management None

Community Safety including Section 17 of Crime and Disorder Act 1998	None
Policy	None
Environmental	None
Equalities and Diversity	None

10. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No
Corporate Director (Services)	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

11. APPENDICES

None

12. BACKGROUND PAPERS

None

CONTACT OFFICER

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Appendix 1

Committee	Con (66.67%)	Lab (15.38%)	Ind (10.26%)	WRA (5.13%)	Lib Dem (2.56%) *	Unallocated seats	Total
Scrutiny Steering Board	5 (4.66)	1 (1.07)	1 (0.71)	0 (0.36)	0 (0.18)	0	7
Audit Board	5 (4.66)	1 (1.07)	1 (0.71)	0 (0.36)	0 (0.18)	0	7
Performance Management Board	5 (4.66)	1 (1.07)	1 (0.71)	0 (0.36)	0 (0.18)	0	7
Licensing Committee	9 (8.66)	2 (1.99)	1 (1.33)	1 (0.66)	0 (0.33)	0	13
Planning Committee	9 (8.66)	2 (1.99)	1 (1.33)	1 (0.66)	0 (0.28)	0	13
Standards Committee	2					1**	3
Appeals Panel ***	5 (5.33)	1 (1.23)	1 (0.82)	1 (0.41)	0 (0.20)	0	8
Appointments Committee	3 (3.33)	1 (0.76)	1 (0.51)	0 (0.25)	0 (0.12)	0	5
Electoral Matters Committee	7 (6.66)	2 (1.53)	1(1.02)	1 (0.51)	0 (0.25)	0	10
Totals	50 (48.82)	11 (10.71)	8 (7.14)	4 (3.57)	0	1	73+

Note:

* As a single member Cllr Selway cannot describe himself as a group and is therefore not entitled to be allocated any seats.

** **Standards Committee** – One member to be appointed who is not a member of the controlling political group. (There is no requirement for proportionality on the Standards Committee). Membership also includes three Independent Members and one member from a Parish Council with a nominated and trained substitute.

*** Only three Members of the Appeals Panel will sit on any one occasion.

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RESPONSIBILITY FOR FUNCTIONS

Council Functions

The following functions of the local authority which under Regulation 3(1) of and Schedule 2 to the Responsibility for Functions Regulations (as amended) ("the Regulations") may (but need not) be the responsibility of the Cabinet, shall be the responsibility of the **Council**:

In respect of a Council function, the appointment of any individual to any body other than the authority, a joint committee of two or more authorities or to any committee or subcommittee of such a body and the revocation of such an appointment

.....

Cabinet Functions

The following functions of the local authority which under the Regulations may (but need not) be the responsibility of the Cabinet, shall be the responsibility of the **Cabinet**:

Any function under a local Act other than a function specified or referred to in Regulation 2 or Schedule 1 of the Regulations.

The determination of an appeal against any decision made by or on behalf of the Council

In respect of a Cabinet function only, the appointment of any individual to any body other than the authority, a joint committee of two or more authorities or to any committee or subcommittee of such a body and the revocation of such an appointment

The appointment of review boards under regulations under subsection (4) of section 34 (determinations of claims and reviews) of the Social Security Act 1998

Note: The Cabinet may delegate some or all of these functions to committees or officers by way of and in accordance with the Scheme of Delegation

.....

Council Functions delegated to Committees

The following functions of the local authority which under the Regulations may (but need not) be the responsibility of the Cabinet, shall be the responsibility of the **committees** of the Council as set out below and not the Cabinet:

<p>The conducting of best value reviews in accordance with the provisions of any order for the time being having effect under section 5 of the Local Government Act 1999</p>	<p>Performance Management Board</p>
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.....

Council Functions delegated to Officers

The following functions of the local authority which under the Regulations may (but need not) be the responsibility of the Cabinet, shall be delegated to **officers** of the Council in accordance with the Scheme of Delegation to Officers and shall not be the responsibility of the Cabinet:

<p>Any function relating to contaminated land</p>
<p>The discharge of any function relating to the control of pollution or the management of air quality</p>
<p>The service of an abatement notice in respect of a statutory nuisance</p>
<p>The investigation of any complaint as to the existence of a statutory nuisance</p>
<p>The inspection of the authority's area to detect any statutory nuisance</p>
<p>The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interest in land</p>
<p>The obtaining of particulars of person interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976</p>
<p>The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the Council's area</p>
<p>The appointment of any individual to any office other than an office in which he is employed by the authority</p>

APPEALS PANEL

Number of Members	8 <i>Note: At any Meeting of the Appeals Panel, only three of the eight Members will be present at the Meeting</i>
Politically Balanced Y/N	Y
Quorum	2
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	To hear, consider and determine appeals in accordance with the Council's policies and procedures
Special provisions as to the Chairman	None

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APPOINTMENTS COMMITTEE

Number of Members	5
Politically Balanced Y/N	Y
Quorum	2
Procedure Rules applicable	Council Procedure Rules x, y and z
Terms of Reference	<p>a. To consider applications and make recommendations to Council on the appointment of Independent Members for the Standards Committee</p> <p>b. To consider applications and make recommendations to Council on the appointment of Chief Officers in accordance with Council procedures</p> <p>c. To consider such other matters as requested by the Council</p>
Provisions relating to appointment of Chairman	None

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AUDIT BOARD

Number of Members	7, none of whom may be members of the Cabinet or members of the Scrutiny Steering Board
Attendance by other Councillors	Portfolio Holder with responsibility for finance expected to attend each meeting
Politically Balanced Y/N	Y
Quorum	4
Procedure Rules applicable	Audit Board Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 19.1, 19.2 and 21) –if there is any conflict, Audit Board Procedure Rules to take precedence
Terms of Reference	<ul style="list-style-type: none"> a. Monitoring the good stewardship of the Council's resources through the work of the Internal Audit function. b. Supporting the profile, status and authority of the Internal Audit function and will demonstrate its independence. c. Contribute towards making the Council, its committees and departments more responsive to the Internal Audit function. d. Responsibility for promoting internal control by the systematic appraisal of the Council's internal control mechanisms, by the development of an anti-fraud culture and by the review of financial procedures. e. Responsibility for focusing audit resources, by agreeing the audit plans and monitoring delivery of the Internal Audit function. f. Monitoring both internal and external audit

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	<p>performance by ensuring auditor/officer collaboration within the agreed timescales, by securing the timely preparation and response to audit reports, by ensuring the implementation of audit recommendations and by monitoring the finalisation of the annual accounts.</p> <p>g. Receive and consider a summary of internal audit work undertaken since the last meeting, plus the current status of this work.</p> <p>h. Monitor compliance with the Council's standards, codes of practice and policies through the work of the Internal Audit function.</p> <p>i. Monitor compliance with relevant legislative requirements through the work of the Internal Audit function.</p> <p>j. The Audit Board will ensure that it acts within the policies and strategies of the Council.</p>
Special provisions as to the Chairman	None
Special provisions as to whipping arrangements	The party whip must not be applied
Officer attendance	S151 Officer and Audit Services Manager expected to attend each meeting

CABINET

Number of Members	Between 3 and 9 including the Leader and the Deputy Leader, other members to be appointed by the Leader
Politically Balanced Y/N	N
Quorum	4
Procedure Rules applicable	Cabinet 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 Chairman	The Leader to preside; in his/her absence the Deputy Leader to preside
Whipping arrangements	N/a

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ELECTORAL MATTERS COMMITTEE

Number of Members	10
Politically Balanced Y/N	Y
Quorum	4
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	To exercise powers and undertake functions relating to electoral matters and elections
Special provisions relating to appointment of Chairman	None

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**LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
(Parent Committee - Cabinet)**

Number of Members	13
Politically Balanced Y/N	N <i>Note: In establishing the Committee, Cabinet requested that the membership of the Committee should be both representative of the Council and geographically representative of the district</i>
Quorum	4
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	To consider matters of planning policy
Special provisions as to the Chairman	None

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LICENSING COMMITTEE

Number of Members	13
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	<ol style="list-style-type: none"> 1. To exercise all powers and duties of the Council in licensing and registration except the determination of applications and other matters relating to licences or licence applications delegated to Licensing Sub-Committees 2. Enforcement of licensing and registration
Special provisions as to the Chairman	None
Special provisions as to whipping arrangements	None

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LICENSING SUB-COMMITTEE
(Parent Committee – Licensing Committee)

Number of Members	3 (to be selected from the Licensing Committee membership)
Politically Balanced Y/N	N
Quorum	2
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	To consider applications for licensing and such other matters as determined by the Licensing Committee
Special provisions as to the Chairman	None

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PLANNING COMMITTEE

Number of Members	13
Politically Balanced Y/N	Y
Quorum	5
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	<ol style="list-style-type: none"> 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"> a. considering and determining applications for planning permission b. enforcement of planning control c. building preservation, Listed Buildings and Conservation areas d. Tree preservation orders e. Control of advertisements f. Footpath diversion orders under the Town and Country Planning legislation 2. To comment on proposals for development submitted by Worcestershire County Council and other public authorities 3. To determine High Hedges applications in accordance with Part 8 of the Anti-Social Behaviour Act 2003
Special provisions as to the Chairman	None

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PERFORMANCE MANAGEMENT BOARD

Number of Members	7, none of whom may be Cabinet members
Attendance by other Councillors	Relevant Portfolio Holder expected to attend and participate but not vote
Politically Balanced Y/N	Y
Quorum	4
Procedure Rules applicable	Performance Management Board Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 19.1, 19.2 and 21) – where there is any conflict, Performance Management Board Procedure Rules to take precedence
Terms of Reference	<p>To have overall responsibility for monitoring and driving performance improvement of the Council. In particular the Performance Management Board will:</p> <ul style="list-style-type: none"> a. be responsible for monitoring and reviewing Business Planning and Performance Management and to ensure that the process is an integral part of the Council's short and medium-term financial strategy. b. monitor progress in achieving the Council's: <ul style="list-style-type: none"> (i) Corporate Plan priorities and objectives; (ii) Performance Plan targets; (iii) Financial targets and performance against budget. c. identify unsatisfactory progress or performance and make recommendations on remedial action to Executive Cabinet. d. consider and monitor implementation of the

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	findings of any Inspection reports
Special provisions as to the Chairman	None
Special provisions as to whipping arrangements	A party whip must not be applied at meetings
Officer attendance	Chief Executive and either Assistant Chief Executive or a Corporate Director expected to attend each meeting Relevant Head of Service expected to attend for consideration of any item within his/her area of responsibility

SCRUTINY STEERING BOARD

Number of Members	7, none of whom shall be members of the Cabinet or the Audit Board
Politically Balanced Y/N	Y
Quorum	4
Procedure Rules applicable	Scrutiny Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 19.1, 19.2 and 21) – where there is any conflict, Scrutiny Procedure Rules to take precedence
Terms of Reference	The general terms of reference of the Scrutiny Steering Board will be to perform all overview and scrutiny functions on behalf of the Council in relation to any matter affecting the District and its inhabitants.
Special provisions as to the Chairman	None
Whipping arrangements	When considering any matter in respect of which a member of the Scrutiny Steering Board 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 Scrutiny Steering Board's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

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STANDARDS COMMITTEE

Number of Members	<p>7 comprising:</p> <ul style="list-style-type: none"> • 3 District Councillors (other than the Leader), 2 of whom are members of the controlling political group and 1 of whom is not a member of the controlling political group • 3 Independent Members • 1 Parish Council representative (with a nominated and trained substitute)
Politically Balanced Y/N	See above
Quorum	3
Procedure Rules applicable	The Council Procedure Rules will apply to with the exception of Rules 1-4, 10, 14, 19.1, 19.2 and 21
Terms of Reference	<p>The Standards Committee will have the following roles and functions:</p> <ol style="list-style-type: none"> a. promoting and maintaining high standards of conduct by Councillors and any co-opted members of Council bodies; b. assisting the Councillors 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

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	<p>Councillors and co-opted members on matters relating to the Members' Code of Conduct;</p> <ul style="list-style-type: none"> f. granting dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct; g. dealing with any report from a case tribunal, and any report from the Monitoring Officer on any matter which is referred by an ethical standards officer to the Monitoring Officer; h. the exercise of a - g above in relation to the Parish Councils in the Council's area and the members of those parish Councils; i. having an overview of the Council's whistle blowing policy; j. having an overview of complaints handling and ombudsman investigations; k. monitoring, and reviewing the operation of the Protocol on Member-Officer relations l. monitoring and reviewing the operation of the Protocol on Member-Member Relations
Special provisions as to the Chairman	To be an Independent Member
Special provisions as to shipping arrangements	None

SCHEDULE OF THE COUNCIL'S CURRENT REPRESENTATIVES ON OUTSIDE BODIES (2006-2007)

(* Denotes expiry of term during current municipal year - nominations required)

BODY	REPRESENTATIVE(S) APPOINTED	EXPIRY OF TERM OF OFFICE (IF NOT FOR AN INDEFINITE PERIOD)
Age Concern (Hereford and Worcester County Committee)	Councillor Mrs. A. E. Doyle	May 2007
Bishop Hall's Bible Charity	Mr. D. G. Hughes	December 2008
Bromsgrove Arts Centre Operating Trust	Councillor Miss D. H. Campbell Councillor J. T. Duddy Councillor Mrs. J. M. L. A. Griffiths Councillor C. B. Lanham Mr. D. C. Norton	April 2009 April 2009 April 2009 April 2009 April 2009
Bromsgrove Arts Centre Holding Trust	Mr. M. Horton Councillor Ms. J. A. Marshall Councillor D. McGrath Mr. R. Moule Mr. D. Slade Mr. A. Turpin	April 2007 April 2009 April 2007 April 2009 April 2009 April 2007
Bromsgrove Institute	Councillor E. C. Tibby	7th February 2009
Bromsgrove United Charities	Councillor Mrs. K. M. Gall Councillor Mrs. J. M. L. A. Griffiths Mr. D. C. Norton	7th May 2009 27th July 2007 10th January 2010
The Court of Birmingham University	Councillor B. L. Fuller C.B.E. Q.F.S.M.	31st December 2007

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BODY	REPRESENTATIVE(S) APPOINTED	EXPIRY OF TERM OF OFFICE (IF NOT FOR AN INDEFINITE PERIOD)
Trustee Body of White's Cottage Homes Charity	Mrs. M. W. V. Firminger	May 2007
West Midland Reserve Forces and Cadets Association - County Committee	Councillor C. J. Tidmarsh	31st March 2008
Alvechurch Village Society	Councillor Mrs. J. M. L. A. Griffiths	
Amphlett Hall Management Committee	Councillor Mrs. R. L. Dent Councillor G. H. R. Hulett Councillor Ms. J. A. Marshall Councillor J. A. Ruck	
Avoncroft Museum of Buildings Management Council	Councillor Mrs. C. J. Spencer	
Bromsgrove Citizens' Advice Bureau	Councillor Mrs. M. A. Sherrey Councillor E. C. Tibby	
Bromsgrove District Housing Trust Board	Councillor S. P. Shannon Councillor Mrs. C. J. Spencer	
Bromsgrove District Sports Council	Councillor Mrs. K. M. Gall Councillor J. A. Ruck Councillor C. J. K. Wilson	
Bromsgrove District Twinning Association	Chairman of the Council (ex-officio - Councillor C. B. Lanham) Councillor Mrs. J. M. Boswell Councillor D. McGrath Councillor C. R. Scurrrell	
Bromsgrove Festival Committee	Mr. D. C. Norton Mrs. P. Norton	

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BODY	REPRESENTATIVE(S) APPOINTED	EXPIRY OF TERM OF OFFICE (IF NOT FOR AN INDEFINITE PERIOD)
Bromsgrove Hospital Carnival Committee	Mrs. J. M. Boswell	
Bromsgrove Police Sub-Division Community Consultative Group	Councillor S. R. Peters Councillor Mrs. M. A. Sherrey Councillor Mrs. C. J. Spencer Councillor C. J. Tidmarsh <i>plus one "floating" member</i>	
Bromsgrove Youth Strategy Group	Councillor J. T. Duddy Councillor Mrs. J. M. L. A. Griffiths	
Clent Hills Advisory Committee	Councillor Mrs. M. A. Sherrey	
Community First	Councillor S. P. Shannon	
Council for the Protection of Rural England (Worcestershire Branch) - Bromsgrove District Group	Councillor Mrs. J. Dyer M.B.E.	
Gateway Women's Refuge	Councillor Mrs. J. M. L. A. Griffiths	
Hagley Community Association	Councillor Mrs. K. M. Gall Councillor C. R. Scurrell	
Local Government Association General Assembly	Councillor R. Hollingworth	
Local Government Association Rural Commission	Councillor Mrs. J. D. Luck Councillor P. J. Whittaker	
Midlands Joint Advisory Council for Environmental Protection	Councillor Miss D. H. Campbell Councillor C. R. Scurrell	

BODY	REPRESENTATIVE(S) APPOINTED	EXPIRY OF TERM OF OFFICE (IF NOT FOR AN INDEFINITE PERIOD)
Multi-Agency Resource Centre, Charford	Councillor S. P. Shannon	
Shared Services Members' Board	Councillor R. Hollingworth	
West Midlands Association of Leisure Chairmen	Portfolio Holder for Culture and Community Services (ex-officio - Councillor B. L. Fuller C.B.E. Q.F.S.M.)	
West Midlands Local Government Association: (i) Council (ii) Regional Planning Partnership (iii) Provincial Council (iv) Regional Housing Partnership	Executive Leader of the Council (ex-officio - Councillor R. Hollingworth) Portfolio Holder for Planning and Regeneration (ex-officio - Councillor Mrs. J. Dyer M.B.E.) Portfolio Holder for Finance (ex-officio - Councillor Mrs. M. M. T. Taylor) Portfolio Holder for Housing and Environment (ex-officio - Councillor P. J. Whittaker)	
West Midlands Regional Assembly	Councillor R. Hollingworth (Executive Leader of the Council) Councillor Mrs. J. M. L. A. Griffiths (Deputy)	

BODY	REPRESENTATIVE(S) APPOINTED	EXPIRY OF TERM OF OFFICE (IF NOT FOR AN INDEFINITE PERIOD)
Worcestershire County Council Health Overview and Scrutiny Committee	Councillor D. McGrath	
Worcestershire County Council's Highways Partnership (Bromsgrove) Forum	Councillor R. Hollingworth Mr. D. C. Norton Councillor C. J. K. Wilson	
Worcestershire Hub Board	Councillor Mrs. J. M. L. A. Griffiths Councillor R. Hollingworth	

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BROMSGROVE DISTRICT COUNCIL

SUMMARY OF ATTENDANCES OF MEMBERS AT MEETINGS OF THE COUNCIL AND COMMITTEES 2006/07

NAME OF MEMBER	POSSIBLE	ACTUAL
MRS. S. J. BAXTER	27	19
A. N. BLAGG	28	22
MRS.J. M. BOSWELL	34	32
MISS S. L. BUSHBY	9	2
MISS D. H. CAMPBELL	33	26
A. L. DEAKIN	10	9
G. N. DENARO	20	17
A. J. DENT	28	14
MRS. R. L. DENT	24	16
MRS. A. E. DOYLE	21	14
J. T. DUDDY	25	20
MRS. J. DYER, M.B.E.	39	39
B. L. FULLER C.B.E., Q.F.S.M	27	22
MRS. K. M. GALL	21	20
M. H. GILL	12	9
MRS.J. M. L. A. GRIFFITHS	25	22
D. HANCOX	12	11
R. HOLLINGWORTH	27	25
G. H. HULETT	33	31
C. B. LANHAM	23	13
MRS. J.D. LUCK	46	33
MS. J. A. MARSHALL	17	15
P. M. McDONALD	22	17
D.McGRATH	14	13
W. R. NEWNES	21	12
D. C. NORTON	21	17
S. R. PETERS	33	33
N. PSIRIDES J.P.	46	41
J. A. RUCK	42	38
C. R. SCURRELL	30	28
G.G. SELWAY	12	11
S. P. SHANNON	26	23
MRS. M. A. SHERREY	26	21
MRS. C. J. SPENCER	28	27
MRS. M. M. T. TAYLOR	37	32
E. C. TIBBY	31	24
C. J. TIDMARSH	38	35
P.J. WHITTAKER	39	36
C. J. K. WILSON	40	29

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ATTENDANCE RECORD OF THE COUNCIL'S CURRENT REPRESENTATIVES ON OUTSIDE BODIES (2006-2007)

(* Denotes no reply received)

BODY	REPRESENTATIVE(S) APPOINTED	POSSIBLE	ACTUAL
Age Concern (Hereford and Worcester County Committee)	Councillor Mrs. A. E. Doyle	*	*
Bishop Hall's Bible Charity	Mr. D. G. Hughes	1	0
Bromsgrove Arts Centre Operating Trust	Councillor Miss D. H. Campbell	7	4
	Councillor J. T. Duddy	7	5
	Councillor Mrs. J. M. L. A. Griffiths	7	7
	Councillor C. B. Lanham	7	3
	Mr. D. C. Norton	7	2
Bromsgrove Arts Centre Holding Trust	Mr. M. Horton	1	0
	Councillor Ms. J. A. Marshall	1	1
	Councillor D. McGrath	1	1
	Mr. R. Moule	1	1
	Mr. D. Slade	1	0
	Mr. A. Turpin	1	1
Bromsgrove Institute	Councillor E. C. Tibby	*	*
Bromsgrove United Charities	Councillor Mrs. K. M. Gall	5	4
	Councillor Mrs. J. M. L. A. Griffiths	5	2
	Mr. D. C. Norton	5	3
The Court of Birmingham University	Councillor B. L. Fuller C.B.E. Q.F.S.M.	1	1
Trustee Body of White's Cottage Homes Charity	Mrs. M. W. V. Firminger	5	3

BODY	REPRESENTATIVE(S) APPOINTED	POSSIBLE	ACTUAL
West Midland Reserve Forces and Cadets Association - County Committee	Councillor C. J. Tidmarsh	2	2
Alvechurch Village Society	Councillor Mrs. J. M. L. A. Griffiths	12	0
Amphlett Hall Management Committee	Councillor Mrs. R. L. Dent	8	4
	Councillor G. H. R. Hulett	8	8
	Councillor Ms. J. A. Marshall	8	7
	Councillor J. A. Ruck	8	8
Avoncroft Museum of Buildings Management Council	Councillor Mrs. C. J. Spencer	4	4
Bromsgrove Citizens' Advice Bureau	Councillor Mrs. M. A. Sherrey	5	4
	Councillor E. C. Tibby	5	1
Bromsgrove District Housing Trust Board	Councillor S. P. Shannon	10	8
	Councillor Mrs. C. J. Spencer	10	7
Bromsgrove District Sports Council	Councillor Mrs. K. M. Gall Councillor J. A. Ruck Councillor C. J. K. Wilson	*	*
Bromsgrove District Twinning Association	Chairman of the Council (ex-officio - Councillor C. B. Lanham)	9	0
	Councillor Mrs. J. M. Boswell	9	7
	Councillor D. McGrath	9	5
	Councillor C. R. Scurrall	9	7
Bromsgrove Festival Committee	Mr. D. C. Norton	2	2
	Mrs. P. Norton	2	2
Bromsgrove Hospital Carnival Committee	Mrs. J. M. Boswell	*	*

BODY	REPRESENTATIVE(S) APPOINTED	POSSIBLE	ACTUAL
Bromsgrove Police Sub-Division Community Consultative Group	Councillor S. R. Peters Councillor Mrs. M. A. Sherrey Councillor Mrs. C. J. Spencer Councillor C. J. Tidmarsh <i>plus one "floating" member</i>	3 3 3 3 -	3 1 3 3 -
Bromsgrove Youth Strategy Group	Councillor J. T. Duddy Councillor Mrs. J. M. L. A. Griffiths	3 0	1 0
Clent Hills Advisory Committee	Councillor Mrs. M. A. Sherrey	4	4
Community First	Councillor S. P. Shannon	*	*
Council for the Protection of Rural England (Worcestershire Branch) - Bromsgrove District Group	Councillor Mrs. J. Dyer M.B.E.	5	3
Gateway Women's Refuge	Councillor Mrs. J. M. L. A. Griffiths	*	*
Hagley Community Association	Councillor Mrs. K. M. Gall Councillor C. R. Scurrall	1 1	1 1
Local Government Association General Assembly	Councillor R. Hollingworth	2	0
Local Government Association Rural Commission	Councillor Mrs. J. D. Luck Councillor P. J. Whittaker	2 2	0 1
Midlands Joint Advisory Council for Environmental Protection	Councillor Miss D. H. Campbell Councillor C. R. Scurrall	* *	* *
Multi-Agency Resource Centre, Charford	Councillor S. P. Shannon	2	2
Shared Services Members' Board	Councillor R. Hollingworth	*	*
West Midlands Association of Leisure Chairmen	Portfolio Holder for Culture and Community Services (ex-officio - Councillor B. L. Fuller C.B.E. Q.F.S.M.)	*	*

BODY	REPRESENTATIVE(S) APPOINTED	POSSIBLE	ACTUAL
West Midlands Local Government Association:			
(i) Council	Executive Leader of the Council (ex-officio - Councillor R. Hollingworth)	*	*
(ii) Regional Planning Partnership	Portfolio Holder for Planning and Regeneration (ex-officio - Councillor Mrs. J. Dyer M.B.E.)	*	*
(iii) Provincial Council	Portfolio Holder for Finance (ex-officio - Councillor Mrs. M. M. T. Taylor)	*	*
(iv) Regional Housing Partnership	Portfolio Holder for Housing and Environment (ex-officio - Councillor P. J. Whittaker)	*	*
West Midlands Regional Assembly	Councillor R. Hollingworth (Executive Leader of the Council) Councillor Mrs. J. M. L. A. Griffiths (Deputy)	*	*
Worcestershire County Council Health Overview and Scrutiny Committee	Councillor D. McGrath	12	11
Worcestershire County Council's Highways Partnership (Bromsgrove) Forum	Councillor R. Hollingworth Mr. D. C. Norton Councillor C. J. K. Wilson	*	*
Worcestershire Hub Board	Councillor Mrs. J. M. L. A. Griffiths Councillor R. Hollingworth	*	*