

**APPEALS PANEL**

Number of Members	3
Politically Balanced Y/N	Y
Quorum	2
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 15, 17.8, 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	<p>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.</p> <p>The Panel will be appointed ad hoc and will be selected by the Monitoring Officer, or if s/he is unable to act, by the Chief Executive, following consultation with the Leaders of the political groups on the Council and will reflect, as far as reasonably practicable, the political balance of the Council.</p>

**APPOINTMENTS COMMITTEE**

Number of Members	3
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22)
Terms of Reference	<p>a. To consider and recommend to Council matters relating to the appointment and dismissal of the Head of Paid Service (Chief Executive), Monitoring Officer, Section 151 Officer and Chief Officers as defined in the Local Authorities (Standing Orders) Regulations 2001;</p> <p>b. For the same officers, to consider and decide on matters relating to disciplinary action, capability or suspension, as required by legislation or the Council’s Officer Employment Procedure Rules;</p> <p>c. For the same officers, to decide the appointment of a Designated Independent Person as defined in the Legislation</p>
Provisions relating to appointment of Chairman	None
Special provisions as to membership	When considering the appointment or dismissal of the Head of Paid Service or other Chief Officers defined in

	<p>paragraph 3 of the Officer Employment Procedure Rules, one member of the Panel must be a member of the Cabinet (paragraph 4 (2) of the Rules).</p> <p>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, or in his/her absence the Monitoring Officer, will determine whether individual Councillors have met those criteria.</p> <p>The Panel shall be appointed ad hoc and comprise 3 members of the Council, selected by the Monitoring Officer, or if s/he is unable to act, by the Head of Paid Service, from nominations by the Leaders of the appropriate Political Groups on the Council.</p> <p>The Shared Service arrangements between Bromsgrove District and Redditch Borough Councils require the Chief Executive, Monitoring Officer, Section 151 officer and other Chief Officers to carry out work for both authorities. In the light of this the Leader of Redditch Borough Council will be co-opted onto the Appointments Panel as a non-voting member.</p>
--	---

**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, 9 - 11, 13.4, 13.5, 14 - 15, 17.8, 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> </ul>

	<ul style="list-style-type: none"> <li>f. Monitoring both internal and external audit 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.</li> <li>g. Receive and consider a summary of internal audit work undertaken since the last meeting, plus the current status of this work.</li> <li>h. Monitor compliance with the Council's standards, codes of practice and policies through the work of the Internal Audit function.</li> <li>i. Monitor compliance with relevant legislative requirements through the work of the Internal Audit function.</li> <li>j. The Audit Board will ensure that it acts within the policies and strategies of the Council.</li> </ul>
Special provisions as to the Chairman	None
Whipping arrangements	The party whip must not be applied
Substitutes	Trained substitutes are permitted subject to the restriction that each member of the Board may only nominate a substitute on up to two occasions during each municipal year ( as set out in rule 6.4 of the Audit Board Procedure Rules).
Officer attendance	S151 Officer and Audit Services Manager expected to attend each meeting

<p>Special provisions as to membership</p>	<p>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</p>
--	---

**ELECTORAL MATTERS COMMITTEE**

Number of Members	7
Politically Balanced Y/N	Y
Quorum	4
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9 - 11, 13.4, 13.5, 14, 15, 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

**LICENSING COMMITTEE**

Number of Members	11 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, 10-11, 13.4, 13.5, 14 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> <li>3. To determine street amenity consents</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



**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, 9-11, 13.4, 13.5, 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

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

Sub-Committee 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, 9-11, 13.4, 13.5, 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): <ol style="list-style-type: none"> <li>1. private hire and hackney carriage driver, operator and vehicle licensing;</li> <li>2. street trading consents;</li> <li>3. sex shop applications;</li> <li>4. pet shop licences;</li> <li>5. animal boarding licences;</li> <li>6. riding establishment licences;</li> <li>7. charitable collections</li> </ol>
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-

	<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>
--	--

**OVERVIEW AND SCRUTINY BOARD**

Number of Members	11, none of whom shall be members of the Cabinet
Politically Balanced Y/N	Y
Quorum	5
Procedure applicable	<p>Rules</p> <p>Overview and Scrutiny Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22) – where there is any conflict, Overview and Scrutiny Procedure Rules to take precedence</p>
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> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Sustainable Community Strategy</li> <li>• Sustainable Community Strategy Annual Report</li> <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 is expected to attend each meeting.</p> <p>The relevant Head of Service is 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>
Substitutes	<p>Trained substitutes are permitted subject to the restriction that each member of the Board may only nominate a substitute on up to two occasions during each municipal year (as set out in rule 1.3 of the Overview and Scrutiny Procedure Rules). [Substitutes cannot be used for Task Group meetings.]</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</p>

	Councillors have met those criteria
--	-------------------------------------

**PLANNING COMMITTEE**

Number of Members	11 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	<p>Rules</p> <p>Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22) – where there is any conflict, Planning Procedure Rules to take precedence</p>
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 policies</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 Chairman	The Chairman of Planning cannot be a member of Cabinet

## COMMITTEE TERMS OF REFERENCE

## PART 5

Substitutes	Trained substitutes are permitted
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**

Number of Members	9 Party Group Leaders may not be members, or act as substitutes for members, on the Standards Committee
Number of Co-opted Non-voting Members	2 Parish Representatives, who may not also be District Councillors.
Politically Balanced Y/N	Y
Quorum	3
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22)
Terms of Reference	The Standards Committee will have the following roles and functions: <ul 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> <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</li> </ul>

	<p>interests set out in the Members' Code of Conduct;</p> <p>g. dealing with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct;</p> <p>h. considering and determining allegations that a Councillor or co-opted Councillor may have failed to follow the Code of Conduct and where a breach of the Code is established impose sanctions as delegated by Full Council or make recommendations as to any sanctions to the appropriate person or body.</p> <p>i. the exercise of g – h above in relation to the Parish Councils in the Council's area and the members of those parish Councils:</p> <p>j. monitoring, and reviewing the operation of the Protocol on Member-Officer relations</p> <p>k. monitoring and reviewing the operation of the Protocol on Member-Member Relations.</p>
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 Co-opted Non-voting Parish Representative (who shall not be a member of the same parish council as either of the Parish Members)</p>
Special provisions as to membership	<p>Only those Councillors who have undertaken appropriate training may sit on the Standards Committee.</p> <p>Quasi-Judicial meetings training will be required before Members sit on Hearings.</p>