

**COMMITTEE TERMS OF REFERENCE  
PART 5**

**APPEALS PANEL**

|                                       |  |
|---------------------------------------|--|
| Number of Members                     | 5  |
| Politically Balanced Y/N              | Y  |
| Quorum                                | 3  |
| Procedure applicable                  | Rules<br>Applicable Council Procedure Rules  |
| 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.    |

## COMMITTEE TERMS OF REFERENCE PART 5

### APPOINTMENTS COMMITTEE

|  |   |
|--|---|
| Number of Members                              | 6 made up of 5 members of Bromsgrove District Council and the Leader of Redditch Borough as co-optee  |
| Politically Balanced Y/N                       | Y   |
| Quorum   | 6   |
| Procedure Rules applicable                     | Officer Employment Procedure Rules and Council Procedure Rules and applicable Council Procedure Rules   |
| Terms of Reference                             | <p>a. To consider and recommend to Council matters relating to the appointment 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 but excluding the head of paid service, monitoring officer and chief finance officer, to consider and decide on matters relating to disciplinary action.</p> |
| Provisions relating to appointment of Chairman | None  |
| Special provisions as to membership            | When considering the appointment or of the Head of Paid Service, monitoring officer or chief finance  |

## COMMITTEE TERMS OF REFERENCE PART 5

|  |  |
|--|--|
|  | <p>office, or the appointment or dismissal of the other Chief Officers defined in 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..</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> |
|--|--|

**COMMITTEE TERMS OF REFERENCE  
PART 5**

**AUDIT, STANDARDS AND GOVERNANCE COMMITTEE**

|                                 |   |
|---------------------------------|---|
| Number of Members               | 9, none of whom may be members of the Cabinet<br><br>+ 2 co-opted non voting Parish Council representatives, who may not also be District Councillors, for the purpose of Standards   |
| Attendance by other Councillors | Portfolio Holder with responsibility for finance expected to attend each meeting  |
| Politically Balanced Y/N        | Y   |
| Quorum                          | 5   |
| Procedure applicable            | Rules<br>Audit, Standards and Governance Committee Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 2-4, 6, 8-10, 12.2 – 12.3, 14, 17,19, 20 and 21)<br>– if there is any conflict, Audit, Standards and Governance Committee Procedure Rules to take precedence  |
| Terms of Reference              | <u>Stewardship and Audit</u><br><br>To provide independent assurance to the Council in relation to:<br><br>a. The effectiveness of the Council’s governance arrangements, risk management framework and internal control environment, including overseeing: <ul style="list-style-type: none"> <li>• Risk management strategies;</li> <li>• Anti-fraud arrangements;</li> <li>• Whistle-blowing strategies;</li> <li>• Internal and external audit activity</li> <li>• Democratic governance</li> </ul> |

## COMMITTEE TERMS OF REFERENCE PART 5

|  |  |
|--|--|
|  | <p>b. the effectiveness of the Council's financial and non-financial performance to the extent it affects exposure to risk and poor internal control;</p> <p>c. the annual governance statement.</p> <p>d. The review of the annual statement of accounts, confirming the appropriate accounting policies have been followed, including the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><u>Appointment of External Auditors</u></p> <p>e. To arrange the recruitment and operation of the Council's Auditor Panel, in accordance with the requirements of the Audit and Accountability Act 2014.</p> <p><u>Standards</u></p> <p>f. Promote and maintain high standards of conduct by Councillors and any co-opted members of Council bodies.</p> <p>g. Assist Councillors and co-opted members to observe the Members' Code of Conduct.</p> <p>h. Advise the Council on the adoption or revision of the Members' Code of Conduct.</p> <p>i. Monitor the operation of the Members' Code of Conduct.</p> <p>j. Advise, train or arrange to train Councillors and co-opted members on matters relating to the Members' Code of Conduct.</p> <p>k. Formulate advice for Members and officers on declarations of gifts and hospitality and monitor and review the arrangements for recording interests, gifts and hospitality.</p> <p>l. Grant dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct.</p> |
|--|--|

## COMMITTEE TERMS OF REFERENCE PART 5

|                                       |  |
|---------------------------------------|--|
|                                       | <p>m. For both District and Parish Councils, deal with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct (statutory requirement).</p> <p>n. For both District and Parish Councils, consider and determine 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 (statutory requirement).</p> <p>o. Monitor and review the operation of the Protocol on Member-Officer relations.</p> <p>p. Monitor and review the operation of the Protocol on Member-Member relations.</p> |
| Special provisions as to the Chairman | None   |
| Whipping arrangements                 | The party whip must not be applied   |
| Substitutes                           | <p>Substitutes are permitted</p> <p>A 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>  |
| Officer attendance                    | S151 Officer, Monitoring Officer and Audit Services Manager or their deputies are expected to attend each meeting.   |
| Special provisions as to membership   | <p>Quasi-judicial meetings training will be required before members sit on hearings.</p> <p>Members of the Cabinet or the Chairman of the Council may not be a member of or substitute on the Audit, Standards &amp; Governance Committee.</p>   |

**COMMITTEE TERMS OF REFERENCE  
PART 5**

**COMMITTEE TERMS OF REFERENCE  
PART 5**

**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                    | None   |



## COMMITTEE TERMS OF REFERENCE PART 5

### LICENSING COMMITTEE

|                                       |  |
|---------------------------------------|--|
| Number of Members                     | 11   |
| Politically Balanced Y/N              | Y  |
| Quorum                                | 6  |
| Procedure applicable                  | Rules<br>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   | <p>Only those Councillors who have undertaken appropriate training may sit on the Licensing Committee.</p> <p>Neither the Leader nor Deputy Leader may be a member of the Licensing Committee</p>  |

**COMMITTEE TERMS OF REFERENCE  
PART 5**

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

|                                       |  |
|---------------------------------------|--|
| Number of Members                     | 3 (from the membership of the Licensing Committee)   |
| Politically Balanced Y/N              | N  |
| 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 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.<br>Neither the Leader nor Deputy Leader may be a member of the Licensing Committee |

## COMMITTEE TERMS OF REFERENCE PART 5

### 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<br>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):<br><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> <li>8. street amenity consents.</li> </ol> |
| Special provisions as to the Chairman | None   |
| Whipping arrangements                 | No whipping is permitted   |
|                                       |  |

**COMMITTEE TERMS OF REFERENCE  
PART 5**

|  |   |
|--|---|
| <p>Special provisions as to membership</p> | <p>Neither the Leader nor Deputy Leader may be a member of the Licensing (Miscellaneous) Sub-Committee</p> <p>Only those Councillors who have undertaken appropriate training may sit on the Licensing (Miscellaneous) Sub-Committee.</p> |
|--|---|

## COMMITTEE TERMS OF REFERENCE PART 5

### OVERVIEW AND SCRUTINY BOARD

|                          |   |
|--------------------------|---|
| Number of Members        | 11, none of whom shall be members of the Cabinet  |
| Politically Balanced Y/N | Y   |
| Quorum                   | 6   |
| Procedure applicable     | Rules<br>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   |
| 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> |

## COMMITTEE TERMS OF REFERENCE PART 5

|                                       |  |
|---------------------------------------|--|
|                                       | <ul style="list-style-type: none"> <li>• Improvement Plan</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                    | A Director is expected to attend each meeting. The relevant Head of Service is expected to attend for consideration of any item within his/her area of responsibility  |
| Whipping arrangements                 | 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. |
| Substitutes                           | 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.]   |
| Special provisions as to membership   | Members of the Cabinet or the Chairman of the Council may not be a member of or substitute on the Overview & Scrutiny Board.   |

## COMMITTEE TERMS OF REFERENCE PART 5

### PLANNING COMMITTEE

|                          |  |
|--------------------------|--|
| Number of Members        | 11   |
| Politically Balanced Y/N | Y  |
| Quorum                   | 6  |
| Procedure applicable     | Rules<br>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  |
| 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> |
|                          |  |

**COMMITTEE TERMS OF REFERENCE  
PART 5**

|                                       |   |
|---------------------------------------|---|
| Special provisions as to the Chairman | The Chairman of Planning cannot be a member of Cabinet.   |
| Substitutes                           | Trained substitutes are permitted   |
| Special provisions as to membership   | Only those Councillors who have undertaken appropriate training may sit on the Planning Committee.<br>The Leader may not be a member or act as a substitute for a member of the Planning Committee. |



**COMMITTEE TERMS OF REFERENCE  
PART 5**

**STATUTORY OFFICERS DISCIPLINARY ACTION PANEL**

## COMMITTEE TERMS OF REFERENCE PART 5

|                                       |   |
|---------------------------------------|---|
| Number of Members                     | 8 made up of 5 District Council Members, 2 Independent Persons with voting rights and the Leader of Redditch Borough Council as co-optee  |
| Politically Balanced Y/N              | Y   |
| Quorum                                | 7   |
| Procedure applicable                  | Rules<br>Officer Employment Procedure Rules (incorporating the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and applicable Council Procedure Rules   |
| Terms of Reference                    | In relation to disciplinary action affecting the statutory posts of head of the authority's paid service, monitoring officer and chief finance officer, to consider the issues, including the conclusions of any investigation, and make recommendations to Full Council as to dismissal or alternative action.   |
| Special provisions as to the Chairman | None  |
| Officer attendance                    | When meeting to determine an issue relating to disciplinary action the committee will be supported by independent external legal advisors.  |
| Special provisions as to membership   | 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 Committee as a non-voting member. |

**COMMITTEE TERMS OF REFERENCE  
PART 5**

|  |   |
|--|---|
|  | <p>Only those Councillors who have undertaken appropriate training may sit on the Statutory Officers Disciplinary Action Panel.</p> |
|--|---|