

**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 applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
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
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Appeals Panel; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**PART 3  
(PART C)**

**APPOINTMENTS COMMITTEE**

Number of Members	5
Politically Balanced Y/N	Y
Quorum	2
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	<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
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Appointment Committee; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**AUDIT BOARD**

Number of Members	7, none of whom may be members of the Cabinet
Attendance by other Councillors	Portfolio Holder with responsibility for finance expected to attend each meeting
Politically Balanced Y/N	Y
Quorum	4
Procedure applicable Rules	Audit Board Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22) – if there is any conflict, Audit Board Procedure Rules to take precedence
Terms of Reference	<ul style="list-style-type: none"> <li>a. Monitoring the good stewardship of the Council’s resources through the work of the Internal Audit function.</li> <li>b. Supporting the profile, status and authority of the Internal Audit function and will demonstrate its independence.</li> <li>c. Contribute towards making the Council, its committees and departments more responsive to the Internal Audit function.</li> <li>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.</li> <li>e. Responsibility for focusing audit resources, by agreeing the audit plans and monitoring delivery of the Internal Audit function.</li> <li>f. Monitoring both internal and external audit</li> </ul>

**PART 3  
(PART C)**

	<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	The Chairman must not be a member of the controlling political group
Whipping arrangements	The party whip must not be applied
Officer attendance	S151 Officer and Audit Services Manager expected to attend each meeting
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Audit Board; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**PART 3  
(PART C)**

**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, 18.2, 20.1 and 22)
Terms of Reference	To exercise powers and undertake functions relating to electoral matters and elections
Special provisions relating to appointment of Chairman	None
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Electoral Matters Committee; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**PART 3  
(PART C)**

**LICENSING COMMITTEE**

Number of Members	13 Neither the Leader nor Deputy Leader may be a member of the Licensing Committee
Politically Balanced Y/N	Y
Quorum	3
Procedure applicable	Rules 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"> <li>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; in particular (but not limited to) the exercise of all powers and duties conferred by the Licensing Act 2003 and the Gambling Act 2005</li> <li>2. Enforcement of licensing and registration</li> </ol>
Special provisions as to the Chairman	None
Whipping arrangements	No whipping is permitted
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Licensing Committee; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**PART 3  
(PART C)**

**LICENSING SUB-COMMITTEE  
(Parent Committee – Licensing Committee)**

Number of Members	3 (from the membership of the Licensing Committee)
Politically Balanced Y/N	N
Quorum	2
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
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 Chairman	None
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 Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**PART 3  
(PART C)**

**LICENSING (MISCELLANEOUS) SUB-COMMITTEES A AND B  
(Parent Committee – Licensing Committee)**

*Sub-Committees A and Sub-Committee B will sit in rotation*

Number of Members	3 (from the membership of the Licensing Committee) including either the Chairman or Vice-Chairman of the Licensing Committee (with a fourth Member on standby for each meeting)
Politically Balanced Y/N	N (but to include where possible a member of the opposition)
Quorum	3
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	To determine licensing applications (other than those arising under the Licensing Act 2003 and the Gambling Act 2005) including (but not limited to): 1. private hire and hackney carriage driver, operator and vehicle licensing; 2. street trading consents; 3. sex shop applications; 4. pet shop licences; 5. animal boarding licences; 6. riding establishment licences; 7. charitable collections
Special provisions as to the Chairman	The Chairman shall be either the Chairman or Vice-Chairman of the Licensing Committee
Whipping arrangements	No whipping is permitted
Special provisions as to membership	Neither the Leader nor Deputy Leader may be a member of the Licensing (Miscellaneous) Sub-

**PART 3  
(PART C)**

	<p>Committee</p> <p>Only those Councillors who have undertaken appropriate training may sit on the Licensing (Miscellaneous) Sub-Committee; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria</p>
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**PART 3  
(PART C)**

**LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY  
(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 applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	<p>To consider matters of planning policy as more particularly set out below and either:-</p> <p>(i) make recommendations to Full Council; or</p> <p>(ii) provide feedback to Cabinet on issues it is considering; or</p> <p>(iii) where deemed appropriate by the Chairman of LDFWP in consultation with the Head of Planning and Regeneration, the Leader and the relevant portfolio holder, make recommendations to Cabinet.</p> <p>(i) Items to be considered with recommendations to Full Council:-</p> <ul style="list-style-type: none"> <li>• All new policy documents including Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) at all stages ( draft, pre-submission, submission and adoption);</li> <li>• Community Infrastructure Levy ( CIL) charging schedule;</li> <li>• Significant responses on external public</li> </ul>

**PART 3  
(PART C)**

	<p>consultation including DPDs /SPDs for other local authorities where consequences for BDC could be significant.</p> <ul style="list-style-type: none"> <li>• Responses to significant central government consultation.</li> </ul> <p>(ii) Items to be considered with feedback to Cabinet:-</p> <ul style="list-style-type: none"> <li>• Evidenced based consultations including Technical reports such as Strategic Flood Assessment, Housing Market Assessment and Highways Modelling, and monitoring reports such as annual monitoring and employment land review.</li> <li>• Project Plans such as Local Development Scheme, Statement of Community involvement or other procedural document.</li> <li>• Minor Consultation Responses on external public consultation including DPDs /SPDs for other local authorities or other government consultation where no significant consequences for BDC are envisaged.</li> </ul> <p>Note: Items under both sub section (i) and sub section (ii) may be the subject of consideration and recommendation to Cabinet where deemed appropriate in accordance with (iii) above.</p>
Special provisions as to the Chairman	None
Special provisions as to membership	None

**OVERVIEW AND SCRUTINY BOARD**

Number of Members	13, none of whom shall be members of the Cabinet
Politically Balanced Y/N	Y
Quorum	5
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) – where there is any conflict, Overview and Scrutiny Procedure Rules to take precedence
Terms of Reference	<p>The general terms of reference of the Overview and Scrutiny 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</p> <p>The specific terms of reference include:-</p> <ol style="list-style-type: none"> <li>a. To receive and consider Councillor Calls for Action</li> <li>b. To perform the functions relating to Crime and Disorder Scrutiny (in accordance with the Police and Justice Act 2006)</li> <li>c. To receive and consider Petitions</li> <li>d. To scrutinise the Budget</li> <li>e. To monitor performance improvement</li> <li>f. To identify unsatisfactory progress or performance and make recommendations on remedial action to the Cabinet;</li> <li>g. To monitor the following Council documents/strategies <ul style="list-style-type: none"> <li>• Council Plan</li> <li>• Council Annual Report</li> <li>• Sustainable Community Strategy</li> <li>• Sustainable Community Strategy Annual</li> </ul> </li> </ol>

**PART 3  
(PART C)**

	<p>Report</p> <ul style="list-style-type: none"> <li>• Improvement Plan (full document once a year)</li> <li>• Performance Management Strategy/Data Quality Strategy</li> <li>• Quarterly Finance &amp; Performance Monitoring report</li> </ul>
Special provisions as to the Chairman	None
Officer attendance	<p>A Director expected to attend each meeting.</p> <p>Relevant Head of Service expected to attend for consideration of any item within his/her area of responsibility</p>
Whipping arrangements	<p>When considering any matter in respect of which a member of the Overview and Scrutiny 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 Overview and Scrutiny Board's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.</p>
Special provisions as to membership	<p>Only those Councillors who have undertaken appropriate training may sit on the Overview and Scrutiny Board; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria</p>

**PLANNING COMMITTEE**

Number of Members	13 The Leader may not be a member or act as a substitute for a member of the Planning Committee
Politically Balanced Y/N	Y
Quorum	5
Procedure applicable	Rules Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22) – where there is any conflict, Planning Procedure Rules to take precedence
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> <li>h. Operational planning protocols</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>

**PART 3  
(PART C)**

Special provisions as to the Chairman	None
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Planning Committee; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**STANDARDS COMMITTEE**

<p>Number of Members</p>	<p>9 comprising:</p> <ul style="list-style-type: none"> <li>• 4 District Councillors (other than the Leader), 2 of whom are members of the controlling political group and 2 of whom are not members of the controlling political group</li> <li>• 3 Independent Members</li> <li>• 2 Parish Representatives (who may not also be District Councillors) who shall not be members of the same parish council</li> </ul> <p>Not more than one member of the Standards Committee may be a member of the Cabinet</p> <p>At least 25% of the Committee must be Independent Members</p>
<p>Politically Balanced Y/N</p>	<p>No – see above</p>
<p>Quorum</p>	<p>3</p>
<p>Procedure applicable</p> <p>Rules</p>	<p>Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)</p>
<p>Terms of Reference</p>	<p>The Standards Committee will have the following roles and functions:</p> <ol style="list-style-type: none"> <li>a. promoting and maintaining high standards of conduct by Councillors and any co-opted members of Council bodies;</li> <li>b. assisting the Councillors and co-opted members to observe the Members' Code of Conduct;</li> <li>c. advising the Council on the adoption or revision of the Members' Code of Conduct;</li> <li>d. monitoring the operation of the Members' Code of Conduct;</li> </ol>

**PART 3  
(PART C)**

	<ul style="list-style-type: none"> <li>e. advising, training or arranging to train Councillors and co-opted members on matters relating to the Members' Code of Conduct;</li> <li>f. granting dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;</li> <li>g. dealing with any report from the Monitoring Officer or from an Ethical Standards Officer of Standards for England on any matter which is referred by the Standards Assessment Sub-Committee to the Monitoring Officer or to Standards for England for investigation;</li> <li>h. receiving, assessing written allegations that a Councillor or co-opted Councillor (or former member or co-opted Councillor) may have failed to follow the Code of Conduct and (where appropriate) reviewing decisions made in respect of such allegations;</li> <li>i. considering and determining allegations that a Councillor or co-opted Councillor (or former member or co-opted Councillor) may have failed to follow the Code of Conduct;</li> <li>j. the exercise of a - i above in relation to the Parish Councils in the Council's area and the members of those parish Councils;</li> <li>k. monitoring and reviewing complaints handling and ombudsman investigations;</li> <li>l. monitoring, and reviewing the operation of the Protocol on Member-Officer relations</li> <li>m. monitoring and reviewing the operation of the Protocol on Member-Member Relations.</li> </ul>
Chairman	Chairman and Vice-Chairman to be an Independent Member
Whipping arrangements	No whipping is permitted
Substitutes	<p>Trained substitutes are permitted for District Councillors</p> <p>A nominated trained substitute is permitted for the Parish Representative (who shall not be a member of the same parish council as either of the Parish</p>

**PART 3  
(PART C)**

	Members)
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Standards Committee; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria

**PART 3  
(PART C)**

**STANDARDS ASSESSMENT (DISTRICT COUNCILLOR)  
SUB-COMMITTEES A and B  
and  
STANDARDS ASSESSMENT (PARISH COUNCILLOR)  
SUB-COMMITTEES A and B  
(Parent Committee – Standards Committee)**

*Sub-Committee A and Sub-Committee B (both of which have a fixed membership) will sit in rotation.*

Number of Members	3 comprising: <ul style="list-style-type: none"> <li>• At least 1 District 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> The Standards Committee may from time to time determine procedures for membership of its sub-committees
Politically Balanced Y/N	No
Quorum	3
Procedure applicable	Rules 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 district or parish councillor or co-opted councillor (or former councillor or co-opted councillor) may have failed to follow the Code of conduct
Chairman	To be an Independent Member
Whipping arrangements	No whipping is permitted

**PART 3  
(PART C)**

Substitutes	<p>Trained substitutes are permitted for District Councillors</p> <p>A nominated trained substitute is permitted for the Parish Representative</p> <p>The Standards Committee may from time to time determine procedures for substitution at meetings of Standards Assessment Sub-Committees</p>
Special provisions as to membership	<p>Only those Councillors who have undertaken appropriate training may sit on the Standards Assessment Sub-Committees; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria</p>

**PART 3  
(PART C)**

**STANDARDS REVIEW (DISTRICT COUNCILLOR)  
SUB-COMMITTEES A and B  
STANDARDS REVIEW (PARISH COUNCILLOR)  
SUB-COMMITTEES A and B**

**(Parent Committee – Standards Committee)**

*Sub-Committee A and Sub-Committee B ( both of which have a fixed membership) will sit in rotation*

Number of Members	3 comprising: <ul style="list-style-type: none"> <li>• At least 1 District 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. The Standards Committee may from time to time determine procedures for membership of its sub-committees</p>
Politically Balanced Y/N	No
Quorum	3
Procedure applicable	Rules 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
Chairman	To be an Independent Member
Whipping arrangements	No whipping is permitted

**PART 3  
(PART C)**

Substitutes	Trained substitutes are permitted for District Councillors A nominated trained substitute is permitted for the Parish Representative The Standards Committee may from time to time determine procedures for substitution at meetings of Standards Review Sub-Committees
Special provisions as to membership	Only those Councillors who have undertaken appropriate training may sit on the Standards Review Sub-Committees; the Chief Executive in consultation with the Member Development Steering Group will determine the criteria to be met and the Chief Executive will determine whether individual Councillors have met those criteria